

**COUNCIL MEETING MINUTES  
JANUARY 13, 2025**

**DATE**      **COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JANUARY 13, 2025**

**CONVENED**    The meeting convened at 7:00 p.m. with Mayor Lonergan presiding.

**ROLL CALL**

Mayor Lonergan	Present
Councilor Cantu	Present
Councilor Cornwell	Present
Councilor Schaub	Absent
Councilor Brizuela	Present
Councilor Grijalva	Present
Councilor Wilk	Present

**Staff Present:** City Administrator Derickson, City Attorney Granum, Assistant City Administrator Row, Economic Development Director Johnk, Police Chief Millican, Community Services Director Cuomo, Public Affairs and Communications Manager Guerrero, Finance Director Turley, Community Relations Manager Herrera, Officer Warner, City Recorder Pierson

**OATH OF OFFICE**

City Recorder Pierson administered the Oath of Office to Councilor Lilia Brizuela (Ward I)

**MOMENT OF REFLECTION**

Mayor Lonergan took a moment of reflection to acknowledge the following moments:

- A reminder of the recent terrorist attack in New Orleans, urging citizens to remain vigilant and aware of their surroundings due to the presence of bad actors in the world.
- A remembrance of President Carter, who recently passed away, acknowledging his significant contributions as one of the oldest living presidents.
- A mention of the devastating fires in Los Angeles, with Oregon sending over 300 firefighters to assist including firefighters from Woodburn.
- Reflection on the successes of 2024 for Woodburn, with optimism for an even better 2025, anticipating continued growth, economic benefits, and improved safety.

**ANNOUNCEMENTS**

Mayor Lonergan announced that City Hall and the Library will be closed on January 20, 2025, for Martin Luther King Jr. Day. Transit will be open from 9:00 a.m. - 3:00 p.m. The Aquatic Center will be open normal hours 6:00 a.m. -10:00 a.m. & 4:00 p.m. - 8:00 p.m.

Mayor Lonergan announced that he would like to schedule a City Council Goal Setting Session for February. He noted that one of the goals he would like to see is educating the community about what the City can do in regards to speeding. There was a consensus of the City Council to hold the goal setting session on Friday, February 21, and Saturday, February 22.

# COUNCIL MEETING MINUTES

## JANUARY 13, 2025

### **APPOINTMENTS**

**Motion: Cantu/Grijalva...** approve the appointment of Mary Beth Cornwell, Kristi St. Amant, Brenda Valentin-Bravo, Judy Massaia, and Frank Lonergan to the Public Art Mural Committee.

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

**Motion: Cornwell/Wilk...** approve the appointment of Justin May to the Planning Commission.

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

**Motion: Wilk/Cantu...** approve the appointment of Natalie Tomaskewsky to the Recreation and Park Board.

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

**Motion: Grijalva/Cantu...** approve the appointment of Steven Kufeldt, Elida Sifuentez, and John Reinhardt to the Budget Committee.

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

### **PROCLAMATION:**

Councilor Wilk read a proclamation recognizing the Vietnamese Heritage and Freedom Flag as the official symbol of the Vietnamese-American Community in the United States. Mayor Lonergan provided a copy of the proclamation to Thao Tu, president of the Vietnamese Community of Oregon and Thao Tu presented the City of Woodburn with a Vietnamese Freedom Flag

### **PRESENTATION:**

Toby Roth, with REDW CPAs and Advisors, provided a report on the Audited Financial Statements.

### **CONSENT AGENDA**

- A. Woodburn City Council minutes of December 9, 2024,
- B. Redflex Report – September through November,
- C. Building Activity for December 2024.

**Motion: Wilk/Cornwell...** approve the consent agenda as presented.

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

**COUNCIL BILL NO. 3269 - AN ORDINANCE AMENDING ORDINANCE 2554, THE SOLID WASTE MANAGEMENT FRANCHISE, TO EXTEND SAID ORDINANCE UNTIL FEBRUARY 26, 2026**

# COUNCIL MEETING MINUTES

## JANUARY 13, 2025

**Wilk** introduced Council Bill No. 3269. City Recorder Pierson read the bill twice by title only since there were no objections from the Council. Assistant City Administrator Row provided a staff report. Matt Ketchum with Republic Services thanked the City for their partnership. On roll call vote for final passage, the bill passed unanimously with Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]. Mayor Lonergan declared Council Bill No. 3269 duly passed.

### **COUNCIL BILL NO. 3270 - A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR THE GENERAL FUND FOR FY 2024-25**

**Wilk** introduced Council Bill No. 3270. Recorder Pierson read the bill by title only since there were no objections from the Council. Finance Director Turley provided a staff report. On roll call vote for final passage, the bill passed unanimously with Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]. Mayor Lonergan declared Council Bill No. 3270 duly passed.

### **COUNCIL BILL NO. 3271 - A RESOLUTION RATIFYING AN AMENDMENT TO THE WOODBURN URBAN RENEWAL PLAN FOR THE ACQUISITION OF PROPERTY FOR AN AFFORDABLE HOUSING PROJECT**

**Wilk** introduced Council Bill No. 3271. Recorder Pierson read the bill by title only since there were no objections from the Council. Economic Development Director Johnk provided a staff report. On roll call vote for final passage, the bill passed unanimously with Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]. Mayor Lonergan declared Council Bill No. 3271 duly passed.

### **COUNCIL BILL NO. 3272 - A RESOLUTION AUTHORIZING EXECUTION OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WOODBURN AND THE WOODBURN POLICE - SERGEANTS UNIT (WPA-SL1) FOR A CONTRACT BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2026**

**Wilk** introduced Council Bill No. 3272. Recorder Pierson read the bill by title only since there were no objections from the Council. Police Chief Millican provided a staff report. On roll call vote for final passage, the bill passed unanimously with Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]. Mayor Lonergan declared Council Bill No. 3272 duly passed.

### **FY 2025-26 FINANCIAL PLAN**

City Administrator Derickson provided a staff report. Finance Director Turley noted that Councilors have a printed copy of the investment policy in front of them as well which should have been included in the packet.

**Motion: Wilk/Cornwell...** adopt the attached FY 2025-26 Financial Plan (Budget Policies and Fiscal Strategy).

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

### **COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A DESIGN REVIEW AND VARIANCE APPLICATION FOR “SIAMAK’S CAR COMPANY” AT 1221 & 1241 EVERGREEN ROAD (DR 24-04 & VAR 24-01)**

The Council declined to call this item up.

# COUNCIL MEETING MINUTES

## JANUARY 13, 2025

### CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- **Onboarding Schedule for New City Councilors:** New Councilor Orientation is scheduled for January 25<sup>th</sup>. Other Councilors are invited to attend as well, as long as a quorum is not met
- **DUI Enforcement Grant:** The City previously accepted a grant for enhanced DUI enforcement, which has been successful. The Police Chief reported that eight DUI arrests were made over the weekend, a significant achievement in such a short time. Congratulations were extended to the police department for their efforts.
- **Budget Meeting:** The budget meeting is tentatively scheduled for April 26, 2025.

### MAYOR AND COUNCIL REPORTS

Councilor Cornwell asked the City Attorney if she could give more information on the required ethics training. City Attorney Granum noted the "Legal Lightning" memo that her office creates, provides updates on changes in state law, reminders for city councilors, and best practices. A recent edition covered the new Oregon government ethics rules for public meetings. Councilors are required to attend training given by the Oregon Government Ethics Commission at least once during their term. The training is offered both in-person and online. She also noted that she is available to provide training that would cover other Oregon government ethics issues for City Councilors, including public records, gifts, and conflicts of interest. City Attorney Granum also mentioned that she had previously sent out a "Legal Lightning" memo regarding the issue of immigration enforcement and if any Councilor has questions on any of these issues to please reach out to her.

Councilor Cornwell also mentioned that the chili feed is on the 25<sup>th</sup> from 12:00 to 2:00. She encouraged everyone to go because it's a lot of fun and it is a great community activity.

Councilor Brizuela stated that she would like more information on the immigration issue because it will impact our community, and our students.

Councilor Wilk stated that he wanted to express his general appreciation for the staff. He commended the City Administrator and City Attorney for their excellent work. He expressed gratitude for the guidance they provided, particularly regarding ethical obligations. Additionally, he noted that Emmanuel Lutheran Church has established a designated drop-off location for cans and bottles to support their activities.

Councilor Cantu shared that she has received a lot of feedback suggesting that the City of Woodburn could benefit from a bottle drop program.

Councilor Grijalva, in addition to recognizing the hard work of the staff, highlighted that it was great to hear from the auditor that there were no substantial issues to report. She congratulated everyone on a wonderful job, wished a Happy New Year, and expressed her pleasure in being able to serve. She also asked to be notified if there was anything she could assist with.

Mayor Lonergan thanked the City Council for coming prepared for the meeting. He reminded everyone



**COUNCIL MEETING MINUTES  
JANUARY 13, 2025**

that there would be another large public hearing in two weeks and emphasized the importance of being well-prepared for that as well.

**ADJOURNMENT**

**Motion: Cornwell/Wilk...** move to adjourn.

The Motion passed with the following vote: Councilors Brizuela, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

Mayor Lonergan adjourned the meeting at 8:21 p.m.

APPROVED \_\_\_\_\_  
FRANK LONERGAN, MAYOR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon

## Traffic Photo Enforcement Report - N. Pacific Highway at Mt. Hood Avenue

### Red Light Enforcement

\*New software integration live as of Nov 2024 with new categorizations for event violation rejections.\*

	October 2024	November 2024	December 2024	Oct-Dec 2024 (Monthly Average)	2024 Year End Total	2024 Monthly Average
<b>Total Events Captured</b>	<b>375</b>	<b>266</b>	<b>405</b>	<b>349</b>	<b>4249</b>	<b>354</b>
Non-Event	Information Not Available [Previous System]	118	288	203		
Controllable		43	7	25		
Not Controllable		62	50	56		
Unprocessed/Misc		7	0	4		
<b>Total Rejections</b>	<b>296</b>	<b>230</b>	<b>345</b>	<b>290</b>	<b>3281</b>	<b>273</b>
<b>Citations Issued</b>	<b>79</b>	<b>36</b>	<b>60</b>	<b>58</b>	<b>968</b>	<b>23</b>

### Speed Enforcement (46 mph+)

\*New software integration live as of Nov 2024 with new categorizations for event violation rejections.\*

	October 2024	November 2024	December 2024	Oct-Dec 2024 (Monthly Average)	2024 Year End Total	2024 Monthly Average
<b>Total Events Captured</b>	<b>357</b>	<b>232</b>	<b>216</b>	<b>268</b>	<b>4053</b>	<b>338</b>
Non-Event	Information Not Available [Previous System]	37	53	45		
Controllable		16	1	9		
Not Controllable		44	43	44		
Unprocessed/Misc		5	0	3		
<b>Total Rejections</b>	<b>120</b>	<b>102</b>	<b>97</b>	<b>106</b>	<b>1601</b>	<b>133</b>
<b>Citations Issued</b>	<b>237</b>	<b>130</b>	<b>119</b>	<b>158</b>	<b>2452</b>	<b>204</b>

#### \*EVENT REJECTION [NON-CITATION] KEY\*

**Non-Event:** No citation issued due to no violation - event triggered due to cross traffic or slow roll; driver does not match reg owner; public safety response, etc.

**Controllable:** No citation issued due to poor or malfunctioning camera/video quality [these are typically rejected prior to being sent to City/PD for review].

**Not Controllable:** No citation issued due to driver and/or vehicle registration issues, driver face obstructions, and poor weather conditions.

**Unprocessed/Misc:** The program was unable to provide info on rejections for events and/or event was not within enforceable time period.

## **STAFF MEMORANDUM**

To: The Woodburn City Council  
From: Scott Derickson, City Administrator

### **Regarding – Consent Calander/Monthly Financial Report**

---

Attached for your review and acceptance are the monthly Financial Reports that include Year-to-Date Expenditure and Revenues for all funds, the Accounts Payable Report and the Cash and Investment Reconciliation Report. Placement of up to date monthly Financial Reports on the City Council's Consent Agenda will occur on a monthly basis.

As always, if you have comments or questions, please do not hesitate contact me.

# **Year-to-Date Expenditures for All Funds**



# Expense All Funds

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1111 - Council &amp; Mayor</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5112	Part-Time Wages	8,800.00	.00	8,800.00	.00	.00	.00	8,800.00	0	.00
5212	Social Security	660.00	.00	660.00	.00	.00	.00	660.00	0	.00
<b>5214</b>										
5214.100	PERS - City	1,470.00	.00	1,470.00	.00	.00	.00	1,470.00	0	.00
<b>5214 - Totals</b>		<b>\$1,470.00</b>	<b>\$0.00</b>	<b>\$1,470.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,470.00</b>	<b>0%</b>	<b>\$0.00</b>
5216	Unemployment Insurance	80.00	.00	80.00	.00	.00	.00	80.00	0	.00
5218	Paid Family Leave Insurance	20.00	.00	20.00	.00	.00	.00	20.00	0	.00
<i>Personnel Services Totals</i>		<b>\$11,030.00</b>	<b>\$0.00</b>	<b>\$11,030.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,030.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	1,000.00	.00	1,000.00	315.47	.00	907.33	92.67	91	933.71
5419	Other Professional Serv	1,500.00	.00	1,500.00	98.00	.00	801.00	699.00	53	1,314.47
5421	Telephone/Data	750.00	.00	750.00	.97	.00	4.82	745.18	1	11.42
5428	IT Support	86,300.00	.00	86,300.00	7,191.67	.00	43,150.02	43,149.98	50	73,350.00
5432	Meals	2,000.00	.00	2,000.00	304.75	.00	1,114.09	885.91	56	1,835.29
5433	Mileage	330.00	.00	330.00	.00	.00	60.04	269.96	18	784.93
5439	Travel	700.00	.00	700.00	.00	.00	973.38	(273.38)	139	3,376.62
5464	Workers' Comp	40.00	.00	40.00	3.33	.00	19.98	20.02	50	50.04
5485	Leadership Development	15,000.00	.00	15,000.00	5,408.40	3,336.79	10,559.86	1,103.35	93	10,130.35
5491	Dues & Subscriptions	.00	.00	.00	.00	.00	.00	.00	+++	250.00
5492	Registrations/Training	3,000.00	.00	3,000.00	945.00	.00	2,135.00	865.00	71	2,890.00
5493	Printing/Binding	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
<i>Materials &amp; Services Totals</i>		<b>\$110,720.00</b>	<b>\$0.00</b>	<b>\$110,720.00</b>	<b>\$14,267.59</b>	<b>\$3,336.79</b>	<b>\$59,725.52</b>	<b>\$47,657.69</b>	<b>57%</b>	<b>\$94,926.83</b>
<b>EXPENSE TOTALS</b>		<b>\$121,750.00</b>	<b>\$0.00</b>	<b>\$121,750.00</b>	<b>\$14,267.59</b>	<b>\$3,336.79</b>	<b>\$59,725.52</b>	<b>\$58,687.69</b>	<b>52%</b>	<b>\$94,926.83</b>
Division <b>1111 - Council &amp; Mayor Totals</b>		<b>(\$121,750.00)</b>	<b>\$0.00</b>	<b>(\$121,750.00)</b>	<b>(\$14,267.59)</b>	<b>(\$3,336.79)</b>	<b>(\$59,725.52)</b>	<b>(\$58,687.69)</b>	<b>52%</b>	<b>(\$94,926.83)</b>
Division <b>1211 - City Administrator</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	214,900.00	.00	214,900.00	24,018.98	.00	100,997.43	113,902.57	47	205,985.10
5121	Overtime	.00	.00	.00	.00	.00	29.49	(29.49)	+++	1.99
5211	OR Workers' Benefit	40.00	.00	40.00	1.74	.00	11.96	28.04	30	25.19
5212	Social Security	15,730.00	.00	15,730.00	911.28	.00	6,603.74	9,126.26	42	15,038.47
5213	Med & Dent Ins	28,910.00	.00	28,910.00	2,392.92	.00	12,463.74	16,446.26	43	27,077.73
<b>5214</b>										
5214.100	PERS - City	42,420.00	.00	42,420.00	4,970.98	.00	19,982.57	22,437.43	47	38,141.00
5214.600	PERS 6%	12,890.00	.00	12,890.00	1,622.88	.00	6,627.80	6,262.20	51	14,379.82
5214.800	DEFERED COMP - CITY	18,110.00	.00	18,110.00	3,029.00	.00	9,406.69	8,703.31	52	17,233.52



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1211 - City Administrator</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
<b>5214 - Totals</b>		\$73,420.00	\$0.00	\$73,420.00	\$9,622.86	\$0.00	\$36,017.06	\$37,402.94	49%	\$69,754.34
5215	Long Term Disability Ins	310.00	.00	310.00	28.14	.00	139.49	170.51	45	286.65
5216	Unemployment Insurance	2,150.00	.00	2,150.00	48.06	.00	202.25	1,947.75	9	1,249.12
5217	Life Insurance	200.00	.00	200.00	19.05	.00	89.76	110.24	45	182.16
5218	Paid Family Leave Insurance	850.00	.00	850.00	53.27	.00	304.27	545.73	36	748.31
<i>Personnel Services Totals</i>		\$336,510.00	\$0.00	\$336,510.00	\$37,096.30	\$0.00	\$156,859.19	\$179,650.81	47%	\$320,349.06
<i>Materials &amp; Services</i>										
5319	Office Supplies	2,000.00	.00	2,000.00	39.97	.00	466.08	1,533.92	23	1,571.19
5419	Other Professional Serv	2,000.00	.00	2,000.00	.00	2,172.79	2,133.76	(2,306.55)	215	4,587.07
5421	Telephone/Data	1,800.00	.00	1,800.00	432.86	262.66	1,472.82	64.52	96	3,618.88
5422	Postage	500.00	.00	500.00	11.16	.00	105.04	394.96	21	240.56
5428	IT Support	45,140.00	.00	45,140.00	3,761.67	.00	22,570.02	22,569.98	50	31,500.00
5432	Meals	3,000.00	.00	3,000.00	.00	60.00	1,412.56	1,527.44	49	1,684.41
5433	Mileage	1,500.00	.00	1,500.00	.00	.00	853.95	646.05	57	768.24
5439	Travel	10,000.00	.00	10,000.00	2,552.06	.00	5,625.21	4,374.79	56	8,705.14
5449	Leases - Other	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5464	Workers' Comp	850.00	.00	850.00	70.83	.00	424.98	425.02	50	789.96
5485	Leadership Development	5,000.00	.00	5,000.00	.00	1,045.00	2,662.96	1,292.04	74	6,757.81
5491	Dues & Subscriptions	10,000.00	.00	10,000.00	143.99	.00	3,895.94	6,104.06	39	6,937.67
5492	Registrations/Training	5,000.00	.00	5,000.00	710.00	570.00	1,925.00	2,505.00	50	4,531.00
<i>Materials &amp; Services Totals</i>		\$87,390.00	\$0.00	\$87,390.00	\$7,722.54	\$4,110.45	\$43,548.32	\$39,731.23	55%	\$71,691.93
<b>EXPENSE TOTALS</b>		\$423,900.00	\$0.00	\$423,900.00	\$44,818.84	\$4,110.45	\$200,407.51	\$219,382.04	48%	\$392,040.99
Division <b>1211 - City Administrator Totals</b>		(\$423,900.00)	\$0.00	(\$423,900.00)	(\$44,818.84)	(\$4,110.45)	(\$200,407.51)	(\$219,382.04)	48%	(\$392,040.99)
Division <b>1411 - City Attorney</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	130,200.00	.00	130,200.00	10,764.05	.00	59,723.61	70,476.39	46	139,725.46
5121	Overtime	.00	.00	.00	.00	.00	37.91	(37.91)	+++	2.55
5211	OR Workers' Benefit	20.00	.00	20.00	1.21	.00	8.87	11.13	44	19.04
5212	Social Security	10,370.00	.00	10,370.00	836.13	.00	4,646.42	5,723.58	45	9,440.57
5213	Med & Dent Ins	21,850.00	.00	21,850.00	1,836.86	.00	9,582.08	12,267.92	44	20,179.88
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	(3,145.01)
5214.100	PERS - City	23,010.00	.00	23,010.00	1,892.86	.00	10,528.79	12,481.21	46	26,567.98
5214.600	PERS 6%	7,810.00	.00	7,810.00	681.30	.00	3,789.68	4,020.32	49	6,528.86
5214.800	DEFERED COMP - CITY	5,730.00	.00	5,730.00	590.74	.00	3,398.54	2,331.46	59	13,009.64



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1411 - City Attorney</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
<b>5214 - Totals</b>		\$36,550.00	\$0.00	\$36,550.00	\$3,164.90	\$0.00	\$17,717.01	\$18,832.99	48%	\$42,961.47
5215	Long Term Disability Ins	200.00	.00	200.00	17.96	.00	92.98	107.02	46	211.30
5216	Unemployment Insurance	1,300.00	.00	1,300.00	21.50	.00	119.38	1,180.62	9	847.29
5217	Life Insurance	130.00	.00	130.00	11.61	.00	59.23	70.77	46	134.20
5218	Paid Family Leave Insurance	530.00	.00	530.00	38.08	.00	211.69	318.31	40	510.75
<i>Personnel Services Totals</i>		\$201,150.00	\$0.00	\$201,150.00	\$16,692.30	\$0.00	\$92,199.18	\$108,950.82	46%	\$214,032.51
<i>Materials &amp; Services</i>										
5314	Books	9,000.00	.00	9,000.00	697.68	4,186.08	4,186.08	627.84	93	9,309.52
5319	Office Supplies	2,200.00	.00	2,200.00	39.97	.00	83.97	2,116.03	4	1,763.34
5417	HR/Other Employee Expenses	.00	.00	.00	.00	.00	.00	.00	+++	145.00
5419	Other Professional Serv	800.00	.00	800.00	.00	102.72	134.28	563.00	30	185.27
5421	Telephone/Data	1,500.00	.00	1,500.00	129.01	57.94	796.96	645.10	57	2,009.18
5422	Postage	80.00	.00	80.00	.00	.00	10.64	69.36	13	.00
5428	IT Support	20,830.00	.00	20,830.00	1,735.83	.00	10,414.98	10,415.02	50	20,700.00
5432	Meals	550.00	.00	550.00	.00	.00	186.86	363.14	34	967.24
5433	Mileage	550.00	.00	550.00	.00	.00	300.70	249.30	55	298.53
5439	Travel	1,300.00	.00	1,300.00	.00	.00	684.40	615.60	53	.00
5464	Workers' Comp	290.00	.00	290.00	24.17	.00	145.02	144.98	50	290.04
5491	Dues & Subscriptions	3,600.00	.00	3,600.00	1,712.00	.00	1,712.00	1,888.00	48	2,277.00
5492	Registrations/Training	6,000.00	.00	6,000.00	35.00	.00	585.00	5,415.00	10	5,996.42
<i>Materials &amp; Services Totals</i>		\$46,700.00	\$0.00	\$46,700.00	\$4,373.66	\$4,346.74	\$19,240.89	\$23,112.37	51%	\$43,941.54
<b>EXPENSE TOTALS</b>		\$247,850.00	\$0.00	\$247,850.00	\$21,065.96	\$4,346.74	\$111,440.07	\$132,063.19	47%	\$257,974.05
Division <b>1411 - City Attorney Totals</b>		(\$247,850.00)	\$0.00	(\$247,850.00)	(\$21,065.96)	(\$4,346.74)	(\$111,440.07)	(\$132,063.19)	47%	(\$257,974.05)
Division <b>1511 - Finance</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	318,220.00	.00	318,220.00	21,373.43	.00	176,617.05	141,602.95	56	327,534.14
5112	Part-Time Wages	35,470.00	.00	35,470.00	1,906.94	.00	10,590.16	24,879.84	30	24,025.40
5121	Overtime	7,590.00	.00	7,590.00	62.58	.00	1,009.76	6,580.24	13	2,859.05
5211	OR Workers' Benefit	70.00	.00	70.00	4.34	.00	40.78	29.22	58	81.80
5212	Social Security	28,200.00	.00	28,200.00	1,709.91	.00	13,673.57	14,526.43	48	25,780.99
5213	Med & Dent Ins	83,150.00	.00	83,150.00	6,218.48	.00	45,966.48	37,183.52	55	77,841.37
<b>5214</b>										
5214.100	PERS - City	58,230.00	.00	58,230.00	3,728.03	.00	28,557.91	29,672.09	49	53,821.85
5214.600	PERS 6%	19,560.00	.00	19,560.00	1,247.40	.00	9,195.66	10,364.34	47	21,601.87
5214.800	DEFERED COMP - CITY	5,560.00	.00	5,560.00	300.46	.00	1,803.61	3,756.39	32	3,749.20



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1511 - Finance</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
	<b>5214 - Totals</b>	\$83,350.00	\$0.00	\$83,350.00	\$5,275.89	\$0.00	\$39,557.18	\$43,792.82	47%	\$79,172.92
5215	Long Term Disability Ins	520.00	.00	520.00	44.38	.00	325.79	194.21	63	640.12
5216	Unemployment Insurance	3,620.00	.00	3,620.00	46.67	.00	376.50	3,243.50	10	2,149.13
5217	Life Insurance	460.00	.00	460.00	29.38	.00	217.88	242.12	47	426.40
5218	Paid Family Leave Insurance	1,440.00	.00	1,440.00	88.09	.00	697.60	742.40	48	1,308.98
	<i>Personnel Services Totals</i>	\$562,090.00	\$0.00	\$562,090.00	\$36,760.09	\$0.00	\$289,072.75	\$273,017.25	51%	\$541,820.30
<i>Materials &amp; Services</i>										
5319	Office Supplies	20,000.00	.00	20,000.00	829.68	126.13	5,936.96	13,936.91	30	16,754.39
5329	Other Supplies	.00	.00	.00	.00	.00	.00	.00	+++	361.83
5414	Accounting/Auditing	25,600.00	.00	25,600.00	5,120.00	.00	15,040.00	10,560.00	59	21,830.00
5417	HR/Other Employee Expenses	.00	.00	.00	.00	.00	3,233.48	(3,233.48)	+++	150.00
5419	Other Professional Serv	30,000.00	.00	30,000.00	6,022.05	9,637.64	17,361.54	3,000.82	90	23,224.04
5421	Telephone/Data	4,000.00	.00	4,000.00	341.33	350.40	2,076.43	1,573.17	61	4,017.42
5422	Postage	3,800.00	.00	3,800.00	270.85	.00	1,692.98	2,107.02	45	3,399.20
5428	IT Support	76,380.00	.00	76,380.00	6,365.00	.00	38,190.00	38,190.00	50	69,300.00
5430	Red Light Camera Contract	200,000.00	.00	200,000.00	.00	130,995.00	49,005.00	20,000.00	90	138,552.00
5432	Meals	400.00	.00	400.00	.00	.00	86.60	313.40	22	380.76
5433	Mileage	650.00	.00	650.00	.00	.00	111.76	538.24	17	418.92
5439	Travel	800.00	.00	800.00	.00	.00	621.31	178.69	78	1,149.73
5446	Software Licenses	6,700.00	.00	6,700.00	.00	.00	5,371.49	1,328.51	80	5,268.58
5464	Workers' Comp	1,100.00	.00	1,100.00	91.67	.00	550.02	549.98	50	950.04
5491	Dues & Subscriptions	3,000.00	.00	3,000.00	.00	.00	635.00	2,365.00	21	2,203.71
5492	Registrations/Training	15,000.00	.00	15,000.00	.00	.00	492.38	14,507.62	3	8,032.59
5493	Printing/Binding	3,000.00	.00	3,000.00	.00	.00	589.60	2,410.40	20	591.43
5500	Banking Fees & Charges	55,000.00	.00	55,000.00	7,177.22	.00	44,404.47	10,595.53	81	62,098.53
	<i>Materials &amp; Services Totals</i>	\$445,430.00	\$0.00	\$445,430.00	\$26,217.80	\$141,109.17	\$185,399.02	\$118,921.81	73%	\$358,683.17
	<b>EXPENSE TOTALS</b>	\$1,007,520.00	\$0.00	\$1,007,520.00	\$62,977.89	\$141,109.17	\$474,471.77	\$391,939.06	61%	\$900,503.47
	Division <b>1511 - Finance Totals</b>	(\$1,007,520.00)	\$0.00	(\$1,007,520.00)	(\$62,977.89)	(\$141,109.17)	(\$474,471.77)	(\$391,939.06)	61%	(\$900,503.47)
Division <b>1531 - City Recorder</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	69,510.00	.00	69,510.00	5,743.22	.00	56,697.06	12,812.94	82	69,591.74
5112	Part-Time Wages	16,360.00	.00	16,360.00	1,108.27	.00	1,947.63	14,412.37	12	3,324.51
5121	Overtime	.00	.00	.00	.00	.00	16.85	(16.85)	+++	1.14
5211	OR Workers' Benefit	20.00	.00	20.00	1.48	.00	10.00	10.00	50	14.90
5212	Social Security	6,830.00	.00	6,830.00	523.96	.00	4,613.45	2,216.55	68	5,719.75





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1531 - City Recorder</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5213	Med & Dent Ins	5,250.00	.00	5,250.00	440.46	.00	2,297.34	2,952.66	44	4,793.37
<b>5214</b>										
5214.100	PERS - City	15,010.00	.00	15,010.00	1,150.72	.00	5,832.12	9,177.88	39	12,030.71
5214.600	PERS 6%	4,170.00	.00	4,170.00	347.68	.00	1,982.28	2,187.72	48	4,696.83
5214.800	DEFERED COMP - CITY	2,390.00	.00	2,390.00	51.49	.00	1,967.42	422.58	82	2,723.96
<b>5214 - Totals</b>		<b>\$21,570.00</b>	<b>\$0.00</b>	<b>\$21,570.00</b>	<b>\$1,549.89</b>	<b>\$0.00</b>	<b>\$9,781.82</b>	<b>\$11,788.18</b>	<b>45%</b>	<b>\$19,451.50</b>
5215	Long Term Disability Ins	120.00	.00	120.00	10.34	.00	74.15	45.85	62	143.10
5216	Unemployment Insurance	850.00	.00	850.00	13.70	.00	117.33	732.67	14	442.18
5217	Life Insurance	80.00	.00	80.00	6.76	.00	47.90	32.10	60	92.34
5218	Paid Family Leave Insurance	350.00	.00	350.00	26.91	.00	225.49	124.51	64	277.85
<i>Personnel Services Totals</i>		<b>\$120,940.00</b>	<b>\$0.00</b>	<b>\$120,940.00</b>	<b>\$9,424.99</b>	<b>\$0.00</b>	<b>\$75,829.02</b>	<b>\$45,110.98</b>	<b>63%</b>	<b>\$103,852.38</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	3,000.00	.00	3,000.00	.00	.00	4,049.55	(1,049.55)	135	.00
5319	Office Supplies	4,500.00	.00	4,500.00	581.58	.00	1,590.53	2,909.47	35	438.47
5419	Other Professional Serv	7,500.00	.00	7,500.00	.00	128.48	7,114.97	256.55	97	5,133.02
5421	Telephone/Data	450.00	.00	450.00	87.11	.00	547.01	(97.01)	122	574.33
5422	Postage	200.00	.00	200.00	1.38	.00	18.75	181.25	9	5.15
5428	IT Support	10,420.00	.00	10,420.00	868.33	.00	5,209.98	5,210.02	50	9,450.00
5432	Meals	1,500.00	.00	1,500.00	.00	.00	271.21	1,228.79	18	461.90
5433	Mileage	1,500.00	.00	1,500.00	.00	.00	678.78	821.22	45	129.17
5439	Travel	2,200.00	.00	2,200.00	.00	.00	1,113.57	1,086.43	51	2,564.07
5464	Workers' Comp	230.00	.00	230.00	19.17	.00	(684.98)	914.98	-298	99.96
5471	Equipment Repair & Maint	920.00	.00	920.00	.00	.00	.00	920.00	0	.00
5491	Dues & Subscriptions	1,500.00	.00	1,500.00	90.00	.00	270.00	1,230.00	18	305.00
5492	Registrations/Training	4,500.00	.00	4,500.00	.00	.00	1,481.00	3,019.00	33	1,215.00
<i>Materials &amp; Services Totals</i>		<b>\$38,420.00</b>	<b>\$0.00</b>	<b>\$38,420.00</b>	<b>\$1,647.57</b>	<b>\$128.48</b>	<b>\$21,660.37</b>	<b>\$16,631.15</b>	<b>57%</b>	<b>\$20,376.07</b>
<b>EXPENSE TOTALS</b>		<b>\$159,360.00</b>	<b>\$0.00</b>	<b>\$159,360.00</b>	<b>\$11,072.56</b>	<b>\$128.48</b>	<b>\$97,489.39</b>	<b>\$61,742.13</b>	<b>61%</b>	<b>\$124,228.45</b>
Division <b>1531 - City Recorder Totals</b>		<b>(\$159,360.00)</b>	<b>\$0.00</b>	<b>(\$159,360.00)</b>	<b>(\$11,072.56)</b>	<b>(\$128.48)</b>	<b>(\$97,489.39)</b>	<b>(\$61,742.13)</b>	<b>61%</b>	<b>(\$124,228.45)</b>
Division <b>1611 - Human Resources</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	103,520.00	.00	103,520.00	7,962.74	.00	47,783.56	55,736.44	46	96,789.61
5112	Part-Time Wages	.00	.00	.00	.00	.00	.00	.00	+++	3,324.49
5211	OR Workers' Benefit	20.00	.00	20.00	1.02	.00	6.53	13.47	33	17.60
5212	Social Security	8,280.00	.00	8,280.00	629.86	.00	3,764.58	4,515.42	45	7,841.92
5213	Med & Dent Ins	12,950.00	.00	12,950.00	1,094.37	.00	5,699.98	7,250.02	44	11,914.55



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1611 - Human Resources</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
<b>5214</b>										
5214.100	PERS - City	18,290.00	.00	18,290.00	1,393.77	.00	8,363.78	9,926.22	46	17,470.32
5214.600	PERS 6%	6,210.00	.00	6,210.00	501.66	.00	3,010.41	3,199.59	48	6,923.00
5214.800	DEFERED COMP - CITY	5,180.00	.00	5,180.00	398.14	.00	2,389.20	2,790.80	46	4,839.48
<b>5214 - Totals</b>		<b>\$29,680.00</b>	<b>\$0.00</b>	<b>\$29,680.00</b>	<b>\$2,293.57</b>	<b>\$0.00</b>	<b>\$13,763.39</b>	<b>\$15,916.61</b>	<b>46%</b>	<b>\$29,232.80</b>
5215	Long Term Disability Ins	170.00	.00	170.00	14.26	.00	75.35	94.65	44	170.62
5216	Unemployment Insurance	1,030.00	.00	1,030.00	15.92	.00	95.54	934.46	9	607.06
5217	Life Insurance	100.00	.00	100.00	9.29	.00	48.07	51.93	48	108.11
5218	Paid Family Leave Insurance	420.00	.00	420.00	29.39	.00	178.20	241.80	42	373.68
<i>Personnel Services Totals</i>		<b>\$156,170.00</b>	<b>\$0.00</b>	<b>\$156,170.00</b>	<b>\$12,050.42</b>	<b>\$0.00</b>	<b>\$71,415.20</b>	<b>\$84,754.80</b>	<b>46%</b>	<b>\$150,380.44</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5319	Office Supplies	1,000.00	.00	1,000.00	70.26	.00	331.16	668.84	33	473.40
5412	Legal	30,000.00	.00	30,000.00	14,614.91	.00	14,614.91	15,385.09	49	.00
5417	HR/Other Employee Expenses	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	3,250.28
5419	Other Professional Serv	32,000.00	.00	32,000.00	710.00	34.24	9,443.01	22,522.75	30	30,727.26
5421	Telephone/Data	800.00	.00	800.00	85.32	88.30	698.96	12.74	98	637.02
5422	Postage	30.00	.00	30.00	.00	.00	.00	30.00	0	.00
5424	Advertising	500.00	.00	500.00	50.00	.00	50.00	450.00	10	.00
5428	IT Support	21,330.00	.00	21,330.00	1,777.50	.00	10,665.00	10,665.00	50	19,350.00
5433	Mileage	500.00	.00	500.00	18.76	.00	18.76	481.24	4	219.23
5439	Travel	2,000.00	.00	2,000.00	570.58	.00	570.58	1,429.42	29	1,774.94
5464	Workers' Comp	410.00	.00	410.00	34.17	.00	205.02	204.98	50	390.00
5491	Dues & Subscriptions	4,000.00	.00	4,000.00	414.58	.00	499.58	3,500.42	12	532.67
5492	Registrations/Training	10,000.00	.00	10,000.00	2,420.00	.00	2,640.25	7,359.75	26	2,828.99
<i>Materials &amp; Services Totals</i>		<b>\$106,570.00</b>	<b>\$0.00</b>	<b>\$106,570.00</b>	<b>\$20,766.08</b>	<b>\$122.54</b>	<b>\$39,737.23</b>	<b>\$66,710.23</b>	<b>37%</b>	<b>\$60,183.79</b>
<b>EXPENSE TOTALS</b>		<b>\$262,740.00</b>	<b>\$0.00</b>	<b>\$262,740.00</b>	<b>\$32,816.50</b>	<b>\$122.54</b>	<b>\$111,152.43</b>	<b>\$151,465.03</b>	<b>42%</b>	<b>\$210,564.23</b>
Division <b>1611 - Human Resources Totals</b>		<b>(\$262,740.00)</b>	<b>\$0.00</b>	<b>(\$262,740.00)</b>	<b>(\$32,816.50)</b>	<b>(\$122.54)</b>	<b>(\$111,152.43)</b>	<b>(\$151,465.03)</b>	<b>42%</b>	<b>(\$210,564.23)</b>
Department <b>101 - Administration Totals</b>		<b>(\$2,223,120.00)</b>	<b>\$0.00</b>	<b>(\$2,223,120.00)</b>	<b>(\$187,019.34)</b>	<b>(\$153,154.17)</b>	<b>(\$1,054,686.69)</b>	<b>(\$1,015,279.14)</b>	<b>54%</b>	<b>(\$1,980,238.02)</b>
Department <b>125 - Economic Development</b>										
Division <b>1250 - Econ Dev</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	151,050.00	.00	151,050.00	10,964.62	.00	52,690.12	98,359.88	35	128,607.00
5112	Part-Time Wages	.00	.00	.00	.00	.00	.00	.00	+++	3,348.25
5121	Overtime	.00	.00	.00	12.35	.00	367.60	(367.60)	+++	1,161.82



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>125 - Economic Development</b>										
Division <b>1250 - Econ Dev</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5211	OR Workers' Benefit	30.00	.00	30.00	2.10	.00	11.34	18.66	38	28.82
5212	Social Security	11,990.00	.00	11,990.00	832.71	.00	4,050.91	7,939.09	34	10,156.23
5213	Med & Dent Ins	22,810.00	.00	22,810.00	1,989.63	.00	9,415.38	13,394.62	41	18,492.66
<b>5214</b>										
5214.100	PERS - City	26,350.00	.00	26,350.00	1,220.99	.00	7,333.08	19,016.92	28	22,391.61
5214.600	PERS 6%	9,060.00	.00	9,060.00	439.46	.00	2,639.16	6,420.84	29	9,162.92
5214.800	DEFERED COMP - CITY	5,860.00	.00	5,860.00	224.06	.00	1,344.36	4,515.64	23	5,165.59
	<b>5214 - Totals</b>	<b>\$41,270.00</b>	<b>\$0.00</b>	<b>\$41,270.00</b>	<b>\$1,884.51</b>	<b>\$0.00</b>	<b>\$11,316.60</b>	<b>\$29,953.40</b>	<b>27%</b>	<b>\$36,720.12</b>
5215	Long Term Disability Ins	260.00	.00	260.00	22.73	.00	103.96	156.04	40	245.78
5216	Unemployment Insurance	1,510.00	.00	1,510.00	21.94	.00	106.02	1,403.98	7	806.99
5217	Life Insurance	170.00	.00	170.00	14.54	.00	66.19	103.81	39	157.34
5218	Paid Family Leave Insurance	600.00	.00	600.00	40.91	.00	197.15	402.85	33	480.30
	<i>Personnel Services Totals</i>	<b>\$229,690.00</b>	<b>\$0.00</b>	<b>\$229,690.00</b>	<b>\$15,786.04</b>	<b>\$0.00</b>	<b>\$78,325.27</b>	<b>\$151,364.73</b>	<b>34%</b>	<b>\$200,205.31</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5319	Office Supplies	15,000.00	.00	15,000.00	937.21	1,820.00	3,203.19	9,976.81	33	3,748.60
5329	Other Supplies	.00	.00	.00	293.10	.00	429.08	(429.08)	+++	9,416.45
<b>5419</b>										
5419	Other Professional Serv	68,000.00	.00	68,000.00	3,680.00	17,513.80	14,069.09	36,417.11	46	87,673.91
5419.004	Tourism	116,200.00	.00	116,200.00	.00	21,600.00	82,403.00	12,197.00	90	22,051.88
5419.005	Business Development	38,500.00	.00	38,500.00	3,687.35	9,105.00	34,271.02	(4,876.02)	113	1,529.65
	<b>5419 - Totals</b>	<b>\$222,700.00</b>	<b>\$0.00</b>	<b>\$222,700.00</b>	<b>\$7,367.35</b>	<b>\$48,218.80</b>	<b>\$130,743.11</b>	<b>\$43,738.09</b>	<b>80%</b>	<b>\$111,255.44</b>
5421	Telephone/Data	2,500.00	.00	2,500.00	214.70	57.94	1,313.99	1,128.07	55	2,655.83
5422	Postage	300.00	.00	300.00	1.94	.00	2.63	297.37	1	4.47
5428	IT Support	19,100.00	.00	19,100.00	1,591.67	.00	9,550.02	9,549.98	50	16,500.00
5432	Meals	500.00	.00	500.00	.00	.00	163.96	336.04	33	933.43
5433	Mileage	850.00	.00	850.00	71.09	.00	321.54	528.46	38	1,126.53
5439	Travel	5,785.00	.00	5,785.00	.00	.00	1,178.37	4,606.63	20	4,092.64
5464	Workers' Comp	240.00	.00	240.00	20.00	.00	120.00	120.00	50	219.96
5491	Dues & Subscriptions	10,950.00	.00	10,950.00	392.69	1,811.00	6,655.48	2,483.52	77	13,547.34
5492	Registrations/Training	6,575.00	.00	6,575.00	360.00	.00	1,504.00	5,071.00	23	6,238.76
	<i>Materials &amp; Services Totals</i>	<b>\$285,000.00</b>	<b>\$0.00</b>	<b>\$285,000.00</b>	<b>\$11,249.75</b>	<b>\$51,907.74</b>	<b>\$155,185.37</b>	<b>\$77,906.89</b>	<b>73%</b>	<b>\$169,739.45</b>
	<b>EXPENSE TOTALS</b>	<b>\$514,690.00</b>	<b>\$0.00</b>	<b>\$514,690.00</b>	<b>\$27,035.79</b>	<b>\$51,907.74</b>	<b>\$233,510.64</b>	<b>\$229,271.62</b>	<b>55%</b>	<b>\$369,944.76</b>
	Division <b>1250 - Econ Dev Totals</b>	<b>(\$514,690.00)</b>	<b>\$0.00</b>	<b>(\$514,690.00)</b>	<b>(\$27,035.79)</b>	<b>(\$51,907.74)</b>	<b>(\$233,510.64)</b>	<b>(\$229,271.62)</b>	<b>55%</b>	<b>(\$369,944.76)</b>
	Department <b>125 - Economic Development Totals</b>	<b>(\$514,690.00)</b>	<b>\$0.00</b>	<b>(\$514,690.00)</b>	<b>(\$27,035.79)</b>	<b>(\$51,907.74)</b>	<b>(\$233,510.64)</b>	<b>(\$229,271.62)</b>	<b>55%</b>	<b>(\$369,944.76)</b>



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>199 - Non-departmental</b>										
Division <b>1219 - Other Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5319	Office Supplies	8,500.00	.00	8,500.00	.00	.00	309.30	8,190.70	4	17,684.14
5329	Other Supplies	6,000.00	.00	6,000.00	.00	.00	1,108.34	4,891.66	18	1,462.94
5417	HR/Other Employee Expenses	5,000.00	.00	5,000.00	(346.55)	.00	(6,097.73)	11,097.73	-122	2,182.02
<b>5419</b>										
5419	Other Professional Serv	260,000.00	.00	260,000.00	22,186.37	54,542.92	208,580.18	(3,123.10)	101	436,973.71
5419.201	ToT Grants	100,000.00	.00	100,000.00	.00	.00	100,000.00	.00	100	65,000.00
<b>5419 - Totals</b>		<b>\$360,000.00</b>	<b>\$0.00</b>	<b>\$360,000.00</b>	<b>\$22,186.37</b>	<b>\$54,542.92</b>	<b>\$308,580.18</b>	<b>(\$3,123.10)</b>	<b>101%</b>	<b>\$501,973.71</b>
5422	Postage	1,700.00	.00	1,700.00	171.81	.00	1,192.94	507.06	70	2,187.89
5425	Publication of Legal Note	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,309.99
5429	Other Communication Serv	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	5,988.00
5449	Leases - Other	.00	.00	.00	1,056.55	2,672.69	2,707.66	(5,380.35)	+++	5,084.78
<b>5459</b>										
5459.001	FRC Expenses	75,000.00	.00	75,000.00	2,970.21	1,287.50	25,800.33	47,912.17	36	37,898.19
<b>5459 - Totals</b>		<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$2,970.21</b>	<b>\$1,287.50</b>	<b>\$25,800.33</b>	<b>\$47,912.17</b>	<b>36%</b>	<b>\$37,898.19</b>
5463	Property/Earthquake Insurance	23,400.00	.00	23,400.00	1,950.00	.00	11,700.00	11,700.00	50	16,680.00
5465	General Liability Insurance	52,140.00	.00	52,140.00	4,345.00	.00	26,070.00	26,070.00	50	50,100.00
5481	Utility Assistance Program	45,000.00	.00	45,000.00	.00	.00	22,500.00	22,500.00	50	41,721.00
5491	Dues & Subscriptions	40,000.00	.00	40,000.00	.00	.00	40,367.65	(367.65)	101	39,344.16
5492	Registrations/Training	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
5520	Grant Program	525,000.00	.00	525,000.00	.00	.00	429,036.00	95,964.00	82	271,484.61
<i>Materials &amp; Services Totals</i>		<b>\$1,158,240.00</b>	<b>\$0.00</b>	<b>\$1,158,240.00</b>	<b>\$32,333.39</b>	<b>\$58,503.11</b>	<b>\$863,274.67</b>	<b>\$236,462.22</b>	<b>80%</b>	<b>\$996,101.43</b>
<i>Capital Outlay</i>										
5641	Office Furniture & Equip	.00	.00	.00	.00	.00	.00	.00	+++	6,180.00
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$6,180.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,158,240.00</b>	<b>\$0.00</b>	<b>\$1,158,240.00</b>	<b>\$32,333.39</b>	<b>\$58,503.11</b>	<b>\$863,274.67</b>	<b>\$236,462.22</b>	<b>80%</b>	<b>\$1,002,281.43</b>
Division <b>1219 - Other Administration Totals</b>		<b>(\$1,158,240.00)</b>	<b>\$0.00</b>	<b>(\$1,158,240.00)</b>	<b>(\$32,333.39)</b>	<b>(\$58,503.11)</b>	<b>(\$863,274.67)</b>	<b>(\$236,462.22)</b>	<b>80%</b>	<b>(\$1,002,281.43)</b>
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.110	Transfer to Transit	150,000.00	.00	150,000.00	12,500.00	.00	75,000.00	75,000.00	50	99,999.96
5811.133	Transfer to National Opioid Settlement	200,000.00	.00	200,000.00	.00	.00	166,479.36	33,520.64	83	.00
5811.358	Transfer to General Cap Const Fund	612,600.00	.00	612,600.00	709.01	.00	253,704.80	358,895.20	41	66,470.00
5811.359	Transfer to Community Center Cap Const Fund	1,000,000.00	.00	1,000,000.00	.00	.00	.00	1,000,000.00	0	.00
<b>5811 - Totals</b>		<b>\$1,962,600.00</b>	<b>\$0.00</b>	<b>\$1,962,600.00</b>	<b>\$13,209.01</b>	<b>\$0.00</b>	<b>\$495,184.16</b>	<b>\$1,467,415.84</b>	<b>25%</b>	<b>\$166,469.96</b>



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>199 - Non-departmental</b>										
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5841</b>										
5841.720	Advance to Urban Renewal Fund	.00	1,360,000.00	1,360,000.00	1,350,370.32	.00	1,350,370.32	9,629.68	99	.00
<b>5841 - Totals</b>		\$0.00	\$1,360,000.00	\$1,360,000.00	\$1,350,370.32	\$0.00	\$1,350,370.32	\$9,629.68	99%	\$0.00
<i>Transfers Out Totals</i>		\$1,962,600.00	\$1,360,000.00	\$3,322,600.00	\$1,363,579.33	\$0.00	\$1,845,554.48	\$1,477,045.52	56%	\$166,469.96
<b>EXPENSE TOTALS</b>		\$1,962,600.00	\$1,360,000.00	\$3,322,600.00	\$1,363,579.33	\$0.00	\$1,845,554.48	\$1,477,045.52	56%	\$166,469.96
Division <b>9711 - Operating Transfer Out Totals</b>		(\$1,962,600.00)	(\$1,360,000.00)	(\$3,322,600.00)	(\$1,363,579.33)	\$0.00	(\$1,845,554.48)	(\$1,477,045.52)	56%	(\$166,469.96)
Department <b>199 - Non-departmental Totals</b>		(\$3,120,840.00)	(\$1,360,000.00)	(\$4,480,840.00)	(\$1,395,912.72)	(\$58,503.11)	(\$2,708,829.15)	(\$1,713,507.74)	62%	(\$1,168,751.39)
Department <b>211 - Police</b>										
Division <b>2111 - Patrol</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	5,452,790.00	.00	5,452,790.00	373,645.65	.00	2,270,445.58	3,182,344.42	42	4,654,379.98
5112	Part-Time Wages	22,200.00	.00	22,200.00	1,130.43	.00	10,966.70	11,233.30	49	30,800.40
5121	Overtime	254,670.00	22,700.00	277,370.00	35,092.45	.00	163,930.84	113,439.16	59	254,887.25
5211	OR Workers' Benefit	1,070.00	.00	1,070.00	65.04	.00	394.74	675.26	37	909.46
5212	Social Security	443,680.00	.00	443,680.00	31,596.30	.00	184,373.68	259,306.32	42	374,147.55
5213	Med & Dent Ins	1,122,290.00	.00	1,122,290.00	89,493.63	.00	461,085.52	661,204.48	41	895,618.50
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	(453.26)
5214.100	PERS - City	1,249,270.00	.00	1,249,270.00	90,786.28	.00	520,651.19	728,618.81	42	1,054,189.34
5214.600	PERS 6%	342,480.00	.00	342,480.00	24,971.77	.00	142,054.66	200,425.34	41	327,630.32
5214.800	DEFERED COMP - CITY	89,100.00	.00	89,100.00	4,396.24	.00	31,179.79	57,920.21	35	62,582.12
<b>5214 - Totals</b>		\$1,680,850.00	\$0.00	\$1,680,850.00	\$120,154.29	\$0.00	\$693,885.64	\$986,964.36	41%	\$1,443,948.52
5215	Long Term Disability Ins	9,550.00	.00	9,550.00	794.79	.00	3,697.24	5,852.76	39	8,524.24
5216	Unemployment Insurance	57,350.00	.00	57,350.00	831.53	.00	4,902.93	52,447.07	9	29,913.19
5217	Life Insurance	6,610.00	.00	6,610.00	543.37	.00	2,502.82	4,107.18	38	5,746.35
5218	Paid Family Leave Insurance	22,920.00	.00	22,920.00	1,514.27	.00	8,753.10	14,166.90	38	17,948.16
<i>Personnel Services Totals</i>		\$9,073,980.00	\$22,700.00	\$9,096,680.00	\$654,861.75	\$0.00	\$3,804,938.79	\$5,291,741.21	42%	\$7,716,823.60
<i>Materials &amp; Services</i>										
5319	Office Supplies	7,500.00	.00	7,500.00	451.69	.00	3,416.67	4,083.33	46	7,125.48
5323	Fuel	80,000.00	.00	80,000.00	5,209.63	.00	28,745.04	51,254.96	36	77,963.52
5324	Clothing	47,400.00	.00	47,400.00	7,832.56	.00	26,506.61	20,893.39	56	49,134.05
5326	Safety/Medical	4,000.00	.00	4,000.00	165.74	.00	1,071.74	2,928.26	27	1,383.40
5329	Other Supplies	33,000.00	.00	33,000.00	1,077.43	.00	19,017.95	13,982.05	58	37,608.77
5351	Ammunition	37,500.00	.00	37,500.00	.00	.00	32,972.97	4,527.03	88	28,943.94



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>211 - Police</b>										
Division <b>2111 - Patrol</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5400	Code Abatement	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	275.00
5415	Computer	80,000.00	13,100.00	93,100.00	819.80	.00	77,779.08	15,320.92	84	83,913.67
5417	HR/Other Employee Expenses	61,500.00	.00	61,500.00	13.50	.00	32,039.99	29,460.01	52	4,591.00
5419	Other Professional Serv	26,000.00	6,820.00	32,820.00	5,362.28	2,287.09	20,693.40	9,839.51	70	39,794.57
5420	Investigation Expenses	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5421	Telephone/Data	35,000.00	2,250.00	37,250.00	3,231.76	1,664.32	20,028.50	15,557.18	58	40,666.12
5422	Postage	8,000.00	.00	8,000.00	643.50	.00	3,685.31	4,314.69	46	8,458.59
5424	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	737.39
5426	Contract Networks	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	10,000.00
5428	IT Support	539,430.00	.00	539,430.00	44,952.50	.00	269,715.00	269,715.00	50	498,009.96
5429	Other Communication Serv	569,000.00	.00	569,000.00	.00	.00	568,803.83	196.17	100	537,106.22
5439	Travel	22,000.00	.00	22,000.00	779.58	.00	4,594.91	17,405.09	21	17,424.55
5443	Office Equipment	4,500.00	.00	4,500.00	98.93	.00	1,743.05	2,756.95	39	5,808.38
5444	Leases - Vehicle	290,000.00	.00	290,000.00	.00	12,193.00	228,270.53	49,536.47	83	212,909.73
5449	Leases - Other	196,970.00	.00	196,970.00	.00	.00	91,590.52	105,379.48	46	86,298.15
5451	Natural Gas	6,180.00	.00	6,180.00	1,259.04	.00	2,365.78	3,814.22	38	7,391.78
5452	Water/Sewer	900.00	.00	900.00	.00	.00	.00	900.00	0	.00
5453	Electricity	71,880.00	.00	71,880.00	4,563.61	.00	26,162.28	45,717.72	36	60,622.74
5461	Auto Insurance	50,800.00	.00	50,800.00	4,233.33	.00	25,399.98	25,400.02	50	29,280.00
5463	Property/Earthquake Insurance	14,520.00	.00	14,520.00	1,210.00	.00	7,260.00	7,260.00	50	10,389.96
5464	Workers' Comp	108,300.00	.00	108,300.00	9,024.99	.00	54,149.94	54,150.06	50	106,100.16
5465	General Liability Insurance	106,020.00	.00	106,020.00	8,835.00	.00	53,010.00	53,010.00	50	100,780.08
5471	Equipment Repair & Maint	35,000.00	.00	35,000.00	4,393.32	.00	7,750.46	27,249.54	22	12,643.66
5472	Buildings Repairs & Maint	62,100.00	.00	62,100.00	3,184.00	15,646.89	44,685.24	1,767.87	97	45,125.85
5475	Vehicle Repair & Maint	45,000.00	.00	45,000.00	1,935.91	247.54	23,059.08	21,693.38	52	42,548.35
5492	Registrations/Training	35,500.00	25,500.00	61,000.00	6,065.10	.00	29,747.50	31,252.50	49	41,097.46
5493	Printing/Binding	11,000.00	.00	11,000.00	561.00	.00	1,721.62	9,278.38	16	5,115.57
<i>Materials &amp; Services Totals</i>		\$2,610,500.00	\$47,670.00	\$2,658,170.00	\$115,904.20	\$32,038.84	\$1,705,986.98	\$920,144.18	65%	\$2,209,248.10
<i>Capital Outlay</i>										
5642	Passenger Vehicles	.00	100,000.00	100,000.00	.00	.00	61,024.00	38,976.00	61	.00
5649	Other Equipment	.00	19,240.00	19,240.00	.00	.00	.00	19,240.00	0	.00
<i>Capital Outlay Totals</i>		\$0.00	\$119,240.00	\$119,240.00	\$0.00	\$0.00	\$61,024.00	\$58,216.00	51%	\$0.00
<b>EXPENSE TOTALS</b>		\$11,684,480.00	\$189,610.00	\$11,874,090.00	\$770,765.95	\$32,038.84	\$5,571,949.77	\$6,270,101.39	47%	\$9,926,071.70
Division <b>2111 - Patrol Totals</b>		(\$11,684,480.00)	(\$189,610.00)	(\$11,874,090.00)	(\$770,765.95)	(\$32,038.84)	(\$5,571,949.77)	(\$6,270,101.39)	47%	(\$9,926,071.70)
Department <b>211 - Police Totals</b>		(\$11,684,480.00)	(\$189,610.00)	(\$11,874,090.00)	(\$770,765.95)	(\$32,038.84)	(\$5,571,949.77)	(\$6,270,101.39)	47%	(\$9,926,071.70)



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>3199 - Library Administration</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	393,920.00	.00	393,920.00	30,479.67	.00	180,679.82	213,240.18	46	363,613.78
5112	Part-Time Wages	128,600.00	.00	128,600.00	8,966.93	.00	54,198.97	74,401.03	42	112,179.11
5121	Overtime	.00	.00	.00	.00	.00	31.90	(31.90)	+++	156.47
5211	OR Workers' Benefit	170.00	.00	170.00	9.94	.00	70.65	99.35	42	151.48
5212	Social Security	40,350.00	.00	40,350.00	2,951.34	.00	17,639.67	22,710.33	44	35,767.03
5213	Med & Dent Ins	93,270.00	.00	93,270.00	7,624.16	.00	39,723.56	53,546.44	43	74,486.64
<b>5214</b>										
5214.100	PERS - City	91,750.00	.00	91,750.00	6,789.00	.00	40,008.96	51,741.04	44	80,187.23
5214.600	PERS 6%	23,630.00	.00	23,630.00	1,837.22	.00	10,835.76	12,794.24	46	24,941.15
5214.800	DEFERED COMP - CITY	5,180.00	.00	5,180.00	374.84	.00	2,246.54	2,933.46	43	4,701.84
<b>5214 - Totals</b>		<b>\$120,560.00</b>	<b>\$0.00</b>	<b>\$120,560.00</b>	<b>\$9,001.06</b>	<b>\$0.00</b>	<b>\$53,091.26</b>	<b>\$67,468.74</b>	<b>44%</b>	<b>\$109,830.22</b>
5215	Long Term Disability Ins	690.00	.00	690.00	62.20	.00	305.02	384.98	44	693.24
5216	Unemployment Insurance	5,230.00	.00	5,230.00	78.90	.00	469.87	4,760.13	9	2,886.16
5217	Life Insurance	450.00	.00	450.00	41.03	.00	197.93	252.07	44	447.94
5218	Paid Family Leave Insurance	2,090.00	.00	2,090.00	149.18	.00	891.06	1,198.94	43	1,814.01
<i>Personnel Services Totals</i>		<b>\$785,330.00</b>	<b>\$0.00</b>	<b>\$785,330.00</b>	<b>\$59,364.41</b>	<b>\$0.00</b>	<b>\$347,299.71</b>	<b>\$438,030.29</b>	<b>44%</b>	<b>\$702,026.08</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	3,560.00	.00	3,560.00	601.10	.00	2,149.69	1,410.31	60	2,937.07
5323	Fuel	3,000.00	.00	3,000.00	.00	.00	116.07	2,883.93	4	343.33
5340	Print Materials - Teen	3,800.00	.00	3,800.00	406.16	231.36	1,729.75	1,838.89	52	4,040.49
5341	Print Materials - Adult	23,500.00	.00	23,500.00	1,255.99	232.78	7,478.59	15,788.63	33	20,040.14
5342	Print Materials - Child	13,500.00	.00	13,500.00	1,705.11	98.46	6,765.58	6,635.96	51	15,405.51
<b>5345</b>										
5345	Audiovisual Materials - Adult	5,500.00	.00	5,500.00	592.91	145.19	1,421.03	3,933.78	28	3,459.89
5345.001	Audiovisual Materials - Child	3,000.00	.00	3,000.00	56.99	.00	1,452.83	1,547.17	48	2,419.32
5345.002	Audiovisual Materials - Teen	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	569.63
<b>5345 - Totals</b>		<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$9,500.00</b>	<b>\$649.90</b>	<b>\$145.19</b>	<b>\$2,873.86</b>	<b>\$6,480.95</b>	<b>32%</b>	<b>\$6,448.84</b>
<b>5347</b>										
5347.002	Program Supplies - Adult	2,000.00	.00	2,000.00	180.50	.00	2,409.85	(409.85)	120	2,204.21
5347.003	Program Supplies - Child	13,000.00	.00	13,000.00	519.79	371.00	3,916.34	8,712.66	33	10,129.72
5347.004	Program Supplies - Technical Services	5,000.00	.00	5,000.00	85.50	.00	1,571.70	3,428.30	31	2,637.49
5347.005	Program Supplies - Teen	2,000.00	.00	2,000.00	35.60	.00	1,079.82	920.18	54	1,804.08
<b>5347 - Totals</b>		<b>\$22,000.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>	<b>\$821.39</b>	<b>\$371.00</b>	<b>\$8,977.71</b>	<b>\$12,651.29</b>	<b>42%</b>	<b>\$16,775.50</b>
5349	Periodicals - Adult	3,380.00	.00	3,380.00	52.24	.00	3,075.82	304.18	91	3,062.25
5350	Periodicals - Child	250.00	.00	250.00	.00	.00	(65.91)	315.91	-26	.00





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>3199 - Library Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
<b>5409</b>										
5409.140	Garage Services	.00	.00	.00	.00	.00	195.19	(195.19)	+++	202.24
<b>5409 - Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.19	(\$195.19)	+++	\$202.24
5419	Other Professional Serv	1,500.00	.00	1,500.00	.00	.00	678.72	821.28	45	1,260.82
5421	Telephone/Data	2,500.00	.00	2,500.00	321.73	496.64	1,875.83	127.53	95	2,993.70
5422	Postage	230.00	.00	230.00	.00	.00	52.83	177.17	23	145.04
5424	Advertising	630.00	.00	630.00	.00	.00	100.00	530.00	16	690.30
5428	IT Support	119,540.00	.00	119,540.00	9,961.67	.00	59,770.02	59,769.98	50	103,500.00
5432	Meals	300.00	.00	300.00	.00	.00	.00	300.00	0	225.84
5433	Mileage	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
5439	Travel	1,500.00	.00	1,500.00	.00	.00	869.61	630.39	58	1,679.74
5443	Office Equipment	3,500.00	.00	3,500.00	.00	.00	442.45	3,057.55	13	1,536.57
5451	Natural Gas	5,600.00	.00	5,600.00	1,101.76	.00	1,265.78	4,334.22	23	4,911.02
5453	Electricity	58,000.00	.00	58,000.00	3,683.07	.00	19,525.48	38,474.52	34	43,427.29
5461	Auto Insurance	760.00	.00	760.00	63.33	.00	379.98	380.02	50	489.96
5463	Property/Earthquake Insurance	19,130.00	.00	19,130.00	1,594.17	.00	9,565.02	9,564.98	50	13,359.96
5464	Workers' Comp	540.00	.00	540.00	45.00	.00	270.00	270.00	50	519.96
5465	General Liability Insurance	10,530.00	.00	10,530.00	877.50	.00	5,265.00	5,265.00	50	9,470.04
5471	Equipment Repair & Maint	3,850.00	.00	3,850.00	.00	.00	.00	3,850.00	0	1,591.53
<b>5472</b>										
5472	Buildings Repairs & Maint	24,000.00	.00	24,000.00	6,446.00	.00	14,717.58	9,282.42	61	25,957.55
5472.001	Fixture Repair	5,090.00	.00	5,090.00	.00	.00	3,900.00	1,190.00	77	3,775.98
<b>5472 - Totals</b>		\$29,090.00	\$0.00	\$29,090.00	\$6,446.00	\$0.00	\$18,617.58	\$10,472.42	64%	\$29,733.53
5475	Vehicle Repair & Maint	2,000.00	.00	2,000.00	1,662.17	.00	2,209.67	(209.67)	110	1,247.04
5491	Dues & Subscriptions	400.00	.00	400.00	.00	.00	.00	400.00	0	526.00
5492	Registrations/Training	1,120.00	.00	1,120.00	.00	.00	.00	1,120.00	0	1,656.98
<b>5499</b>										
5499.001	Reg Lib Sv	1,000.00	.00	1,000.00	.00	.00	103.65	896.35	10	325.05
<b>5499 - Totals</b>		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$103.65	\$896.35	10%	\$325.05
<i>Materials &amp; Services Totals</i>		\$344,410.00	\$0.00	\$344,410.00	\$31,248.29	\$1,575.43	\$154,287.97	\$188,546.60	45%	\$288,545.74
<b>EXPENSE TOTALS</b>		\$1,129,740.00	\$0.00	\$1,129,740.00	\$90,612.70	\$1,575.43	\$501,587.68	\$626,576.89	45%	\$990,571.82
Division <b>3199 - Library Administration Totals</b>		(\$1,129,740.00)	\$0.00	(\$1,129,740.00)	(\$90,612.70)	(\$1,575.43)	(\$501,587.68)	(\$626,576.89)	45%	(\$990,571.82)





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7419 - Aquatics Administration</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	88,730.00	.00	88,730.00	5,785.04	.00	34,992.69	53,737.31	39	77,144.63
<b>5112</b>										
5112	Part-Time Wages	23,490.00	.00	23,490.00	.00	.00	30.50	23,459.50	0	22,110.40
5112.011	Instruction Wages	37,830.00	.00	37,830.00	390.50	.00	3,609.41	34,220.59	10	10,548.94
5112.012	Lifeguarding Wages	109,060.00	.00	109,060.00	7,360.86	.00	48,296.42	60,763.58	44	101,386.48
5112.014	Administration Wages	10,010.00	.00	10,010.00	3,107.98	.00	21,097.87	(11,087.87)	211	.00
5112.015	Pool Operator (& Custodial) Wages	6,560.00	.00	6,560.00	.00	.00	.00	6,560.00	0	.00
5112.016	Water Fitness Instructor Wages	35,200.00	.00	35,200.00	2,013.09	.00	12,983.63	22,216.37	37	30,325.93
5112.017	Head Lifeguard Wages	53,240.00	.00	53,240.00	.00	.00	5,248.11	47,991.89	10	32,402.00
<b>5112 - Totals</b>		<b>\$275,390.00</b>	<b>\$0.00</b>	<b>\$275,390.00</b>	<b>\$12,872.43</b>	<b>\$0.00</b>	<b>\$91,265.94</b>	<b>\$184,124.06</b>	<b>33%</b>	<b>\$196,773.75</b>
5121	Overtime	.00	.00	.00	1,422.17	.00	1,894.78	(1,894.78)	+++	1,954.63
5211	OR Workers' Benefit	180.00	.00	180.00	9.03	.00	63.26	116.74	35	146.20
5212	Social Security	28,160.00	.00	28,160.00	1,543.98	.00	9,864.30	18,295.70	35	21,202.57
5213	Med & Dent Ins	23,550.00	.00	23,550.00	1,766.56	.00	9,110.38	14,439.62	39	18,530.34
<b>5214</b>										
5214.100	PERS - City	74,670.00	.00	74,670.00	1,903.65	.00	11,389.25	63,280.75	15	25,349.40
5214.600	PERS 6%	5,020.00	.00	5,020.00	359.76	.00	2,158.56	2,861.44	43	5,155.05
5214.800	DEFERED COMP - CITY	4,180.00	.00	4,180.00	285.52	.00	1,713.12	2,466.88	41	3,603.60
<b>5214 - Totals</b>		<b>\$83,870.00</b>	<b>\$0.00</b>	<b>\$83,870.00</b>	<b>\$2,548.93</b>	<b>\$0.00</b>	<b>\$15,260.93</b>	<b>\$68,609.07</b>	<b>18%</b>	<b>\$34,108.05</b>
5215	Long Term Disability Ins	150.00	.00	150.00	11.73	.00	59.25	90.75	40	138.06
5216	Unemployment Insurance	3,650.00	.00	3,650.00	40.12	.00	256.35	3,393.65	7	1,672.95
5217	Life Insurance	100.00	.00	100.00	7.58	.00	38.30	61.70	38	89.12
5218	Paid Family Leave Insurance	1,480.00	.00	1,480.00	78.40	.00	501.63	978.37	34	1,079.34
<i>Personnel Services Totals</i>		<b>\$505,260.00</b>	<b>\$0.00</b>	<b>\$505,260.00</b>	<b>\$26,085.97</b>	<b>\$0.00</b>	<b>\$163,307.81</b>	<b>\$341,952.19</b>	<b>32%</b>	<b>\$352,839.64</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	3,000.00	.00	3,000.00	330.83	.00	981.16	2,018.84	33	2,528.53
5326	Safety/Medical	1,750.00	.00	1,750.00	108.00	.00	936.05	813.95	53	1,967.69
5327	Chemicals	23,000.00	.00	23,000.00	4,492.85	377.82	10,889.01	11,733.17	49	22,489.49
5329	Other Supplies	2,000.00	.00	2,000.00	2,821.33	.00	6,869.66	(4,869.66)	343	6,973.05
5390	Merchandise	6,000.00	.00	6,000.00	.00	.00	1,126.01	4,873.99	19	1,555.02
5391	Inventory	10,000.00	.00	10,000.00	293.50	.00	1,996.04	8,003.96	20	8,189.56
5419	Other Professional Serv	20,000.00	.00	20,000.00	1,760.94	.00	11,282.48	8,717.52	56	20,190.34
5421	Telephone/Data	1,500.00	.00	1,500.00	123.57	88.30	653.64	758.06	49	1,559.70
5422	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5424	Advertising	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	465.93
5428	IT Support	21,820.00	.00	21,820.00	1,818.33	.00	10,909.98	10,910.02	50	19,800.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7419 - Aquatics Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5433	Mileage	500.00	.00	500.00	.00	.00	219.76	280.24	44	43.23
5439	Travel	500.00	.00	500.00	.00	.00	1,555.51	(1,055.51)	311	.00
5451	Natural Gas	58,750.00	.00	58,750.00	6,534.58	.00	20,307.97	38,442.03	35	53,808.57
5453	Electricity	53,000.00	.00	53,000.00	5,739.63	.00	29,223.25	23,776.75	55	55,673.43
5463	Property/Earthquake Insurance	15,830.00	.00	15,830.00	1,319.17	.00	7,915.02	7,914.98	50	11,229.96
5464	Workers' Comp	9,790.00	.00	9,790.00	815.83	.00	4,894.98	4,895.02	50	10,389.96
5465	General Liability Insurance	5,830.00	.00	5,830.00	485.83	.00	2,914.98	2,915.02	50	4,839.96
5471	Equipment Repair & Maint	13,000.00	.00	13,000.00	53.25	.00	510.61	12,489.39	4	4,375.43
5472	Buildings Repairs & Maint	45,000.00	.00	45,000.00	4,270.46	.00	12,231.22	32,768.78	27	30,387.35
5491	Dues & Subscriptions	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	909.99
5492	Registrations/Training	6,000.00	.00	6,000.00	165.00	750.00	775.00	4,475.00	25	4,082.00
5498	Permits/Fees	1,500.00	.00	1,500.00	1,088.00	.00	1,088.00	412.00	73	1,796.00
<i>Materials &amp; Services Totals</i>		\$305,870.00	\$0.00	\$305,870.00	\$32,221.10	\$1,216.12	\$127,280.33	\$177,373.55	42%	\$263,255.19
<b>EXPENSE TOTALS</b>		\$811,130.00	\$0.00	\$811,130.00	\$58,307.07	\$1,216.12	\$290,588.14	\$519,325.74	36%	\$616,094.83
Division <b>7419 - Aquatics Administration Totals</b>		(\$811,130.00)	\$0.00	(\$811,130.00)	(\$58,307.07)	(\$1,216.12)	(\$290,588.14)	(\$519,325.74)	36%	(\$616,094.83)
Division <b>7429 - Rec Administration</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	87,990.00	.00	87,990.00	6,121.99	.00	36,591.06	51,398.94	42	55,660.10
5112	Part-Time Wages	32,010.00	.00	32,010.00	1,799.62	.00	10,707.41	21,302.59	33	6,390.57
5121	Overtime	.00	.00	.00	60.14	.00	827.27	(827.27)	+++	607.74
5211	OR Workers' Benefit	50.00	.00	50.00	2.78	.00	17.16	32.84	34	22.08
5212	Social Security	9,440.00	.00	9,440.00	595.54	.00	3,617.52	5,822.48	38	4,706.00
5213	Med & Dent Ins	21,870.00	.00	21,870.00	2,067.10	.00	9,153.79	12,716.21	42	11,842.21
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	678.22
5214.100	PERS - City	20,770.00	.00	20,770.00	1,264.10	.00	7,072.75	13,697.25	34	9,366.23
5214.600	PERS 6%	5,280.00	.00	5,280.00	370.93	.00	2,227.30	3,052.70	42	3,832.92
5214.800	DEFERED COMP - CITY	3,820.00	.00	3,820.00	.00	.00	.00	3,820.00	0	.00
<b>5214 - Totals</b>		\$29,870.00	\$0.00	\$29,870.00	\$1,635.03	\$0.00	\$9,300.05	\$20,569.95	31%	\$13,877.37
5215	Long Term Disability Ins	150.00	.00	150.00	12.80	.00	64.19	85.81	43	138.97
5216	Unemployment Insurance	1,200.00	.00	1,200.00	15.96	.00	96.29	1,103.71	8	379.95
5217	Life Insurance	100.00	.00	100.00	8.28	.00	41.50	58.50	42	89.88
5218	Paid Family Leave Insurance	490.00	.00	490.00	31.12	.00	188.81	301.19	39	245.48
<i>Personnel Services Totals</i>		\$183,170.00	\$0.00	\$183,170.00	\$12,350.36	\$0.00	\$70,605.05	\$112,564.95	39%	\$93,960.35



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7429 - Rec Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5319	Office Supplies	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
<b>5329</b>										
5329	Other Supplies	.00	.00	.00	.00	.00	358.98	(358.98)	+++	729.22
5329.100	Events	42,250.00	.00	42,250.00	2,911.53	.00	38,402.92	3,847.08	91	39,503.86
5329.200	Youth Sports	17,000.00	.00	17,000.00	2,905.00	.00	4,205.00	12,795.00	25	11,039.09
5329.300	Adult Sports	2,500.00	.00	2,500.00	1,200.00	.00	1,200.00	1,300.00	48	3,965.94
5329.405	Fiesta Services	158,000.00	.00	158,000.00	15.63	.00	139,271.79	18,728.21	88	141,582.28
5329.600	Rec Admin	4,000.00	.00	4,000.00	341.41	.00	3,471.94	528.06	87	2,221.25
5329.700	Arts & Culture	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5329.800	Active Adult	2,000.00	.00	2,000.00	.00	.00	540.33	1,459.67	27	2,373.20
<b>5329 - Totals</b>		<b>\$226,750.00</b>	<b>\$0.00</b>	<b>\$226,750.00</b>	<b>\$7,373.57</b>	<b>\$0.00</b>	<b>\$187,450.96</b>	<b>\$39,299.04</b>	<b>83%</b>	<b>\$201,414.84</b>
<b>5409</b>										
5409.140	Garage Services	3,000.00	.00	3,000.00	.00	.00	137.03	2,862.97	5	25.28
<b>5409 - Totals</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$137.03</b>	<b>\$2,862.97</b>	<b>5%</b>	<b>\$25.28</b>
<b>5419</b>										
5419	Other Professional Serv	.00	.00	.00	.00	.00	.00	.00	+++	498.49
5419.101	Contract Svcs Teen Center	60,000.00	.00	60,000.00	.00	.00	60,000.00	.00	100	45,000.00
<b>5419 - Totals</b>		<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$45,498.49</b>
5421	Telephone/Data	1,500.00	.00	1,500.00	.00	116.42	52.38	1,331.20	11	166.51
5424	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,009.26
5428	IT Support	13,140.00	.00	13,140.00	1,095.00	.00	6,570.00	6,570.00	50	20,550.00
5432	Meals	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
5439	Travel	300.00	.00	300.00	.00	.00	1,057.78	(757.78)	353	790.00
5451	Natural Gas	2,270.00	.00	2,270.00	429.76	.00	595.87	1,674.13	26	2,730.76
5453	Electricity	4,950.00	.00	4,950.00	391.95	.00	1,455.40	3,494.60	29	4,259.19
5461	Auto Insurance	6,770.00	.00	6,770.00	564.17	.00	3,385.02	3,384.98	50	4,479.96
5464	Workers' Comp	2,870.00	.00	2,870.00	239.17	.00	1,435.02	1,434.98	50	2,469.96
5465	General Liability Insurance	2,110.00	.00	2,110.00	175.83	.00	1,054.98	1,055.02	50	1,190.04
5472	Buildings Repairs & Maint	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	.00
5475	Vehicle Repair & Maint	1,500.00	.00	1,500.00	25.35	.00	34.12	1,465.88	2	.00
5492	Registrations/Training	2,000.00	.00	2,000.00	395.00	.00	841.09	1,158.91	42	250.00
<i>Materials &amp; Services Totals</i>		<b>\$330,410.00</b>	<b>\$0.00</b>	<b>\$330,410.00</b>	<b>\$10,689.80</b>	<b>\$116.42</b>	<b>\$264,069.65</b>	<b>\$66,223.93</b>	<b>80%</b>	<b>\$284,834.29</b>
<b>EXPENSE TOTALS</b>		<b>\$513,580.00</b>	<b>\$0.00</b>	<b>\$513,580.00</b>	<b>\$23,040.16</b>	<b>\$116.42</b>	<b>\$334,674.70</b>	<b>\$178,788.88</b>	<b>65%</b>	<b>\$378,794.64</b>
Division <b>7429 - Rec Administration Totals</b>		<b>(\$513,580.00)</b>	<b>\$0.00</b>	<b>(\$513,580.00)</b>	<b>(\$23,040.16)</b>	<b>(\$116.42)</b>	<b>(\$334,674.70)</b>	<b>(\$178,788.88)</b>	<b>65%</b>	<b>(\$378,794.64)</b>



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7511 - Museum</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	.00	.00	.00	.00	.00	355.18	(355.18)	+++	2,884.25
5112	Part-Time Wages	23,620.00	.00	23,620.00	1,498.52	.00	9,835.05	13,784.95	42	17,049.02
5211	OR Workers' Benefit	10.00	.00	10.00	.59	.00	3.95	6.05	40	8.80
5212	Social Security	1,800.00	.00	1,800.00	114.64	.00	779.56	1,020.44	43	1,522.13
5213	Med & Dent Ins	.00	.00	.00	.00	.00	.00	.00	+++	208.29
<b>5214</b>										
5214.100	PERS - City	3,940.00	.00	3,940.00	249.80	.00	1,549.79	2,390.21	39	429.04
5214.600	PERS 6%	.00	.00	.00	.00	.00	.00	.00	+++	175.59
<b>5214 - Totals</b>		<b>\$3,940.00</b>	<b>\$0.00</b>	<b>\$3,940.00</b>	<b>\$249.80</b>	<b>\$0.00</b>	<b>\$1,549.79</b>	<b>\$2,390.21</b>	<b>39%</b>	<b>\$604.63</b>
5215	Long Term Disability Ins	.00	.00	.00	.00	.00	.00	.00	+++	1.99
5216	Unemployment Insurance	240.00	.00	240.00	3.00	.00	20.38	219.62	8	120.86
5217	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1.28
5218	Paid Family Leave Insurance	90.00	.00	90.00	5.99	.00	40.75	49.25	45	78.93
<i>Personnel Services Totals</i>		<b>\$29,700.00</b>	<b>\$0.00</b>	<b>\$29,700.00</b>	<b>\$1,872.54</b>	<b>\$0.00</b>	<b>\$12,584.66</b>	<b>\$17,115.34</b>	<b>42%</b>	<b>\$22,480.18</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	500.00	.00	500.00	87.80	50.96	488.33	(39.29)	108	376.83
5347	Program Supplies	3,000.00	.00	3,000.00	.00	.00	1,375.81	1,624.19	46	2,800.04
5421	Telephone/Data	.00	.00	.00	42.66	.00	255.87	(255.87)	+++	723.82
5422	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5428	IT Support	10,420.00	.00	10,420.00	868.33	.00	5,209.98	5,210.02	50	9,450.00
5443	Office Equipment	500.00	.00	500.00	.00	.00	116.93	383.07	23	523.90
5451	Natural Gas	850.00	.00	850.00	.00	.00	.00	850.00	0	.00
5453	Electricity	1,500.00	.00	1,500.00	90.04	.00	779.42	720.58	52	1,367.69
5463	Property/Earthquake Insurance	4,440.00	.00	4,440.00	370.00	.00	2,220.00	2,220.00	50	2,310.00
5464	Workers' Comp	20.00	.00	20.00	1.67	.00	10.02	9.98	50	.00
5472	Buildings Repairs & Maint	5,000.00	.00	5,000.00	.00	.00	415.35	4,584.65	8	89.85
<i>Materials &amp; Services Totals</i>		<b>\$26,330.00</b>	<b>\$0.00</b>	<b>\$26,330.00</b>	<b>\$1,460.50</b>	<b>\$50.96</b>	<b>\$10,871.71</b>	<b>\$15,407.33</b>	<b>41%</b>	<b>\$17,642.13</b>
<b>EXPENSE TOTALS</b>		<b>\$56,030.00</b>	<b>\$0.00</b>	<b>\$56,030.00</b>	<b>\$3,333.04</b>	<b>\$50.96</b>	<b>\$23,456.37</b>	<b>\$32,522.67</b>	<b>42%</b>	<b>\$40,122.31</b>
Division <b>7511 - Museum Totals</b>		<b>(\$56,030.00)</b>	<b>\$0.00</b>	<b>(\$56,030.00)</b>	<b>(\$3,333.04)</b>	<b>(\$50.96)</b>	<b>(\$23,456.37)</b>	<b>(\$32,522.67)</b>	<b>42%</b>	<b>(\$40,122.31)</b>
Division <b>7711 - Parks &amp; Facilities Maintenance</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	503,110.00	.00	503,110.00	33,956.44	.00	203,930.07	299,179.93	41	398,273.45
5121	Overtime	.00	.00	.00	105.80	.00	3,378.97	(3,378.97)	+++	3,035.01
5211	OR Workers' Benefit	190.00	.00	190.00	10.48	.00	65.63	124.37	35	146.64
5212	Social Security	38,810.00	.00	38,810.00	2,531.27	.00	15,426.22	23,383.78	40	29,552.18



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7711 - Parks &amp; Facilities Maintenance</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5213	Med & Dent Ins	206,680.00	.00	206,680.00	14,786.34	.00	74,600.21	132,079.79	36	144,666.73
<b>5214</b>										
5214.100	PERS - City	85,120.00	.00	85,120.00	5,319.90	.00	32,551.29	52,568.71	38	62,627.88
5214.600	PERS 6%	30,200.00	.00	30,200.00	1,904.40	.00	11,653.36	18,546.64	39	25,482.49
5214.800	DEFERED COMP - CITY	4,380.00	.00	4,380.00	336.00	.00	2,008.68	2,371.32	46	3,870.88
<b>5214 - Totals</b>		<b>\$119,700.00</b>	<b>\$0.00</b>	<b>\$119,700.00</b>	<b>\$7,560.30</b>	<b>\$0.00</b>	<b>\$46,213.33</b>	<b>\$73,486.67</b>	<b>39%</b>	<b>\$91,981.25</b>
5215	Long Term Disability Ins	920.00	.00	920.00	67.81	.00	358.66	561.34	39	792.32
5216	Unemployment Insurance	5,040.00	.00	5,040.00	68.59	.00	415.19	4,624.81	8	2,433.54
5217	Life Insurance	600.00	.00	600.00	45.26	.00	233.65	366.35	39	513.87
5218	Paid Family Leave Insurance	2,010.00	.00	2,010.00	129.62	.00	790.38	1,219.62	39	1,502.77
<i>Personnel Services Totals</i>		<b>\$877,060.00</b>	<b>\$0.00</b>	<b>\$877,060.00</b>	<b>\$59,261.91</b>	<b>\$0.00</b>	<b>\$345,412.31</b>	<b>\$531,647.69</b>	<b>39%</b>	<b>\$672,897.76</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	300.00	.00	300.00	19.50	.00	52.00	248.00	17	221.09
5321	Cleaning Supplies	34,000.00	.00	34,000.00	392.42	2,804.07	22,792.88	8,403.05	75	56,782.19
5323	Fuel	14,000.00	.00	14,000.00	816.78	125.37	5,378.24	8,496.39	39	14,807.78
5325	Ag Supplies	5,000.00	.00	5,000.00	.00	.00	1,490.88	3,509.12	30	1,954.39
5326	Safety/Medical	2,200.00	.00	2,200.00	779.12	233.02	1,450.56	516.42	77	1,331.04
5329	Other Supplies	12,000.00	.00	12,000.00	178.42	44.95	1,297.21	10,657.84	11	6,800.05
5331	Construction Materials	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	53.99
5338	Tools	3,000.00	.00	3,000.00	238.82	.00	590.29	2,409.71	20	2,504.11
5352	Protective Clothing	2,000.00	.00	2,000.00	1,073.24	.00	1,753.62	246.38	88	2,950.32
5363	Signs	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	160.86
5385	Fertilizer	6,000.00	.00	6,000.00	.00	.00	460.36	5,539.64	8	940.35
<b>5409</b>										
5409.140	Garage Services	18,000.00	.00	18,000.00	11,270.25	.00	21,361.64	(3,361.64)	119	17,840.48
<b>5409 - Totals</b>		<b>\$18,000.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>\$11,270.25</b>	<b>\$0.00</b>	<b>\$21,361.64</b>	<b>(\$3,361.64)</b>	<b>119%</b>	<b>\$17,840.48</b>
5419	Other Professional Serv	119,000.00	.00	119,000.00	8,012.29	10,112.38	46,224.48	62,663.14	47	86,128.28
5421	Telephone/Data	7,000.00	.00	7,000.00	605.98	.00	3,302.91	3,697.09	47	6,531.51
5422	Postage	.00	.00	.00	.00	.00	.00	.00	+++	1.27
5428	IT Support	21,820.00	.00	21,820.00	1,818.33	.00	10,909.98	10,910.02	50	19,800.00
5445	Work Equipment	4,000.00	.00	4,000.00	.00	.00	(279.34)	4,279.34	-7	7,578.51
5446	Software Licenses	7,000.00	.00	7,000.00	4,539.32	.00	4,721.75	2,278.25	67	7,658.85
5449	Leases - Other	2,500.00	.00	2,500.00	1,973.39	.00	4,559.33	(2,059.33)	182	539.72
5451	Natural Gas	7,700.00	.00	7,700.00	809.70	.00	1,512.82	6,187.18	20	5,347.83
5453	Electricity	66,700.00	.00	66,700.00	6,189.38	.00	30,328.55	36,371.45	45	68,984.41
5461	Auto Insurance	6,420.00	.00	6,420.00	535.00	.00	3,210.00	3,210.00	50	2,910.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7711 - Parks &amp; Facilities Maintenance</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5463	Property/Earthquake Insurance	27,140.00	.00	27,140.00	2,261.67	.00	13,570.02	13,569.98	50	9,699.96
5464	Workers' Comp	13,370.00	.00	13,370.00	1,114.17	.00	6,685.02	6,684.98	50	10,940.04
5465	General Liability Insurance	8,450.00	.00	8,450.00	704.17	.00	4,225.02	4,224.98	50	8,769.96
5471	Equipment Repair & Maint	14,000.00	.00	14,000.00	4.40	62.51	3,980.78	9,956.71	29	8,320.78
5472	Buildings Repairs & Maint	35,000.00	.00	35,000.00	6,356.36	1,540.63	15,337.45	18,121.92	48	30,359.32
5475	Vehicle Repair & Maint	5,000.00	.00	5,000.00	(397.31)	307.31	5,631.88	(939.19)	119	7,487.09
5478	Playground Repair & Maint	10,000.00	.00	10,000.00	.00	645.00	920.41	8,434.59	16	9,132.96
5479	Other Repair & Maint	31,000.00	.00	31,000.00	.00	.00	.00	31,000.00	0	.00
5484	Urban Forestry Program	16,000.00	.00	16,000.00	1,650.00	.00	5,434.96	10,565.04	34	18,371.60
5492	Registrations/Training	5,000.00	.00	5,000.00	(108.30)	.00	3,858.49	1,141.51	77	5,098.96
5498	Permits/Fees	1,500.00	.00	1,500.00	.00	.00	198.75	1,301.25	13	565.00
	<i>Materials &amp; Services Totals</i>	<b>\$510,600.00</b>	<b>\$0.00</b>	<b>\$510,600.00</b>	<b>\$50,837.10</b>	<b>\$15,875.24</b>	<b>\$220,960.94</b>	<b>\$273,763.82</b>	<b>46%</b>	<b>\$420,572.70</b>
<i>Capital Outlay</i>										
5642	Passenger Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	59,999.43
5649	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	147,866.44
	<i>Capital Outlay Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$207,865.87</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,387,660.00</b>	<b>\$0.00</b>	<b>\$1,387,660.00</b>	<b>\$110,099.01</b>	<b>\$15,875.24</b>	<b>\$566,373.25</b>	<b>\$805,411.51</b>	<b>42%</b>	<b>\$1,301,336.33</b>
	Division <b>7711 - Parks &amp; Facilities Maintenance Totals</b>	<b>(\$1,387,660.00)</b>	<b>\$0.00</b>	<b>(\$1,387,660.00)</b>	<b>(\$110,099.01)</b>	<b>(\$15,875.24)</b>	<b>(\$566,373.25)</b>	<b>(\$805,411.51)</b>	<b>42%</b>	<b>(\$1,301,336.33)</b>
Division <b>7991 - Community Service Admin</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	379,270.00	.00	379,270.00	30,016.70	.00	177,429.15	201,840.85	47	319,759.46
5112	Part-Time Wages	14,220.00	.00	14,220.00	208.84	.00	685.83	13,534.17	5	2,809.98
5121	Overtime	.00	.00	.00	176.60	.00	1,162.36	(1,162.36)	+++	822.47
5211	OR Workers' Benefit	90.00	.00	90.00	4.70	.00	33.79	56.21	38	67.12
5212	Social Security	30,990.00	.00	30,990.00	2,001.16	.00	13,545.74	17,444.26	44	24,526.38
5213	Med & Dent Ins	86,380.00	.00	86,380.00	7,178.73	.00	37,146.09	49,233.91	43	72,130.91
<b>5214</b>										
5214.100	PERS - City	71,040.00	.00	71,040.00	5,333.29	.00	31,895.89	39,144.11	45	53,171.74
5214.600	PERS 6%	22,780.00	.00	22,780.00	1,841.84	.00	11,093.04	11,686.96	49	20,609.01
5214.800	DEFERED COMP - CITY	17,850.00	.00	17,850.00	1,379.42	.00	8,268.66	9,581.34	46	13,532.34
	<b>5214 - Totals</b>	<b>\$111,670.00</b>	<b>\$0.00</b>	<b>\$111,670.00</b>	<b>\$8,554.55</b>	<b>\$0.00</b>	<b>\$51,257.59</b>	<b>\$60,412.41</b>	<b>46%</b>	<b>\$87,313.09</b>
5215	Long Term Disability Ins	640.00	.00	640.00	56.49	.00	296.10	343.90	46	593.82
5216	Unemployment Insurance	3,930.00	.00	3,930.00	60.79	.00	358.48	3,571.52	9	1,961.10
5217	Life Insurance	400.00	.00	400.00	37.12	.00	190.96	209.04	48	380.75
5218	Paid Family Leave Insurance	1,580.00	.00	1,580.00	110.73	.00	644.48	935.52	41	1,171.18



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
Division <b>7991 - Community Service Admin</b>										
<b>EXPENSE</b>										
<i>Personnel Services Totals</i>		\$629,170.00	\$0.00	\$629,170.00	\$48,406.41	\$0.00	\$282,750.57	\$346,419.43	45%	\$511,536.26
<i>Materials &amp; Services</i>										
5319	Office Supplies	500.00	.00	500.00	184.29	.00	943.75	(443.75)	189	4,690.65
5329	Other Supplies	4,500.00	.00	4,500.00	525.00	.00	1,920.35	2,579.65	43	1,052.97
5411	Engineering & Architect	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5417	HR/Other Employee Expenses	2,600.00	.00	2,600.00	119.00	.00	706.00	1,894.00	27	2,953.50
5419	Other Professional Serv	11,050.00	.00	11,050.00	.00	1,301.02	1,706.83	8,042.15	27	6,061.86
5421	Telephone/Data	2,500.00	.00	2,500.00	323.93	116.42	1,692.96	690.62	72	2,566.20
5422	Postage	4,000.00	.00	4,000.00	.00	.00	1.38	3,998.62	0	325.69
5428	IT Support	32,240.00	.00	32,240.00	2,686.67	.00	16,120.02	16,119.98	50	19,350.00
5432	Meals	200.00	.00	200.00	.00	.00	289.21	(89.21)	145	60.00
5433	Mileage	700.00	.00	700.00	.00	.00	387.26	312.74	55	128.45
5439	Travel	600.00	.00	600.00	.00	.00	338.25	261.75	56	18.00
5443	Office Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5446	Software Licenses	2,300.00	.00	2,300.00	49.48	.00	3,989.59	(1,689.59)	173	2,516.14
5449	Leases - Other	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5463	Property/Earthquake Insurance	670.00	.00	670.00	55.83	.00	334.98	335.02	50	480.00
5464	Workers' Comp	2,680.00	.00	2,680.00	223.33	.00	1,339.98	1,340.02	50	2,190.00
5465	General Liability Insurance	8,120.00	.00	8,120.00	676.67	.00	4,060.02	4,059.98	50	6,579.96
5491	Dues & Subscriptions	800.00	.00	800.00	525.00	99.99	1,824.47	(1,124.46)	241	2,324.35
5492	Registrations/Training	1,500.00	.00	1,500.00	.00	570.00	2,892.03	(1,962.03)	231	2,150.00
5493	Printing/Binding	8,000.00	.00	8,000.00	3,971.00	2,200.00	9,292.00	(3,492.00)	144	16,087.10
<i>Materials &amp; Services Totals</i>		\$89,460.00	\$0.00	\$89,460.00	\$9,340.20	\$4,287.43	\$47,839.08	\$37,333.49	58%	\$69,534.87
<b>EXPENSE TOTALS</b>		\$718,630.00	\$0.00	\$718,630.00	\$57,746.61	\$4,287.43	\$330,589.65	\$383,752.92	47%	\$581,071.13
Division <b>7991 - Community Service Admin Totals</b>		(\$718,630.00)	\$0.00	(\$718,630.00)	(\$57,746.61)	(\$4,287.43)	(\$330,589.65)	(\$383,752.92)	47%	(\$581,071.13)
Department <b>411 - Community Services Totals</b>		(\$4,616,770.00)	\$0.00	(\$4,616,770.00)	(\$343,138.59)	(\$23,121.60)	(\$2,047,269.79)	(\$2,546,378.61)	45%	(\$3,907,991.06)
Department <b>511 - Planning</b>										
Division <b>5811 - Planning</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	448,980.00	.00	448,980.00	34,971.18	.00	206,314.56	242,665.44	46	411,720.41
5112	Part-Time Wages	.00	.00	.00	1,391.95	.00	1,391.95	(1,391.95)	+++	.00
5121	Overtime	2,050.00	.00	2,050.00	4.47	.00	161.06	1,888.94	8	946.26
5211	OR Workers' Benefit	100.00	.00	100.00	5.56	.00	36.80	63.20	37	82.63
5212	Social Security	35,510.00	.00	35,510.00	2,777.49	.00	15,942.93	19,567.07	45	31,772.63
5213	Med & Dent Ins	64,890.00	.00	64,890.00	5,987.09	.00	30,674.29	34,215.71	47	56,610.57





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>511 - Planning</b>										
Division <b>5811 - Planning</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
<b>5214</b>										
5214.100	PERS - City	77,980.00	.00	77,980.00	5,935.24	.00	35,331.75	42,648.25	45	70,850.86
5214.600	PERS 6%	27,060.00	.00	27,060.00	2,136.29	.00	12,717.09	14,342.91	47	28,994.17
5214.800	DEFERED COMP - CITY	14,040.00	.00	14,040.00	1,094.89	.00	6,569.38	7,470.62	47	12,626.86
	<b>5214 - Totals</b>	<b>\$119,080.00</b>	<b>\$0.00</b>	<b>\$119,080.00</b>	<b>\$9,166.42</b>	<b>\$0.00</b>	<b>\$54,618.22</b>	<b>\$64,461.78</b>	<b>46%</b>	<b>\$112,471.89</b>
5215	Long Term Disability Ins	770.00	.00	770.00	67.19	.00	341.54	428.46	44	761.74
5216	Unemployment Insurance	4,510.00	.00	4,510.00	72.77	.00	415.96	4,094.04	9	2,504.54
5217	Life Insurance	500.00	.00	500.00	43.83	.00	219.53	280.47	44	487.96
5218	Paid Family Leave Insurance	1,800.00	.00	1,800.00	133.01	.00	763.51	1,036.49	42	1,541.24
	<i>Personnel Services Totals</i>	<b>\$678,190.00</b>	<b>\$0.00</b>	<b>\$678,190.00</b>	<b>\$54,620.96</b>	<b>\$0.00</b>	<b>\$310,880.35</b>	<b>\$367,309.65</b>	<b>46%</b>	<b>\$618,899.87</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
5319	Office Supplies	13,000.00	.00	13,000.00	115.59	59.51	1,836.70	11,103.79	15	3,520.57
5323	Fuel	300.00	.00	300.00	16.15	.00	99.47	200.53	33	130.37
<b>5409</b>										
5409.140	Garage Services	1,000.00	.00	1,000.00	27.41	.00	27.41	972.59	3	328.64
	<b>5409 - Totals</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$27.41</b>	<b>\$0.00</b>	<b>\$27.41</b>	<b>\$972.59</b>	<b>3%</b>	<b>\$328.64</b>
5419	Other Professional Serv	200,000.00	.00	200,000.00	1,080.00	136.96	47,651.79	152,211.25	24	83,788.10
5421	Telephone/Data	1,600.00	.00	1,600.00	140.20	146.24	1,162.21	291.55	82	1,374.17
5422	Postage	2,100.00	.00	2,100.00	38.51	.00	798.32	1,301.68	38	1,398.50
5424	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	144.00
5425	Publication of Legal Note	1,500.00	.00	1,500.00	.00	.00	519.00	981.00	35	1,120.00
5428	IT Support	53,070.00	.00	53,070.00	4,422.50	.00	26,535.00	26,535.00	50	39,150.00
5429	Other Communication Serv	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
5432	Meals	400.00	.00	400.00	.00	.00	.00	400.00	0	112.84
5433	Mileage	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5439	Travel	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	3,470.80
5461	Auto Insurance	1,220.00	.00	1,220.00	101.67	.00	610.02	609.98	50	789.96
5464	Workers' Comp	490.00	.00	490.00	40.83	.00	244.98	245.02	50	420.00
5465	General Liability Insurance	9,990.00	.00	9,990.00	832.50	.00	4,995.00	4,995.00	50	10,040.04
5475	Vehicle Repair & Maint	800.00	.00	800.00	45.11	.00	439.71	360.29	55	6,230.43
5492	Registrations/Training	6,500.00	.00	6,500.00	1,589.00	.00	3,306.00	3,194.00	51	6,254.60
	<i>Materials &amp; Services Totals</i>	<b>\$298,970.00</b>	<b>\$0.00</b>	<b>\$298,970.00</b>	<b>\$8,449.47</b>	<b>\$342.71</b>	<b>\$88,225.61</b>	<b>\$210,401.68</b>	<b>30%</b>	<b>\$158,273.02</b>
	<b>EXPENSE TOTALS</b>	<b>\$977,160.00</b>	<b>\$0.00</b>	<b>\$977,160.00</b>	<b>\$63,070.43</b>	<b>\$342.71</b>	<b>\$399,105.96</b>	<b>\$577,711.33</b>	<b>41%</b>	<b>\$777,172.89</b>
	Division <b>5811 - Planning Totals</b>	<b>(\$977,160.00)</b>	<b>\$0.00</b>	<b>(\$977,160.00)</b>	<b>(\$63,070.43)</b>	<b>(\$342.71)</b>	<b>(\$399,105.96)</b>	<b>(\$577,711.33)</b>	<b>41%</b>	<b>(\$777,172.89)</b>
	Department <b>511 - Planning Totals</b>	<b>(\$977,160.00)</b>	<b>\$0.00</b>	<b>(\$977,160.00)</b>	<b>(\$63,070.43)</b>	<b>(\$342.71)</b>	<b>(\$399,105.96)</b>	<b>(\$577,711.33)</b>	<b>41%</b>	<b>(\$777,172.89)</b>





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>651 - Engineering</b>										
Division <b>6211 - Engineering</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	134,270.00	.00	134,270.00	9,098.64	.00	54,792.19	79,477.81	41	114,734.38
5112	Part-Time Wages	22,220.00	.00	22,220.00	911.76	.00	6,348.84	15,871.16	29	22,128.85
5121	Overtime	.00	.00	.00	.22	.00	65.64	(65.64)	+++	145.19
5211	OR Workers' Benefit	20.00	.00	20.00	1.75	.00	11.15	8.85	56	27.85
5212	Social Security	12,230.00	.00	12,230.00	756.50	.00	4,638.23	7,591.77	38	10,333.66
5213	Med & Dent Ins	27,930.00	.00	27,930.00	2,101.24	.00	10,806.81	17,123.19	39	21,685.26
<b>5214</b>										
5214.100	PERS - City	29,040.00	.00	29,040.00	1,874.44	.00	11,464.63	17,575.37	39	25,723.58
5214.600	PERS 6%	8,060.00	.00	8,060.00	560.13	.00	3,347.20	4,712.80	42	8,004.52
5214.800	DEFERED COMP - CITY	3,450.00	.00	3,450.00	217.08	.00	1,342.76	2,107.24	39	2,642.82
<b>5214 - Totals</b>		<b>\$40,550.00</b>	<b>\$0.00</b>	<b>\$40,550.00</b>	<b>\$2,651.65</b>	<b>\$0.00</b>	<b>\$16,154.59</b>	<b>\$24,395.41</b>	<b>40%</b>	<b>\$36,370.92</b>
5215	Long Term Disability Ins	230.00	.00	230.00	17.41	.00	89.75	140.25	39	209.02
5216	Unemployment Insurance	1,570.00	.00	1,570.00	20.02	.00	122.32	1,447.68	8	830.65
5217	Life Insurance	150.00	.00	150.00	11.30	.00	57.64	92.36	38	133.74
5218	Paid Family Leave Insurance	620.00	.00	620.00	37.05	.00	227.68	392.32	37	510.83
<i>Personnel Services Totals</i>		<b>\$239,790.00</b>	<b>\$0.00</b>	<b>\$239,790.00</b>	<b>\$15,607.54</b>	<b>\$0.00</b>	<b>\$93,314.84</b>	<b>\$146,475.16</b>	<b>39%</b>	<b>\$207,110.35</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	3,000.00	.00	3,000.00	.00	.00	86.96	2,913.04	3	.00
5319	Office Supplies	3,000.00	.00	3,000.00	22.23	.00	148.60	2,851.40	5	322.97
5323	Fuel	4,000.00	.00	4,000.00	77.17	34.23	812.74	3,153.03	21	2,687.75
5324	Clothing	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	198.00
5326	Safety/Medical	1,500.00	.00	1,500.00	32.96	.00	32.96	1,467.04	2	253.51
5329	Other Supplies	3,000.00	.00	3,000.00	.00	.00	116.00	2,884.00	4	831.68
<b>5409</b>										
5409.140	Garage Services	3,000.00	.00	3,000.00	1,478.41	.00	1,533.22	1,466.78	51	1,824.70
<b>5409 - Totals</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$1,478.41</b>	<b>\$0.00</b>	<b>\$1,533.22</b>	<b>\$1,466.78</b>	<b>51%</b>	<b>\$1,824.70</b>
5411	Engineering & Architect	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	326.02
5417	HR/Other Employee Expenses	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5419	Other Professional Serv	25,000.00	.00	25,000.00	321.03	205.44	1,148.09	23,646.47	5	5,662.06
5421	Telephone/Data	6,300.00	.00	6,300.00	499.38	292.46	3,164.51	2,843.03	55	6,447.45
5422	Postage	500.00	.00	500.00	.00	.00	5.82	494.18	1	57.91
5424	Advertising	1,000.00	.00	1,000.00	.00	.00	486.42	513.58	49	271.04
5428	IT Support	62,370.00	.00	62,370.00	5,197.50	.00	31,185.00	31,185.00	50	58,318.04
5439	Travel	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	911.22
5446	Software Licenses	12,000.00	.00	12,000.00	3,895.97	14,564.44	8,354.36	(10,918.80)	191	17,996.45
5451	Natural Gas	3,300.00	.00	3,300.00	502.14	.00	678.75	2,621.25	21	2,676.38



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>651 - Engineering</b>										
Division <b>6211 - Engineering</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5453	Electricity	6,350.00	.00	6,350.00	355.98	.00	2,016.07	4,333.93	32	4,675.20
5461	Auto Insurance	2,250.00	.00	2,250.00	187.50	.00	1,125.00	1,125.00	50	1,230.00
5463	Property/Earthquake Insurance	3,020.00	.00	3,020.00	251.67	.00	1,510.02	1,509.98	50	2,180.04
5464	Workers' Comp	7,850.00	.00	7,850.00	654.17	.00	3,925.02	3,924.98	50	7,089.96
5465	General Liability Insurance	12,550.00	.00	12,550.00	1,045.83	.00	6,274.98	6,275.02	50	10,730.04
5471	Equipment Repair & Maint	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	47.60
5472	Buildings Repairs & Maint	16,000.00	.00	16,000.00	.00	.00	3,547.00	12,453.00	22	4,925.00
5475	Vehicle Repair & Maint	3,100.00	.00	3,100.00	32.97	463.55	183.31	2,453.14	21	2,262.68
5492	Registrations/Training	16,000.00	.00	16,000.00	596.66	.00	646.66	15,353.34	4	5,224.77
5493	Printing/Binding	500.00	.00	500.00	.00	.00	189.00	311.00	38	142.00
5496	Filing/Recording	700.00	.00	700.00	.00	.00	.00	700.00	0	833.00
5498	Permits/Fees	1,500.00	.00	1,500.00	.00	250.00	350.00	900.00	40	2,819.47
<i>Materials &amp; Services Totals</i>		\$225,790.00	\$0.00	\$225,790.00	\$15,151.57	\$15,810.12	\$67,520.49	\$142,459.39	37%	\$140,944.94
<b>EXPENSE TOTALS</b>		\$465,580.00	\$0.00	\$465,580.00	\$30,759.11	\$15,810.12	\$160,835.33	\$288,934.55	38%	\$348,055.29
Division <b>6211 - Engineering Totals</b>		(\$465,580.00)	\$0.00	(\$465,580.00)	(\$30,759.11)	(\$15,810.12)	(\$160,835.33)	(\$288,934.55)	38%	(\$348,055.29)
Department <b>651 - Engineering Totals</b>		(\$465,580.00)	\$0.00	(\$465,580.00)	(\$30,759.11)	(\$15,810.12)	(\$160,835.33)	(\$288,934.55)	38%	(\$348,055.29)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	5,410,010.00	(1,360,000.00)	4,050,010.00	.00	.00	.00	4,050,010.00	0	.00
<b>5981</b>										
5981.012	Reserve - SMR	6,443,730.00	.00	6,443,730.00	.00	.00	.00	6,443,730.00	0	.00
<b>5981 - Totals</b>		\$6,443,730.00	\$0.00	\$6,443,730.00	\$0.00	\$0.00	\$0.00	\$6,443,730.00	0%	\$0.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$11,853,740.00	(\$1,360,000.00)	\$10,493,740.00	\$0.00	\$0.00	\$0.00	\$10,493,740.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$11,853,740.00	(\$1,360,000.00)	\$10,493,740.00	\$0.00	\$0.00	\$0.00	\$10,493,740.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$11,853,740.00)	\$1,360,000.00	(\$10,493,740.00)	\$0.00	\$0.00	\$0.00	(\$10,493,740.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$11,853,740.00)	\$1,360,000.00	(\$10,493,740.00)	\$0.00	\$0.00	\$0.00	(\$10,493,740.00)	0%	\$0.00
Fund <b>001 - General Fund Totals</b>		\$35,456,380.00	\$189,610.00	\$35,645,990.00	\$2,817,701.93	\$334,878.29	\$12,176,187.33	\$23,134,924.38		\$18,478,225.11
<b>Fund 110 - Transit Fund</b>										
Department <b>671 - Transit</b>										
Division <b>4711 - Fixed Route Transit</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	342,570.00	.00	342,570.00	24,089.88	.00	157,610.52	184,959.48	46	298,549.83



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 110 - Transit Fund</b>										
Department <b>671 - Transit</b>										
Division <b>4711 - Fixed Route Transit</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5112	Part-Time Wages	207,060.00	.00	207,060.00	11,185.99	.00	79,950.72	127,109.28	39	183,330.72
5121	Overtime	.00	.00	.00	2,684.17	.00	8,767.64	(8,767.64)	+++	5,465.74
5211	OR Workers' Benefit	210.00	.00	210.00	13.16	.00	92.19	117.81	44	196.53
5212	Social Security	42,300.00	.00	42,300.00	2,741.43	.00	18,560.20	23,739.80	44	36,847.11
5213	Med & Dent Ins	96,830.00	.00	96,830.00	4,247.13	.00	29,564.99	67,265.01	31	55,413.18
<b>5214</b>										
5214.100	PERS - City	95,310.00	.00	95,310.00	5,953.36	.00	37,284.76	58,025.24	39	74,155.50
5214.600	PERS 6%	20,550.00	.00	20,550.00	1,552.03	.00	9,692.76	10,857.24	47	20,545.75
5214.800	DEFERED COMP - CITY	6,790.00	.00	6,790.00	510.14	.00	2,860.79	3,929.21	42	5,736.96
<b>5214 - Totals</b>		<b>\$122,650.00</b>	<b>\$0.00</b>	<b>\$122,650.00</b>	<b>\$8,015.53</b>	<b>\$0.00</b>	<b>\$49,838.31</b>	<b>\$72,811.69</b>	<b>41%</b>	<b>\$100,438.21</b>
5215	Long Term Disability Ins	590.00	.00	590.00	45.80	.00	271.98	318.02	46	546.45
5216	Unemployment Insurance	5,490.00	.00	5,490.00	75.93	.00	492.73	4,997.27	9	2,954.27
5217	Life Insurance	370.00	.00	370.00	30.02	.00	176.16	193.84	48	352.18
5218	Paid Family Leave Insurance	2,200.00	.00	2,200.00	146.75	.00	959.76	1,240.24	44	1,886.86
<i>Personnel Services Totals</i>		<b>\$820,270.00</b>	<b>\$0.00</b>	<b>\$820,270.00</b>	<b>\$53,275.79</b>	<b>\$0.00</b>	<b>\$346,285.20</b>	<b>\$473,984.80</b>	<b>42%</b>	<b>\$685,981.08</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	750.00	.00	750.00	.00	30.51	871.90	(152.41)	120	1,229.18
5323	Fuel	63,000.00	.00	63,000.00	2,379.54	567.60	14,880.85	47,551.55	25	42,389.25
5324	Clothing	350.00	.00	350.00	143.23	.00	209.09	140.91	60	166.90
5326	Safety/Medical	350.00	.00	350.00	17.90	45.38	63.25	241.37	31	179.76
5329	Other Supplies	.00	.00	.00	255.00	.00	289.94	(289.94)	+++	84.99
5337	Tires/Parts	1,100.00	.00	1,100.00	.00	.00	49.18	1,050.82	4	.00
<b>5409</b>										
5409.140	Garage Services	3,000.00	.00	3,000.00	3,896.47	.00	13,100.79	(10,100.79)	437	20,476.25
<b>5409 - Totals</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$3,896.47</b>	<b>\$0.00</b>	<b>\$13,100.79</b>	<b>(\$10,100.79)</b>	<b>437%</b>	<b>\$20,476.25</b>
5414	Accounting/Auditing	1,095.00	.00	1,095.00	160.00	.00	470.00	625.00	43	665.00
5417	HR/Other Employee Expenses	250.00	.00	250.00	.00	.00	.00	250.00	0	98.55
5419	Other Professional Serv	800.00	.00	800.00	142.91	342.36	1,637.39	(1,179.75)	247	1,504.31
5421	Telephone/Data	3,700.00	.00	3,700.00	499.00	116.42	3,001.96	581.62	84	6,163.74
5422	Postage	50.00	.00	50.00	1.38	.00	36.01	13.99	72	58.91
5424	Advertising	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5428	IT Support	20,840.00	.00	20,840.00	1,736.67	.00	10,420.02	10,419.98	50	16,430.04
5432	Meals	250.00	.00	250.00	.00	.00	760.75	(510.75)	304	129.36
5433	Mileage	250.00	.00	250.00	.00	.00	136.68	113.32	55	212.67
5439	Travel	500.00	.00	500.00	.00	.00	1,893.05	(1,393.05)	379	4,632.48
5446	Software Licenses	3,500.00	.00	3,500.00	.00	.00	6,615.00	(3,115.00)	189	.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 110 - Transit Fund</b>										
Department <b>671 - Transit</b>										
Division <b>4711 - Fixed Route Transit</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5448	Internal Rent	3,910.00	.00	3,910.00	325.83	.00	1,954.98	1,955.02	50	4,430.04
5451	Natural Gas	1,450.00	.00	1,450.00	131.62	.00	211.81	1,238.19	15	703.40
5453	Electricity	6,680.00	.00	6,680.00	103.00	.00	693.85	5,986.15	10	2,734.56
5461	Auto Insurance	17,550.00	.00	17,550.00	1,462.50	.00	8,775.00	8,775.00	50	9,560.04
5463	Property/Earthquake Insurance	820.00	.00	820.00	68.33	.00	409.98	410.02	50	1,179.96
5464	Workers' Comp	9,200.00	.00	9,200.00	766.67	.00	4,600.02	4,599.98	50	8,790.00
5465	General Liability Insurance	5,920.00	.00	5,920.00	493.33	.00	2,959.98	2,960.02	50	5,340.00
5471	Equipment Repair & Maint	250.00	.00	250.00	.00	.00	77.15	172.85	31	11.42
5472	Buildings Repairs & Maint	500.00	.00	500.00	764.00	.00	1,822.50	(1,322.50)	364	9,005.85
5475	Vehicle Repair & Maint	26,000.00	.00	26,000.00	456.62	2,871.41	13,899.05	9,229.54	65	42,450.90
5480	Accident Repair	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5491	Dues & Subscriptions	350.00	.00	350.00	.00	.00	240.00	110.00	69	150.00
5492	Registrations/Training	2,000.00	.00	2,000.00	.00	.00	3,833.56	(1,833.56)	192	4,160.00
5493	Printing/Binding	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
<i>Materials &amp; Services Totals</i>		\$175,115.00	\$0.00	\$175,115.00	\$13,804.00	\$3,973.68	\$93,913.74	\$77,227.58	56%	\$182,937.56
<i>Capital Outlay</i>										
5642	Passenger Vehicles	2,522,940.00	.00	2,522,940.00	.00	269,780.39	3,000.00	2,250,159.61	11	.00
5649	Other Equipment	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
<i>Capital Outlay Totals</i>		\$2,542,940.00	\$0.00	\$2,542,940.00	\$0.00	\$269,780.39	\$3,000.00	\$2,270,159.61	11%	\$0.00
<b>EXPENSE TOTALS</b>		\$3,538,325.00	\$0.00	\$3,538,325.00	\$67,079.79	\$273,754.07	\$443,198.94	\$2,821,371.99	20%	\$868,918.64
Division <b>4711 - Fixed Route Transit Totals</b>		(\$3,538,325.00)	\$0.00	(\$3,538,325.00)	(\$67,079.79)	(\$273,754.07)	(\$443,198.94)	(\$2,821,371.99)	20%	(\$868,918.64)
Division <b>4712 - Dial-A-Ride</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	106,390.00	.00	106,390.00	5,482.89	.00	22,115.52	84,274.48	21	61,832.72
5112	Part-Time Wages	86,090.00	.00	86,090.00	1,454.07	.00	13,238.60	72,851.40	15	39,387.03
5121	Overtime	.00	.00	.00	333.96	.00	343.63	(343.63)	+++	183.66
5211	OR Workers' Benefit	80.00	.00	80.00	2.35	.00	12.34	67.66	15	38.72
5212	Social Security	14,960.00	.00	14,960.00	557.74	.00	2,704.61	12,255.39	18	7,667.62
5213	Med & Dent Ins	32,610.00	.00	32,610.00	967.50	.00	5,402.28	27,207.72	17	13,799.69
<b>5214</b>										
5214.100	PERS - City	33,940.00	.00	33,940.00	1,070.68	.00	3,437.56	30,502.44	10	16,080.65
5214.600	PERS 6%	6,390.00	.00	6,390.00	337.47	.00	1,046.51	5,343.49	16	4,221.61
5214.800	DEFERED COMP - CITY	2,840.00	.00	2,840.00	141.94	.00	704.68	2,135.32	25	1,456.42
<b>5214 - Totals</b>		\$43,170.00	\$0.00	\$43,170.00	\$1,550.09	\$0.00	\$5,188.75	\$37,981.25	12%	\$21,758.68
5215	Long Term Disability Ins	190.00	.00	190.00	10.35	.00	36.20	153.80	19	115.68



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 110 - Transit Fund</b>										
Department <b>671 - Transit</b>										
Division <b>4712 - Dial-A-Ride</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5216	Unemployment Insurance	1,940.00	.00	1,940.00	14.55	.00	71.45	1,868.55	4	614.91
5217	Life Insurance	130.00	.00	130.00	6.90	.00	23.53	106.47	18	74.81
5218	Paid Family Leave Insurance	760.00	.00	760.00	27.72	.00	136.27	623.73	18	387.58
<i>Personnel Services Totals</i>		<b>\$286,320.00</b>	<b>\$0.00</b>	<b>\$286,320.00</b>	<b>\$10,408.12</b>	<b>\$0.00</b>	<b>\$49,273.18</b>	<b>\$237,046.82</b>	<b>17%</b>	<b>\$145,861.10</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	1,000.00	.00	1,000.00	55.00	72.50	509.70	417.80	58	1,062.49
5321	Cleaning Supplies	.00	.00	.00	113.94	.00	176.40	(176.40)	+++	.00
5323	Fuel	18,000.00	.00	18,000.00	1,441.12	246.18	8,673.66	9,080.16	50	16,344.90
5324	Clothing	600.00	.00	600.00	143.23	.00	143.23	456.77	24	517.67
5326	Safety/Medical	750.00	.00	750.00	.00	.00	.00	750.00	0	26.44
5329	Other Supplies	1,000.00	.00	1,000.00	255.00	.00	672.79	327.21	67	.00
5337	Tires/Parts	500.00	.00	500.00	.00	1,000.00	.00	(500.00)	200	.00
<b>5409</b>										
5409.140	Garage Services	3,000.00	.00	3,000.00	3,505.08	.00	4,305.36	(1,305.36)	144	6,507.61
<b>5409 - Totals</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$3,505.08</b>	<b>\$0.00</b>	<b>\$4,305.36</b>	<b>(\$1,305.36)</b>	<b>144%</b>	<b>\$6,507.61</b>
5414	Accounting/Auditing	1,095.00	.00	1,095.00	.00	.00	.00	1,095.00	0	.00
5417	HR/Other Employee Expenses	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5419	Other Professional Serv	500.00	.00	500.00	.00	.00	.00	500.00	0	21.45
5421	Telephone/Data	3,700.00	.00	3,700.00	.00	.00	.00	3,700.00	0	370.67
5422	Postage	50.00	.00	50.00	.00	.00	.00	50.00	0	.00
5424	Advertising	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5428	IT Support	20,830.00	.00	20,830.00	1,735.83	.00	10,414.98	10,415.02	50	16,419.96
5429	Other Communication Serv	.00	.00	.00	.00	653.40	138.60	(792.00)	+++	3.33
5432	Meals	250.00	.00	250.00	.00	.00	.00	250.00	0	129.36
5433	Mileage	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5439	Travel	1,500.00	.00	1,500.00	.00	.00	88.00	1,412.00	6	1,481.72
5446	Software Licenses	6,630.00	.00	6,630.00	.00	.00	.00	6,630.00	0	6,615.00
5448	Internal Rent	3,910.00	.00	3,910.00	325.83	.00	1,954.98	1,955.02	50	4,430.04
5451	Natural Gas	1,450.00	.00	1,450.00	126.13	.00	202.99	1,247.01	14	633.66
5453	Electricity	2,170.00	.00	2,170.00	98.35	.00	663.14	1,506.86	31	444.83
5461	Auto Insurance	17,540.00	.00	17,540.00	1,461.67	.00	8,770.02	8,769.98	50	9,559.92
5463	Property/Earthquake Insurance	820.00	.00	820.00	68.33	.00	409.98	410.02	50	.00
5464	Workers' Comp	9,190.00	.00	9,190.00	765.83	.00	4,594.98	4,595.02	50	8,780.04
5465	General Liability Insurance	5,910.00	.00	5,910.00	492.50	.00	2,955.00	2,955.00	50	5,340.00
5471	Equipment Repair & Maint	750.00	.00	750.00	.00	.00	.00	750.00	0	11.43
5472	Buildings Repairs & Maint	500.00	.00	500.00	.00	.00	.00	500.00	0	.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 110 - Transit Fund</b>										
Department <b>671 - Transit</b>										
Division <b>4712 - Dial-A-Ride</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5475	Vehicle Repair & Maint	8,000.00	.00	8,000.00	480.00	2,482.63	5,560.67	(43.30)	101	14,750.46
5480	Accident Repair	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5491	Dues & Subscriptions	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5492	Registrations/Training	1,250.00	.00	1,250.00	.00	.00	3,000.00	(1,750.00)	240	2,500.00
5493	Printing/Binding	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
<i>Materials &amp; Services Totals</i>		\$113,845.00	\$0.00	\$113,845.00	\$11,067.84	\$4,454.71	\$53,234.48	\$56,155.81	51%	\$95,950.98
<i>Capital Outlay</i>										
5642	Passenger Vehicles	82,000.00	.00	82,000.00	1,350.00	.00	87,915.00	(5,915.00)	107	352,603.48
<i>Capital Outlay Totals</i>		\$82,000.00	\$0.00	\$82,000.00	\$1,350.00	\$0.00	\$87,915.00	(\$5,915.00)	107%	\$352,603.48
<b>EXPENSE TOTALS</b>		\$482,165.00	\$0.00	\$482,165.00	\$22,825.96	\$4,454.71	\$190,422.66	\$287,287.63	40%	\$594,415.56
Division <b>4712 - Dial-A-Ride Totals</b>		(\$482,165.00)	\$0.00	(\$482,165.00)	(\$22,825.96)	(\$4,454.71)	(\$190,422.66)	(\$287,287.63)	40%	(\$594,415.56)
Department <b>671 - Transit Totals</b>		(\$4,020,490.00)	\$0.00	(\$4,020,490.00)	(\$89,905.75)	(\$278,208.78)	(\$633,621.60)	(\$3,108,659.62)	23%	(\$1,463,334.20)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	869,570.00	.00	869,570.00	.00	.00	.00	869,570.00	0	.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$869,570.00	\$0.00	\$869,570.00	\$0.00	\$0.00	\$0.00	\$869,570.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$869,570.00	\$0.00	\$869,570.00	\$0.00	\$0.00	\$0.00	\$869,570.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$869,570.00)	\$0.00	(\$869,570.00)	\$0.00	\$0.00	\$0.00	(\$869,570.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$869,570.00)	\$0.00	(\$869,570.00)	\$0.00	\$0.00	\$0.00	(\$869,570.00)	0%	\$0.00
Fund <b>110 - Transit Fund Totals</b>		\$4,890,060.00	\$0.00	\$4,890,060.00	\$89,905.75	\$278,208.78	\$633,621.60	\$3,978,229.62		\$1,463,334.20
<b>Fund 123 - Building Inspection Fund</b>										
Department <b>521 - Building</b>										
Division <b>2241 - Building Inspection</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	616,100.00	.00	616,100.00	43,972.52	.00	264,106.43	351,993.57	43	577,541.95
5112	Part-Time Wages	33,650.00	.00	33,650.00	254.37	.00	13,896.51	19,753.49	41	18,510.21
5121	Overtime	5,030.00	.00	5,030.00	600.83	.00	2,700.29	2,329.71	54	3,385.11
5211	OR Workers' Benefit	140.00	.00	140.00	6.38	.00	54.83	85.17	39	128.76
5212	Social Security	50,790.00	.00	50,790.00	3,337.11	.00	21,059.46	29,730.54	41	45,025.04
5213	Med & Dent Ins	113,420.00	.00	113,420.00	9,341.78	.00	48,538.12	64,881.88	43	100,346.49
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	(74.88)
5214.100	PERS - City	112,240.00	.00	112,240.00	7,541.40	.00	47,625.80	64,614.20	42	100,808.59



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 123 - Building Inspection Fund</b>										
Department <b>521 - Building</b>										
Division <b>2241 - Building Inspection</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
<b>5214</b>										
5214.600	PERS 6%	37,260.00	.00	37,260.00	2,684.81	.00	16,232.29	21,027.71	44	40,160.92
5214.800	DEFERED COMP - CITY	10,550.00	.00	10,550.00	814.42	.00	4,729.32	5,820.68	45	9,738.94
	<b>5214 - Totals</b>	<b>\$160,050.00</b>	<b>\$0.00</b>	<b>\$160,050.00</b>	<b>\$11,040.63</b>	<b>\$0.00</b>	<b>\$68,587.41</b>	<b>\$91,462.59</b>	<b>43%</b>	<b>\$150,633.57</b>
5215	Long Term Disability Ins	930.00	.00	930.00	92.09	.00	470.46	459.54	51	1,077.18
5216	Unemployment Insurance	6,540.00	.00	6,540.00	89.60	.00	561.17	5,978.83	9	3,639.75
5217	Life Insurance	570.00	.00	570.00	60.00	.00	303.43	266.57	53	693.53
5218	Paid Family Leave Insurance	2,590.00	.00	2,590.00	166.67	.00	1,057.26	1,532.74	41	2,270.39
	<i>Personnel Services Totals</i>	<b>\$989,810.00</b>	<b>\$0.00</b>	<b>\$989,810.00</b>	<b>\$68,961.98</b>	<b>\$0.00</b>	<b>\$421,335.37</b>	<b>\$568,474.63</b>	<b>43%</b>	<b>\$903,251.98</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
5319	Office Supplies	15,000.00	.00	15,000.00	601.62	.00	1,517.92	13,482.08	10	8,711.60
5323	Fuel	5,000.00	.00	5,000.00	135.89	30.97	1,404.12	3,564.91	29	3,657.56
<b>5409</b>										
5409.140	Garage Services	1,250.00	.00	1,250.00	127.41	.00	543.74	706.26	43	363.26
	<b>5409 - Totals</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$1,250.00</b>	<b>\$127.41</b>	<b>\$0.00</b>	<b>\$543.74</b>	<b>\$706.26</b>	<b>43%</b>	<b>\$363.26</b>
5414	Accounting/Auditing	2,930.00	.00	2,930.00	480.00	.00	1,410.00	1,520.00	48	1,995.00
5419	Other Professional Serv	100,000.00	.00	100,000.00	.00	(726.28)	45,025.06	55,701.22	44	205,500.94
5421	Telephone/Data	5,000.00	.00	5,000.00	340.62	88.30	1,864.98	3,046.72	39	5,295.91
5422	Postage	50.00	.00	50.00	1.38	.00	12.20	37.80	24	20.10
5428	IT Support	46,620.00	.00	46,620.00	3,885.00	.00	23,310.00	23,310.00	50	42,300.00
5439	Travel	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	193.04
5448	Internal Rent	9,240.00	.00	9,240.00	770.00	.00	4,620.00	4,620.00	50	9,429.96
5461	Auto Insurance	2,960.00	.00	2,960.00	246.67	.00	1,480.02	1,479.98	50	1,869.96
5464	Workers' Comp	5,430.00	.00	5,430.00	452.50	.00	2,715.00	2,715.00	50	4,850.04
5465	General Liability Insurance	10,590.00	.00	10,590.00	882.50	.00	5,295.00	5,295.00	50	8,670.00
5475	Vehicle Repair & Maint	1,050.00	.00	1,050.00	477.45	.00	539.94	510.06	51	105.45
5490	Refunds	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
5491	Dues & Subscriptions	15,000.00	.00	15,000.00	518.49	.00	13,393.49	1,606.51	89	430.24
5492	Registrations/Training	10,000.00	.00	10,000.00	200.00	.00	5,303.56	4,696.44	53	4,540.00
<b>5498</b>										
5498.259	St Mfg Fee	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5498.359	State Surc	90,000.00	.00	90,000.00	.00	.00	41,799.09	48,200.91	46	96,897.63
5498.459	Construction Excise Tax	1,000,000.00	.00	1,000,000.00	117,737.75	.00	666,319.94	333,680.06	67	848,872.65
	<b>5498 - Totals</b>	<b>\$1,090,500.00</b>	<b>\$0.00</b>	<b>\$1,090,500.00</b>	<b>\$117,737.75</b>	<b>\$0.00</b>	<b>\$708,119.03</b>	<b>\$382,380.97</b>	<b>65%</b>	<b>\$945,770.28</b>
5500	Banking Fees & Charges	22,000.00	.00	22,000.00	4,778.02	.00	28,074.90	(6,074.90)	128	30,289.50





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 123 - Building Inspection Fund</b>										
Department <b>521 - Building</b>										
Division <b>2241 - Building Inspection</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5729	Interest for CET	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
<i>Materials &amp; Services Totals</i>		<b>\$1,364,970.00</b>	<b>\$0.00</b>	<b>\$1,364,970.00</b>	<b>\$131,635.30</b>	<b>(\$607.01)</b>	<b>\$844,628.96</b>	<b>\$520,948.05</b>	<b>62%</b>	<b>\$1,273,992.84</b>
<i>Capital Outlay</i>										
5639	Other Improvements	.00	.00	.00	.00	.00	.00	.00	+++	96,906.47
5642	Passenger Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	42,891.14
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$139,797.61</b>
<b>EXPENSE TOTALS</b>		<b>\$2,354,780.00</b>	<b>\$0.00</b>	<b>\$2,354,780.00</b>	<b>\$200,597.28</b>	<b>(\$607.01)</b>	<b>\$1,265,964.33</b>	<b>\$1,089,422.68</b>	<b>54%</b>	<b>\$2,317,042.43</b>
Division <b>2241 - Building Inspection Totals</b>		<b>(\$2,354,780.00)</b>	<b>\$0.00</b>	<b>(\$2,354,780.00)</b>	<b>(\$200,597.28)</b>	<b>\$607.01</b>	<b>(\$1,265,964.33)</b>	<b>(\$1,089,422.68)</b>	<b>54%</b>	<b>(\$2,317,042.43)</b>
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.358	Transfer to General Cap Const Fund	420,000.00	.00	420,000.00	750.38	.00	351,459.34	68,540.66	84	.00
<b>5811 - Totals</b>		<b>\$420,000.00</b>	<b>\$0.00</b>	<b>\$420,000.00</b>	<b>\$750.38</b>	<b>\$0.00</b>	<b>\$351,459.34</b>	<b>\$68,540.66</b>	<b>84%</b>	<b>\$0.00</b>
<i>Transfers Out Totals</i>		<b>\$420,000.00</b>	<b>\$0.00</b>	<b>\$420,000.00</b>	<b>\$750.38</b>	<b>\$0.00</b>	<b>\$351,459.34</b>	<b>\$68,540.66</b>	<b>84%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$420,000.00</b>	<b>\$0.00</b>	<b>\$420,000.00</b>	<b>\$750.38</b>	<b>\$0.00</b>	<b>\$351,459.34</b>	<b>\$68,540.66</b>	<b>84%</b>	<b>\$0.00</b>
Division <b>9711 - Operating Transfer Out Totals</b>		<b>(\$420,000.00)</b>	<b>\$0.00</b>	<b>(\$420,000.00)</b>	<b>(\$750.38)</b>	<b>\$0.00</b>	<b>(\$351,459.34)</b>	<b>(\$68,540.66)</b>	<b>84%</b>	<b>\$0.00</b>
Department <b>521 - Building Totals</b>		<b>(\$2,774,780.00)</b>	<b>\$0.00</b>	<b>(\$2,774,780.00)</b>	<b>(\$201,347.66)</b>	<b>\$607.01</b>	<b>(\$1,617,423.67)</b>	<b>(\$1,157,963.34)</b>	<b>58%</b>	<b>(\$2,317,042.43)</b>
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	8,643,760.00	.00	8,643,760.00	.00	.00	.00	8,643,760.00	0	.00
<i>Contingencies and Unappropriated Balances Totals</i>		<b>\$8,643,760.00</b>	<b>\$0.00</b>	<b>\$8,643,760.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,643,760.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$8,643,760.00</b>	<b>\$0.00</b>	<b>\$8,643,760.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,643,760.00</b>	<b>0%</b>	<b>\$0.00</b>
Division <b>9971 - Equity Totals</b>		<b>(\$8,643,760.00)</b>	<b>\$0.00</b>	<b>(\$8,643,760.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$8,643,760.00)</b>	<b>0%</b>	<b>\$0.00</b>
Department <b>901 - Ending Fund Balance Totals</b>		<b>(\$8,643,760.00)</b>	<b>\$0.00</b>	<b>(\$8,643,760.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$8,643,760.00)</b>	<b>0%</b>	<b>\$0.00</b>
Fund <b>123 - Building Inspection Fund Totals</b>		<b>\$11,418,540.00</b>	<b>\$0.00</b>	<b>\$11,418,540.00</b>	<b>\$201,347.66</b>	<b>(\$607.01)</b>	<b>\$1,617,423.67</b>	<b>\$9,801,723.34</b>		<b>\$2,317,042.43</b>
<b>Fund 132 - Asset Forfeiture</b>										
Department <b>211 - Police</b>										
Division <b>2131 - Detectives</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5329	Other Supplies	32,330.00	.00	32,330.00	.00	.00	.00	32,330.00	0	.00
<i>Materials &amp; Services Totals</i>		<b>\$32,330.00</b>	<b>\$0.00</b>	<b>\$32,330.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,330.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$32,330.00</b>	<b>\$0.00</b>	<b>\$32,330.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,330.00</b>	<b>0%</b>	<b>\$0.00</b>





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 132 - Asset Forfeiture</b>										
Department <b>211 - Police</b>										
	Division <b>2131 - Detectives</b> Totals	(\$32,330.00)	\$0.00	(\$32,330.00)	\$0.00	\$0.00	\$0.00	(\$32,330.00)	0%	\$0.00
	Department <b>211 - Police</b> Totals	(\$32,330.00)	\$0.00	(\$32,330.00)	\$0.00	\$0.00	\$0.00	(\$32,330.00)	0%	\$0.00
	Fund <b>132 - Asset Forfeiture</b> Totals	\$32,330.00	\$0.00	\$32,330.00	\$0.00	\$0.00	\$0.00	\$32,330.00		\$0.00
<b>Fund 133 - National Opioid Settlement Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1211 - City Administrator</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5419	Other Professional Serv	230,000.00	.00	230,000.00	.00	.00	.00	230,000.00	0	.00
	<i>Materials &amp; Services Totals</i>	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$0.00	\$230,000.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$0.00	\$230,000.00	0%	\$0.00
	Division <b>1211 - City Administrator</b> Totals	(\$230,000.00)	\$0.00	(\$230,000.00)	\$0.00	\$0.00	\$0.00	(\$230,000.00)	0%	\$0.00
	Department <b>101 - Administration</b> Totals	(\$230,000.00)	\$0.00	(\$230,000.00)	\$0.00	\$0.00	\$0.00	(\$230,000.00)	0%	\$0.00
	Fund <b>133 - National Opioid Settlement Fund</b> Totals	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$0.00	\$230,000.00		\$0.00
<b>Fund 136 - American Rescue Plan Fund</b>										
Department <b>101 - Administration</b>										
Division <b>1211 - City Administrator</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5521	ARPA Funded Internal Projects	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	8,500.00
5522	ARPA Funded Community Projects	232,000.00	.00	232,000.00	.00	36,000.00	139,700.00	56,300.00	76	272,000.00
	<i>Materials &amp; Services Totals</i>	\$240,500.00	\$0.00	\$240,500.00	\$0.00	\$36,000.00	\$139,700.00	\$64,800.00	73%	\$280,500.00
	<b>EXPENSE TOTALS</b>	\$240,500.00	\$0.00	\$240,500.00	\$0.00	\$36,000.00	\$139,700.00	\$64,800.00	73%	\$280,500.00
	Division <b>1211 - City Administrator</b> Totals	(\$240,500.00)	\$0.00	(\$240,500.00)	\$0.00	(\$36,000.00)	(\$139,700.00)	(\$64,800.00)	73%	(\$280,500.00)
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.001	Transfer to General Fund	986,160.00	.00	986,160.00	.00	.00	.00	986,160.00	0	664,198.00
5811.110	Transfer to Transit	186,000.00	.00	186,000.00	.00	.00	.00	186,000.00	0	81,062.00
5811.358	Transfer to General Cap Const Fund	120,000.00	.00	120,000.00	.00	.00	.00	120,000.00	0	81,978.88
5811.359	Transfer to Community Center Cap Const Fund	385,000.00	.00	385,000.00	.00	.00	.00	385,000.00	0	.00
	<b>5811 - Totals</b>	\$1,677,160.00	\$0.00	\$1,677,160.00	\$0.00	\$0.00	\$0.00	\$1,677,160.00	0%	\$827,238.88
	<i>Transfers Out Totals</i>	\$1,677,160.00	\$0.00	\$1,677,160.00	\$0.00	\$0.00	\$0.00	\$1,677,160.00	0%	\$827,238.88
	<b>EXPENSE TOTALS</b>	\$1,677,160.00	\$0.00	\$1,677,160.00	\$0.00	\$0.00	\$0.00	\$1,677,160.00	0%	\$827,238.88
	Division <b>9711 - Operating Transfer Out</b> Totals	(\$1,677,160.00)	\$0.00	(\$1,677,160.00)	\$0.00	\$0.00	\$0.00	(\$1,677,160.00)	0%	(\$827,238.88)
	Department <b>101 - Administration</b> Totals	(\$1,917,660.00)	\$0.00	(\$1,917,660.00)	\$0.00	(\$36,000.00)	(\$139,700.00)	(\$1,741,960.00)	9%	(\$1,107,738.88)
	Fund <b>136 - American Rescue Plan Fund</b> Totals	\$1,917,660.00	\$0.00	\$1,917,660.00	\$0.00	\$36,000.00	\$139,700.00	\$1,741,960.00		\$1,107,738.88



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 137 - Housing Rehab Fund</b>										
Department <b>531 - Housing Rehabilitation</b>										
Division <b>5911 - Housing</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	2,070.00	.00	2,070.00	286.08	.00	1,001.29	1,068.71	48	1,944.05
5211	OR Workers' Benefit	.00	.00	.00	.01	.00	.08	(.08)	+++	.21
5212	Social Security	130.00	.00	130.00	4.78	.00	55.12	74.88	42	132.80
5213	Med & Dent Ins	190.00	.00	190.00	16.36	.00	85.31	104.69	45	178.44
<b>5214</b>										
5214.100	PERS - City	450.00	.00	450.00	64.20	.00	217.89	232.11	48	416.90
5214.600	PERS 6%	120.00	.00	120.00	20.09	.00	68.21	51.79	57	148.43
5214.800	DEFERED COMP - CITY	250.00	.00	250.00	48.63	.00	134.43	115.57	54	233.24
<b>5214 - Totals</b>		<b>\$820.00</b>	<b>\$0.00</b>	<b>\$820.00</b>	<b>\$132.92</b>	<b>\$0.00</b>	<b>\$420.53</b>	<b>\$399.47</b>	<b>51%</b>	<b>\$798.57</b>
5215	Long Term Disability Ins	.00	.00	.00	.25	.00	1.13	(1.13)	+++	2.64
5216	Unemployment Insurance	20.00	.00	20.00	.57	.00	1.97	18.03	10	11.76
5217	Life Insurance	.00	.00	.00	.17	.00	.73	(.73)	+++	1.68
5218	Paid Family Leave Insurance	10.00	.00	10.00	.44	.00	2.63	7.37	26	7.33
<i>Personnel Services Totals</i>		<b>\$3,240.00</b>	<b>\$0.00</b>	<b>\$3,240.00</b>	<b>\$441.58</b>	<b>\$0.00</b>	<b>\$1,568.79</b>	<b>\$1,671.21</b>	<b>48%</b>	<b>\$3,077.48</b>
<i>Materials &amp; Services</i>										
5419	Other Professional Serv	51,850.00	.00	51,850.00	.00	.00	76.00	51,774.00	0	76.00
<i>Materials &amp; Services Totals</i>		<b>\$51,850.00</b>	<b>\$0.00</b>	<b>\$51,850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$76.00</b>	<b>\$51,774.00</b>	<b>0%</b>	<b>\$76.00</b>
<b>EXPENSE TOTALS</b>		<b>\$55,090.00</b>	<b>\$0.00</b>	<b>\$55,090.00</b>	<b>\$441.58</b>	<b>\$0.00</b>	<b>\$1,644.79</b>	<b>\$53,445.21</b>	<b>3%</b>	<b>\$3,153.48</b>
Division <b>5911 - Housing Totals</b>		<b>(\$55,090.00)</b>	<b>\$0.00</b>	<b>(\$55,090.00)</b>	<b>(\$441.58)</b>	<b>\$0.00</b>	<b>(\$1,644.79)</b>	<b>(\$53,445.21)</b>	<b>3%</b>	<b>(\$3,153.48)</b>
Department <b>531 - Housing Rehabilitation Totals</b>		<b>(\$55,090.00)</b>	<b>\$0.00</b>	<b>(\$55,090.00)</b>	<b>(\$441.58)</b>	<b>\$0.00</b>	<b>(\$1,644.79)</b>	<b>(\$53,445.21)</b>	<b>3%</b>	<b>(\$3,153.48)</b>
Fund <b>137 - Housing Rehab Fund Totals</b>		<b>\$55,090.00</b>	<b>\$0.00</b>	<b>\$55,090.00</b>	<b>\$441.58</b>	<b>\$0.00</b>	<b>\$1,644.79</b>	<b>\$53,445.21</b>		<b>\$3,153.48</b>
<b>Fund 140 - Street Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>4211 - Street Maintenance</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	856,060.00	.00	856,060.00	66,537.05	.00	392,434.28	463,625.72	46	770,524.14
5112	Part-Time Wages	.00	.00	.00	.00	.00	.00	.00	+++	18,193.60
5121	Overtime	13,070.00	.00	13,070.00	837.49	.00	5,060.95	8,009.05	39	13,580.60
5211	OR Workers' Benefit	220.00	.00	220.00	14.29	.00	93.26	126.74	42	207.10
5212	Social Security	67,360.00	.00	67,360.00	4,895.85	.00	29,580.03	37,779.97	44	59,405.33
5213	Med & Dent Ins	212,780.00	.00	212,780.00	17,954.49	.00	89,812.50	122,967.50	42	174,261.41
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	(524.17)
5214.100	PERS - City	151,200.00	.00	151,200.00	10,427.45	.00	63,965.35	87,234.65	42	134,897.79
5214.600	PERS 6%	52,100.00	.00	52,100.00	3,652.02	.00	22,439.16	29,660.84	43	53,008.23



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 140 - Street Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>4211 - Street Maintenance</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
<b>5214</b>										
5214.800	DEFERED COMP - CITY	11,950.00	.00	11,950.00	991.33	.00	5,560.41	6,389.59	47	11,204.45
<b>5214 - Totals</b>		<b>\$215,250.00</b>	<b>\$0.00</b>	<b>\$215,250.00</b>	<b>\$15,070.80</b>	<b>\$0.00</b>	<b>\$91,964.92</b>	<b>\$123,285.08</b>	<b>43%</b>	<b>\$198,586.30</b>
5215	Long Term Disability Ins	1,490.00	.00	1,490.00	129.28	.00	647.13	842.87	43	1,421.88
5216	Unemployment Insurance	8,670.00	.00	8,670.00	134.93	.00	795.48	7,874.52	9	4,865.18
5217	Life Insurance	940.00	.00	940.00	84.07	.00	417.74	522.26	44	915.91
5218	Paid Family Leave Insurance	3,470.00	.00	3,470.00	246.27	.00	1,484.94	1,985.06	43	3,021.86
<i>Personnel Services Totals</i>		<b>\$1,379,310.00</b>	<b>\$0.00</b>	<b>\$1,379,310.00</b>	<b>\$105,904.52</b>	<b>\$0.00</b>	<b>\$612,291.23</b>	<b>\$767,018.77</b>	<b>44%</b>	<b>\$1,244,983.31</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	4,000.00	.00	4,000.00	.00	.00	2,466.38	1,533.62	62	.00
5319	Office Supplies	2,000.00	.00	2,000.00	95.95	.00	128.45	1,871.55	6	1,526.14
5321	Cleaning Supplies	.00	.00	.00	.00	.00	57.06	(57.06)	+++	.00
5322	Lubricants	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	7,841.02
5323	Fuel	28,000.00	.00	28,000.00	2,192.67	540.90	9,073.95	18,385.15	34	23,712.07
5324	Clothing	5,500.00	.00	5,500.00	.00	.00	1,008.66	4,491.34	18	887.96
5326	Safety/Medical	3,500.00	.00	3,500.00	214.36	82.87	684.67	2,732.46	22	2,412.67
5329	Other Supplies	6,000.00	.00	6,000.00	204.95	343.20	701.69	4,955.11	17	3,905.98
5337	Tires/Parts	9,000.00	.00	9,000.00	1,819.25	912.35	4,902.43	3,185.22	65	9,178.95
5338	Tools	7,500.00	.00	7,500.00	726.36	.00	5,551.72	1,948.28	74	6,715.12
5339	Other Maintenance Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	977.10
5352	Protective Clothing	5,000.00	.00	5,000.00	39.01	.00	3,298.43	1,701.57	66	4,184.37
5361	Road Materials	60,000.00	.00	60,000.00	.00	.00	27,371.42	32,628.58	46	32,342.33
5362	Concrete	3,500.00	.00	3,500.00	.00	.00	323.19	3,176.81	9	498.40
5363	Signs	35,000.00	.00	35,000.00	590.43	.00	5,013.72	29,986.28	14	25,317.88
5369	Other Street Supplies	40,000.00	.00	40,000.00	3,499.01	254.46	6,365.54	33,380.00	17	11,099.81
5419	Other Professional Serv	100,000.00	.00	100,000.00	21,030.09	27,981.53	37,154.72	34,863.75	65	58,723.20
5421	Telephone/Data	6,500.00	.00	6,500.00	516.63	262.66	3,190.31	3,047.03	53	6,196.80
5424	Advertising	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	55.00
5432	Meals	300.00	.00	300.00	.00	.00	.00	300.00	0	645.04
5433	Mileage	300.00	.00	300.00	.00	.00	.00	300.00	0	201.25
5439	Travel	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	2,795.35
5445	Work Equipment	12,000.00	.00	12,000.00	255.00	.00	4,898.38	7,101.62	41	7,312.66
5446	Software Licenses	35,000.00	.00	35,000.00	5,635.57	11,199.94	9,633.21	14,166.85	60	16,644.80
5449	Leases - Other	4,000.00	.00	4,000.00	1,973.99	.00	4,006.59	(6.59)	100	.00
5451	Natural Gas	5,000.00	.00	5,000.00	623.41	.00	858.50	4,141.50	17	3,524.59
5453	Electricity	12,000.00	.00	12,000.00	644.17	.00	2,924.39	9,075.61	24	7,152.79



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 140 - Street Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>4211 - Street Maintenance</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5454	Solid Waste Disposal	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5471	Equipment Repair & Maint	15,000.00	.00	15,000.00	1,232.82	1,003.37	7,120.68	6,875.95	54	16,641.84
5474	Structures Repair & Maint	8,000.00	.00	8,000.00	419.98	1,036.87	1,746.78	5,216.35	35	13,999.01
5475	Vehicle Repair & Maint	19,000.00	.00	19,000.00	1,431.96	2,284.54	11,519.81	5,195.65	73	13,876.44
5476	Laundry	12,000.00	.00	12,000.00	590.19	2,041.69	3,958.31	6,000.00	50	8,813.47
5479	Other Repair & Maint	1,200,000.00	.00	1,200,000.00	.00	.00	1,500.00	1,198,500.00	0	78,939.49
5482	Tree Maintenance	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	19,870.85
5491	Dues & Subscriptions	.00	.00	.00	.00	.00	.00	.00	+++	50.00
5492	Registrations/Training	12,000.00	.00	12,000.00	666.66	.00	2,218.65	9,781.35	18	4,308.06
5498	Permits/Fees	3,000.00	.00	3,000.00	.00	.00	344.75	2,655.25	11	.00
<i>Materials &amp; Services Totals</i>		\$1,689,100.00	\$0.00	\$1,689,100.00	\$44,402.46	\$47,944.38	\$158,022.39	\$1,483,133.23	12%	\$390,350.44
<i>Capital Outlay</i>										
5643	Heavy Equipment	90,000.00	.00	90,000.00	.00	.00	.00	90,000.00	0	.00
5649	Other Equipment	190,000.00	.00	190,000.00	.00	.00	89,049.96	100,950.04	47	37,916.00
<i>Capital Outlay Totals</i>		\$280,000.00	\$0.00	\$280,000.00	\$0.00	\$0.00	\$89,049.96	\$190,950.04	32%	\$37,916.00
<b>EXPENSE TOTALS</b>		\$3,348,410.00	\$0.00	\$3,348,410.00	\$150,306.98	\$47,944.38	\$859,363.58	\$2,441,102.04	27%	\$1,673,249.75
Division <b>4211 - Street Maintenance Totals</b>		(\$3,348,410.00)	\$0.00	(\$3,348,410.00)	(\$150,306.98)	(\$47,944.38)	(\$859,363.58)	(\$2,441,102.04)	27%	(\$1,673,249.75)
Division <b>4299 - Street Admin</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5414	Accounting/Auditing	5,850.00	.00	5,850.00	2,240.00	.00	6,580.00	(730.00)	112	9,310.00
5428	IT Support	46,000.00	.00	46,000.00	3,833.32	.00	22,999.92	23,000.08	50	45,109.92
5448	Internal Rent	5,040.00	.00	5,040.00	420.00	.00	2,520.00	2,520.00	50	5,700.00
5451	Natural Gas	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5453	Electricity	2,490.00	.00	2,490.00	131.37	.00	865.71	1,624.29	35	2,044.64
5456	Street Lighting	350,000.00	.00	350,000.00	26,220.90	.00	134,729.64	215,270.36	38	341,042.20
5461	Auto Insurance	12,000.00	.00	12,000.00	1,000.00	.00	6,000.00	6,000.00	50	7,740.00
5463	Property/Earthquake Insurance	12,030.00	.00	12,030.00	1,002.50	.00	6,015.00	6,015.00	50	9,380.04
5464	Workers' Comp	21,990.00	.00	21,990.00	1,832.50	.00	10,995.00	10,995.00	50	19,539.96
5465	General Liability Insurance	15,240.00	.00	15,240.00	1,270.00	.00	7,620.00	7,620.00	50	14,030.04
5472	Buildings Repairs & Maint	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	198.81
5482	Tree Maintenance	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
5483	Sidewalks	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
5500	Banking Fees & Charges	17,000.00	.00	17,000.00	3,195.43	.00	18,777.46	(1,777.46)	110	20,331.76
<i>Materials &amp; Services Totals</i>		\$517,240.00	\$0.00	\$517,240.00	\$41,146.02	\$0.00	\$217,102.73	\$300,137.27	42%	\$474,427.37
<b>EXPENSE TOTALS</b>		\$517,240.00	\$0.00	\$517,240.00	\$41,146.02	\$0.00	\$217,102.73	\$300,137.27	42%	\$474,427.37



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 140 - Street Fund</b>										
Department <b>631 - Maintenance</b>										
	Division <b>4299 - Street Admin Totals</b>	(\$517,240.00)	\$0.00	(\$517,240.00)	(\$41,146.02)	\$0.00	(\$217,102.73)	(\$300,137.27)	42%	(\$474,427.37)
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.363	Transfer to Street & Storm Cap Const Fund	1,007,000.00	.00	1,007,000.00	259.53	.00	209,375.37	797,624.63	21	.00
5811.465	Transfer to Sewer Cap Const	1,000,000.00	.00	1,000,000.00	2,165.28	.00	2,712.35	997,287.65	0	.00
5811.591	Transfer to Equipment Replace	60,000.00	.00	60,000.00	5,000.00	.00	30,000.00	30,000.00	50	60,000.00
	<b>5811 - Totals</b>	\$2,067,000.00	\$0.00	\$2,067,000.00	\$7,424.81	\$0.00	\$242,087.72	\$1,824,912.28	12%	\$60,000.00
	<i>Transfers Out Totals</i>	\$2,067,000.00	\$0.00	\$2,067,000.00	\$7,424.81	\$0.00	\$242,087.72	\$1,824,912.28	12%	\$60,000.00
	<b>EXPENSE TOTALS</b>	\$2,067,000.00	\$0.00	\$2,067,000.00	\$7,424.81	\$0.00	\$242,087.72	\$1,824,912.28	12%	\$60,000.00
	Division <b>9711 - Operating Transfer Out Totals</b>	(\$2,067,000.00)	\$0.00	(\$2,067,000.00)	(\$7,424.81)	\$0.00	(\$242,087.72)	(\$1,824,912.28)	12%	(\$60,000.00)
	Department <b>631 - Maintenance Totals</b>	(\$5,932,650.00)	\$0.00	(\$5,932,650.00)	(\$198,877.81)	(\$47,944.38)	(\$1,318,554.03)	(\$4,566,151.59)	23%	(\$2,207,677.12)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	4,300,120.00	.00	4,300,120.00	.00	.00	.00	4,300,120.00	0	.00
	<i>Contingencies and Unappropriated Balances Totals</i>	\$4,300,120.00	\$0.00	\$4,300,120.00	\$0.00	\$0.00	\$0.00	\$4,300,120.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$4,300,120.00	\$0.00	\$4,300,120.00	\$0.00	\$0.00	\$0.00	\$4,300,120.00	0%	\$0.00
	Division <b>9971 - Equity Totals</b>	(\$4,300,120.00)	\$0.00	(\$4,300,120.00)	\$0.00	\$0.00	\$0.00	(\$4,300,120.00)	0%	\$0.00
	Department <b>901 - Ending Fund Balance Totals</b>	(\$4,300,120.00)	\$0.00	(\$4,300,120.00)	\$0.00	\$0.00	\$0.00	(\$4,300,120.00)	0%	\$0.00
	Fund <b>140 - Street Fund Totals</b>	\$10,232,770.00	\$0.00	\$10,232,770.00	\$198,877.81	\$47,944.38	\$1,318,554.03	\$8,866,271.59		\$2,207,677.12
<b>Fund 250 - GO Debt Service Fund</b>										
Department <b>151 - Finance</b>										
Division <b>9111 - Debt Service</b>										
<b>EXPENSE</b>										
<i>Debt Service</i>										
5711	Bond Principal	.00	.00	.00	.00	.00	.00	.00	+++	597,000.00
5721	Bond Interest	.00	.00	.00	.00	.00	.00	.00	+++	12,417.60
	<i>Debt Service Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$609,417.60
	<b>EXPENSE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$609,417.60
	Division <b>9111 - Debt Service Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$609,417.60)
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.001	Transfer to General Fund	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 250 - GO Debt Service Fund</b>										
Department <b>151 - Finance</b>										
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
	<b>5811 - Totals</b>	\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	0%	\$0.00
	<i>Transfers Out Totals</i>	\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	0%	\$0.00
	Division <b>9711 - Operating Transfer Out Totals</b>	(\$48,000.00)	\$0.00	(\$48,000.00)	\$0.00	\$0.00	\$0.00	(\$48,000.00)	0%	\$0.00
	Department <b>151 - Finance Totals</b>	(\$48,000.00)	\$0.00	(\$48,000.00)	\$0.00	\$0.00	\$0.00	(\$48,000.00)	0%	(\$609,417.60)
	Fund <b>250 - GO Debt Service Fund Totals</b>	\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00		\$609,417.60
<b>Fund 358 - General Cap Const Fund</b>										
Department <b>121 - City Administrator</b>										
Division <b>9531 - Construction</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
<b>5623</b>										
5623.046	Pool Projects	.00	.00	.00	.00	.00	.00	.00	+++	32,519.00
	<b>5623 - Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$32,519.00
5629	Buildings	970,000.00	.00	970,000.00	1,459.39	796.25	603,972.94	365,230.81	62	20,610.00
<b>5637</b>										
5637	Parks	3,710,000.00	.00	3,710,000.00	14,215.24	896.00	85,007.49	3,624,096.51	2	178,781.49
5637.042	Legion Park Playground	.00	.00	.00	.00	.00	.00	.00	+++	(3,000.00)
	<b>5637 - Totals</b>	\$3,710,000.00	\$0.00	\$3,710,000.00	\$14,215.24	\$896.00	\$85,007.49	\$3,624,096.51	2%	\$175,781.49
5639	Other Improvements	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	17,621.00
	<i>Capital Outlay Totals</i>	\$4,715,000.00	\$0.00	\$4,715,000.00	\$15,674.63	\$1,692.25	\$688,980.43	\$4,024,327.32	15%	\$246,531.49
	<b>EXPENSE TOTALS</b>	\$4,715,000.00	\$0.00	\$4,715,000.00	\$15,674.63	\$1,692.25	\$688,980.43	\$4,024,327.32	15%	\$246,531.49
	Division <b>9531 - Construction Totals</b>	(\$4,715,000.00)	\$0.00	(\$4,715,000.00)	(\$15,674.63)	(\$1,692.25)	(\$688,980.43)	(\$4,024,327.32)	15%	(\$246,531.49)
	Department <b>121 - City Administrator Totals</b>	(\$4,715,000.00)	\$0.00	(\$4,715,000.00)	(\$15,674.63)	(\$1,692.25)	(\$688,980.43)	(\$4,024,327.32)	15%	(\$246,531.49)
	Fund <b>358 - General Cap Const Fund Totals</b>	\$4,715,000.00	\$0.00	\$4,715,000.00	\$15,674.63	\$1,692.25	\$688,980.43	\$4,024,327.32		\$246,531.49
<b>Fund 359 - Community Center Cap Const Fund</b>										
Department <b>121 - City Administrator</b>										
Division <b>9531 - Construction</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5629	Buildings	1,740,000.00	.00	1,740,000.00	.00	.00	.00	1,740,000.00	0	.00
	<i>Capital Outlay Totals</i>	\$1,740,000.00	\$0.00	\$1,740,000.00	\$0.00	\$0.00	\$0.00	\$1,740,000.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$1,740,000.00	\$0.00	\$1,740,000.00	\$0.00	\$0.00	\$0.00	\$1,740,000.00	0%	\$0.00
	Division <b>9531 - Construction Totals</b>	(\$1,740,000.00)	\$0.00	(\$1,740,000.00)	\$0.00	\$0.00	\$0.00	(\$1,740,000.00)	0%	\$0.00
	Department <b>121 - City Administrator Totals</b>	(\$1,740,000.00)	\$0.00	(\$1,740,000.00)	\$0.00	\$0.00	\$0.00	(\$1,740,000.00)	0%	\$0.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 359 - Community Center Cap Const Fund</b>										
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	1,385,000.00	.00	1,385,000.00	.00	.00	.00	1,385,000.00	0	.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$1,385,000.00	\$0.00	\$1,385,000.00	\$0.00	\$0.00	\$0.00	\$1,385,000.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$1,385,000.00	\$0.00	\$1,385,000.00	\$0.00	\$0.00	\$0.00	\$1,385,000.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$1,385,000.00)	\$0.00	(\$1,385,000.00)	\$0.00	\$0.00	\$0.00	(\$1,385,000.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$1,385,000.00)	\$0.00	(\$1,385,000.00)	\$0.00	\$0.00	\$0.00	(\$1,385,000.00)	0%	\$0.00
Fund <b>359 - Community Center Cap Const Fund Totals</b>		\$3,125,000.00	\$0.00	\$3,125,000.00	\$0.00	\$0.00	\$0.00	\$3,125,000.00		\$0.00
<b>Fund 360 - Special Assessment Fund</b>										
Department <b>541 - Special Assessment</b>										
Division <b>5921 - Special Assessment</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5419	Other Professional Serv	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	76.00
<i>Materials &amp; Services Totals</i>		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%	\$76.00
<b>EXPENSE TOTALS</b>		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%	\$76.00
Division <b>5921 - Special Assessment Totals</b>		(\$2,500.00)	\$0.00	(\$2,500.00)	\$0.00	\$0.00	\$0.00	(\$2,500.00)	0%	(\$76.00)
Department <b>541 - Special Assessment Totals</b>		(\$2,500.00)	\$0.00	(\$2,500.00)	\$0.00	\$0.00	\$0.00	(\$2,500.00)	0%	(\$76.00)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	45,270.00	.00	45,270.00	.00	.00	.00	45,270.00	0	.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$45,270.00	\$0.00	\$45,270.00	\$0.00	\$0.00	\$0.00	\$45,270.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$45,270.00	\$0.00	\$45,270.00	\$0.00	\$0.00	\$0.00	\$45,270.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$45,270.00)	\$0.00	(\$45,270.00)	\$0.00	\$0.00	\$0.00	(\$45,270.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$45,270.00)	\$0.00	(\$45,270.00)	\$0.00	\$0.00	\$0.00	(\$45,270.00)	0%	\$0.00
Fund <b>360 - Special Assessment Fund Totals</b>		\$47,770.00	\$0.00	\$47,770.00	\$0.00	\$0.00	\$0.00	\$47,770.00		\$76.00
<b>Fund 363 - Street &amp; Storm Cap Const Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>9531 - Construction</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5631	Streets/Alleys/Sidewalks	3,550,000.00	.00	3,550,000.00	1,470.67	.00	223,351.51	3,326,648.49	6	213,831.81
5636	Storm Drains	.00	.00	.00	.00	.00	346.04	(346.04)	+++	.00
<i>Capital Outlay Totals</i>		\$3,550,000.00	\$0.00	\$3,550,000.00	\$1,470.67	\$0.00	\$223,697.55	\$3,326,302.45	6%	\$213,831.81
<b>EXPENSE TOTALS</b>		\$3,550,000.00	\$0.00	\$3,550,000.00	\$1,470.67	\$0.00	\$223,697.55	\$3,326,302.45	6%	\$213,831.81
Division <b>9531 - Construction Totals</b>		(\$3,550,000.00)	\$0.00	(\$3,550,000.00)	(\$1,470.67)	\$0.00	(\$223,697.55)	(\$3,326,302.45)	6%	(\$213,831.81)





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 363 - Street &amp; Storm Cap Const Fund</b>										
Department	<b>631 - Maintenance Totals</b>	(\$3,550,000.00)	\$0.00	(\$3,550,000.00)	(\$1,470.67)	\$0.00	(\$223,697.55)	(\$3,326,302.45)	6%	(\$213,831.81)
Department	<b>901 - Ending Fund Balance</b>									
Division	<b>9971 - Equity</b>									
	<b>EXPENSE</b>									
	<i>Contingencies and Unappropriated Balances</i>									
<b>5981</b>										
5981.005	Reserve for Future Years	874,990.00	.00	874,990.00	.00	.00	.00	874,990.00	0	.00
	<b>5981 - Totals</b>	\$874,990.00	\$0.00	\$874,990.00	\$0.00	\$0.00	\$0.00	\$874,990.00	0%	\$0.00
	<i>Contingencies and Unappropriated Balances Totals</i>	\$874,990.00	\$0.00	\$874,990.00	\$0.00	\$0.00	\$0.00	\$874,990.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$874,990.00	\$0.00	\$874,990.00	\$0.00	\$0.00	\$0.00	\$874,990.00	0%	\$0.00
	Division <b>9971 - Equity Totals</b>	(\$874,990.00)	\$0.00	(\$874,990.00)	\$0.00	\$0.00	\$0.00	(\$874,990.00)	0%	\$0.00
	Department <b>901 - Ending Fund Balance Totals</b>	(\$874,990.00)	\$0.00	(\$874,990.00)	\$0.00	\$0.00	\$0.00	(\$874,990.00)	0%	\$0.00
	Fund <b>363 - Street &amp; Storm Cap Const Fund Totals</b>	\$4,424,990.00	\$0.00	\$4,424,990.00	\$1,470.67	\$0.00	\$223,697.55	\$4,201,292.45		\$213,831.81
<b>Fund 364 - Parks SDC Fund</b>										
Department	<b>491 - Parks Administration</b>									
Division	<b>9511 - Design Engineering</b>									
	<b>EXPENSE</b>									
	<i>Materials &amp; Services</i>									
5419	Other Professional Serv	50,000.00	.00	50,000.00	2,800.00	18,325.00	6,125.00	25,550.00	49	92,715.61
	<i>Materials &amp; Services Totals</i>	\$50,000.00	\$0.00	\$50,000.00	\$2,800.00	\$18,325.00	\$6,125.00	\$25,550.00	49%	\$92,715.61
	<b>EXPENSE TOTALS</b>	\$50,000.00	\$0.00	\$50,000.00	\$2,800.00	\$18,325.00	\$6,125.00	\$25,550.00	49%	\$92,715.61
	Division <b>9511 - Design Engineering Totals</b>	(\$50,000.00)	\$0.00	(\$50,000.00)	(\$2,800.00)	(\$18,325.00)	(\$6,125.00)	(\$25,550.00)	49%	(\$92,715.61)
Division	<b>9711 - Operating Transfer Out</b>									
	<b>EXPENSE</b>									
	<i>Transfers Out</i>									
<b>5811</b>										
5811.358	Transfer to General Cap Const Fund	937,400.00	.00	937,400.00	5,481.86	.00	29,853.38	907,546.62	3	80,298.25
	<b>5811 - Totals</b>	\$937,400.00	\$0.00	\$937,400.00	\$5,481.86	\$0.00	\$29,853.38	\$907,546.62	3%	\$80,298.25
	<i>Transfers Out Totals</i>	\$937,400.00	\$0.00	\$937,400.00	\$5,481.86	\$0.00	\$29,853.38	\$907,546.62	3%	\$80,298.25
	<b>EXPENSE TOTALS</b>	\$937,400.00	\$0.00	\$937,400.00	\$5,481.86	\$0.00	\$29,853.38	\$907,546.62	3%	\$80,298.25
	Division <b>9711 - Operating Transfer Out Totals</b>	(\$937,400.00)	\$0.00	(\$937,400.00)	(\$5,481.86)	\$0.00	(\$29,853.38)	(\$907,546.62)	3%	(\$80,298.25)
	Department <b>491 - Parks Administration Totals</b>	(\$987,400.00)	\$0.00	(\$987,400.00)	(\$8,281.86)	(\$18,325.00)	(\$35,978.38)	(\$933,096.62)	5%	(\$173,013.86)
Department	<b>901 - Ending Fund Balance</b>									
Division	<b>9971 - Equity</b>									
	<b>EXPENSE</b>									
	<i>Contingencies and Unappropriated Balances</i>									
<b>5981</b>										
5981.005	Reserve for Future Years	7,158,280.00	.00	7,158,280.00	.00	.00	.00	7,158,280.00	0	.00
	<b>5981 - Totals</b>	\$7,158,280.00	\$0.00	\$7,158,280.00	\$0.00	\$0.00	\$0.00	\$7,158,280.00	0%	\$0.00





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 364 - Parks SDC Fund</b>										
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances Totals</i>		\$7,158,280.00	\$0.00	\$7,158,280.00	\$0.00	\$0.00	\$0.00	\$7,158,280.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$7,158,280.00	\$0.00	\$7,158,280.00	\$0.00	\$0.00	\$0.00	\$7,158,280.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$7,158,280.00)	\$0.00	(\$7,158,280.00)	\$0.00	\$0.00	\$0.00	(\$7,158,280.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$7,158,280.00)	\$0.00	(\$7,158,280.00)	\$0.00	\$0.00	\$0.00	(\$7,158,280.00)	0%	\$0.00
Fund <b>364 - Parks SDC Fund Totals</b>		\$8,145,680.00	\$0.00	\$8,145,680.00	\$8,281.86	\$18,325.00	\$35,978.38	\$8,091,376.62		\$173,013.86
<b>Fund 376 - Transportation SDC Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.001	Transfer to General Fund	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	.00
5811.358	Transfer to General Cap Const Fund	200,000.00	.00	200,000.00	24.72	.00	241.00	199,759.00	0	20,241.59
5811.363	Transfer to Street & Storm Cap Const Fund	1,285,000.00	.00	1,285,000.00	1,176.54	.00	7,163.12	1,277,836.88	1	168,325.54
<b>5811 - Totals</b>		\$1,545,000.00	\$0.00	\$1,545,000.00	\$1,201.26	\$0.00	\$7,404.12	\$1,537,595.88	0%	\$188,567.13
<i>Transfers Out Totals</i>		\$1,545,000.00	\$0.00	\$1,545,000.00	\$1,201.26	\$0.00	\$7,404.12	\$1,537,595.88	0%	\$188,567.13
<b>EXPENSE TOTALS</b>		\$1,545,000.00	\$0.00	\$1,545,000.00	\$1,201.26	\$0.00	\$7,404.12	\$1,537,595.88	0%	\$188,567.13
Division <b>9711 - Operating Transfer Out Totals</b>		(\$1,545,000.00)	\$0.00	(\$1,545,000.00)	(\$1,201.26)	\$0.00	(\$7,404.12)	(\$1,537,595.88)	0%	(\$188,567.13)
Department <b>631 - Maintenance Totals</b>		(\$1,545,000.00)	\$0.00	(\$1,545,000.00)	(\$1,201.26)	\$0.00	(\$7,404.12)	(\$1,537,595.88)	0%	(\$188,567.13)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
<b>5981</b>										
5981.005	Reserve for Future Years	14,885,710.00	.00	14,885,710.00	.00	.00	.00	14,885,710.00	0	.00
<b>5981 - Totals</b>		\$14,885,710.00	\$0.00	\$14,885,710.00	\$0.00	\$0.00	\$0.00	\$14,885,710.00	0%	\$0.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$14,885,710.00	\$0.00	\$14,885,710.00	\$0.00	\$0.00	\$0.00	\$14,885,710.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$14,885,710.00	\$0.00	\$14,885,710.00	\$0.00	\$0.00	\$0.00	\$14,885,710.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$14,885,710.00)	\$0.00	(\$14,885,710.00)	\$0.00	\$0.00	\$0.00	(\$14,885,710.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$14,885,710.00)	\$0.00	(\$14,885,710.00)	\$0.00	\$0.00	\$0.00	(\$14,885,710.00)	0%	\$0.00
Fund <b>376 - Transportation SDC Fund Totals</b>		\$16,430,710.00	\$0.00	\$16,430,710.00	\$1,201.26	\$0.00	\$7,404.12	\$16,423,305.88		\$188,567.13



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 377 - Storm SDC Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>9511 - Design Engineering</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5419	Other Professional Serv	260,000.00	.00	260,000.00	80,007.20	179,992.80	80,007.20	.00	100	202,361.19
<i>Materials &amp; Services Totals</i>		\$260,000.00	\$0.00	\$260,000.00	\$80,007.20	\$179,992.80	\$80,007.20	\$0.00	100%	\$202,361.19
<b>EXPENSE TOTALS</b>		\$260,000.00	\$0.00	\$260,000.00	\$80,007.20	\$179,992.80	\$80,007.20	\$0.00	100%	\$202,361.19
Division <b>9511 - Design Engineering Totals</b>		(\$260,000.00)	\$0.00	(\$260,000.00)	(\$80,007.20)	(\$179,992.80)	(\$80,007.20)	\$0.00	100%	(\$202,361.19)
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.363	Transfer to Street & Storm Cap Const Fund	70,000.00	.00	70,000.00	34.60	.00	432.63	69,567.37	1	45,364.91
<b>5811 - Totals</b>		\$70,000.00	\$0.00	\$70,000.00	\$34.60	\$0.00	\$432.63	\$69,567.37	1%	\$45,364.91
<i>Transfers Out Totals</i>		\$70,000.00	\$0.00	\$70,000.00	\$34.60	\$0.00	\$432.63	\$69,567.37	1%	\$45,364.91
<b>EXPENSE TOTALS</b>		\$70,000.00	\$0.00	\$70,000.00	\$34.60	\$0.00	\$432.63	\$69,567.37	1%	\$45,364.91
Division <b>9711 - Operating Transfer Out Totals</b>		(\$70,000.00)	\$0.00	(\$70,000.00)	(\$34.60)	\$0.00	(\$432.63)	(\$69,567.37)	1%	(\$45,364.91)
Department <b>631 - Maintenance Totals</b>		(\$330,000.00)	\$0.00	(\$330,000.00)	(\$80,041.80)	(\$179,992.80)	(\$80,439.83)	(\$69,567.37)	79%	(\$247,726.10)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
<b>5981</b>										
5981.005	Reserve for Future Years	797,570.00	.00	797,570.00	.00	.00	.00	797,570.00	0	.00
<b>5981 - Totals</b>		\$797,570.00	\$0.00	\$797,570.00	\$0.00	\$0.00	\$0.00	\$797,570.00	0%	\$0.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$797,570.00	\$0.00	\$797,570.00	\$0.00	\$0.00	\$0.00	\$797,570.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$797,570.00	\$0.00	\$797,570.00	\$0.00	\$0.00	\$0.00	\$797,570.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$797,570.00)	\$0.00	(\$797,570.00)	\$0.00	\$0.00	\$0.00	(\$797,570.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$797,570.00)	\$0.00	(\$797,570.00)	\$0.00	\$0.00	\$0.00	(\$797,570.00)	0%	\$0.00
Fund <b>377 - Storm SDC Fund Totals</b>		\$1,127,570.00	\$0.00	\$1,127,570.00	\$80,041.80	\$179,992.80	\$80,439.83	\$867,137.37		\$247,726.10
<b>Fund 465 - Sewer Cap Const Fund</b>										
Department <b>621 - Sewer</b>										
Division <b>9511 - Design Engineering</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5635	Sewer	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	.00
<i>Capital Outlay Totals</i>		\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0%	\$0.00
Division <b>9511 - Design Engineering Totals</b>		(\$250,000.00)	\$0.00	(\$250,000.00)	\$0.00	\$0.00	\$0.00	(\$250,000.00)	0%	\$0.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 465 - Sewer Cap Const Fund</b>										
Department <b>621 - Sewer</b>										
Division <b>9531 - Construction</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5631	Streets/Alleys/Sidewalks	.00	.00	.00	.00	.00	.00	.00	+++	6,377.81
5635	Sewer	10,570,000.00	.00	10,570,000.00	(16,824.90)	25,450.23	11,353.05	10,533,196.72	0	108,572.71
<i>Capital Outlay Totals</i>		\$10,570,000.00	\$0.00	\$10,570,000.00	(\$16,824.90)	\$25,450.23	\$11,353.05	\$10,533,196.72	0%	\$114,950.52
<b>EXPENSE TOTALS</b>		\$10,570,000.00	\$0.00	\$10,570,000.00	(\$16,824.90)	\$25,450.23	\$11,353.05	\$10,533,196.72	0%	\$114,950.52
Division <b>9531 - Construction Totals</b>		(\$10,570,000.00)	\$0.00	(\$10,570,000.00)	\$16,824.90	(\$25,450.23)	(\$11,353.05)	(\$10,533,196.72)	0%	(\$114,950.52)
Department <b>621 - Sewer Totals</b>		(\$10,820,000.00)	\$0.00	(\$10,820,000.00)	\$16,824.90	(\$25,450.23)	(\$11,353.05)	(\$10,783,196.72)	0%	(\$114,950.52)
Fund <b>465 - Sewer Cap Const Fund Totals</b>		\$10,820,000.00	\$0.00	\$10,820,000.00	(\$16,824.90)	\$25,450.23	\$11,353.05	\$10,783,196.72		\$114,950.52
<b>Fund 466 - Water Cap Const Fund</b>										
Department <b>611 - Water</b>										
Division <b>9511 - Design Engineering</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5634	Water - Capital	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
<i>Capital Outlay Totals</i>		\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%	\$0.00
Division <b>9511 - Design Engineering Totals</b>		(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0%	\$0.00
Division <b>9521 - Right of Way</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5611	Land	.00	.00	.00	.00	.00	.00	.00	+++	40,000.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$40,000.00
<b>EXPENSE TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$40,000.00
Division <b>9521 - Right of Way Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$40,000.00)
Division <b>9531 - Construction</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5634	Water - Capital	3,486,450.00	.00	3,486,450.00	259.53	76,256.67	43,148.99	3,367,044.34	3	922,404.53
<i>Capital Outlay Totals</i>		\$3,486,450.00	\$0.00	\$3,486,450.00	\$259.53	\$76,256.67	\$43,148.99	\$3,367,044.34	3%	\$922,404.53
<b>EXPENSE TOTALS</b>		\$3,486,450.00	\$0.00	\$3,486,450.00	\$259.53	\$76,256.67	\$43,148.99	\$3,367,044.34	3%	\$922,404.53
Division <b>9531 - Construction Totals</b>		(\$3,486,450.00)	\$0.00	(\$3,486,450.00)	(\$259.53)	(\$76,256.67)	(\$43,148.99)	(\$3,367,044.34)	3%	(\$922,404.53)
Department <b>611 - Water Totals</b>		(\$3,511,450.00)	\$0.00	(\$3,511,450.00)	(\$259.53)	(\$76,256.67)	(\$43,148.99)	(\$3,392,044.34)	3%	(\$962,404.53)



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 466 - Water Cap Const Fund</b>										
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
<b>5981</b>										
5981.005	Reserve for Future Years	732,000.00	.00	732,000.00	.00	.00	.00	732,000.00	0	.00
	<b>5981 - Totals</b>	<b>\$732,000.00</b>	<b>\$0.00</b>	<b>\$732,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$732,000.00</b>	<b>0%</b>	<b>\$0.00</b>
	<i>Contingencies and Unappropriated Balances Totals</i>	<i>\$732,000.00</i>	<i>\$0.00</i>	<i>\$732,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$732,000.00</i>	<i>0%</i>	<i>\$0.00</i>
	<b>EXPENSE TOTALS</b>	<b>\$732,000.00</b>	<b>\$0.00</b>	<b>\$732,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$732,000.00</b>	<b>0%</b>	<b>\$0.00</b>
	Division <b>9971 - Equity Totals</b>	<b>(\$732,000.00)</b>	<b>\$0.00</b>	<b>(\$732,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$732,000.00)</b>	<b>0%</b>	<b>\$0.00</b>
	Department <b>901 - Ending Fund Balance Totals</b>	<b>(\$732,000.00)</b>	<b>\$0.00</b>	<b>(\$732,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$732,000.00)</b>	<b>0%</b>	<b>\$0.00</b>
	<b>Fund 466 - Water Cap Const Fund Totals</b>	<b>\$4,243,450.00</b>	<b>\$0.00</b>	<b>\$4,243,450.00</b>	<b>\$259.53</b>	<b>\$76,256.67</b>	<b>\$43,148.99</b>	<b>\$4,124,044.34</b>		<b>\$962,404.53</b>
<b>Fund 470 - Water Fund</b>										
Department <b>611 - Water</b>										
Division <b>6411 - Water Supply</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	860,690.00	.00	860,690.00	65,104.89	.00	376,508.33	484,181.67	44	1,210,867.01
5112	Part-Time Wages	31,510.00	.00	31,510.00	768.59	.00	10,064.61	21,445.39	32	19,723.65
5121	Overtime	9,790.00	.00	9,790.00	443.95	.00	2,759.58	7,030.42	28	12,488.77
5211	OR Workers' Benefit	190.00	.00	190.00	11.15	.00	82.16	107.84	43	285.06
5212	Social Security	70,110.00	.00	70,110.00	4,643.91	.00	28,965.11	41,144.89	41	91,905.23
5213	Med & Dent Ins	222,640.00	.00	222,640.00	15,697.92	.00	80,773.39	141,866.61	36	272,534.16
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	(1,497.62)
5214.100	PERS - City	159,730.00	.00	159,730.00	11,732.49	.00	68,269.23	91,460.77	43	213,060.21
5214.600	PERS 6%	52,240.00	.00	52,240.00	3,822.93	.00	22,248.14	29,991.86	43	80,164.26
5214.800	DEFERED COMP - CITY	19,300.00	.00	19,300.00	1,800.68	.00	8,652.51	10,647.49	45	24,844.53
	<b>5214 - Totals</b>	<b>\$231,270.00</b>	<b>\$0.00</b>	<b>\$231,270.00</b>	<b>\$17,356.10</b>	<b>\$0.00</b>	<b>\$99,169.88</b>	<b>\$132,100.12</b>	<b>43%</b>	<b>\$316,571.38</b>
5215	Long Term Disability Ins	1,350.00	.00	1,350.00	111.73	.00	578.07	771.93	43	2,167.14
5216	Unemployment Insurance	9,020.00	.00	9,020.00	132.81	.00	779.07	8,240.93	9	7,537.67
5217	Life Insurance	890.00	.00	890.00	73.47	.00	372.95	517.05	42	1,395.09
5218	Paid Family Leave Insurance	3,630.00	.00	3,630.00	234.81	.00	1,433.36	2,196.64	39	4,622.91
	<i>Personnel Services Totals</i>	<i>\$1,441,090.00</i>	<i>\$0.00</i>	<i>\$1,441,090.00</i>	<i>\$104,579.33</i>	<i>\$0.00</i>	<i>\$601,486.51</i>	<i>\$839,603.49</i>	<i>42%</i>	<i>\$1,940,098.07</i>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5319	Office Supplies	1,750.00	.00	1,750.00	418.39	.00	471.96	1,278.04	27	1,504.66
5323	Fuel	10,000.00	.00	10,000.00	1,056.33	216.26	5,660.34	4,123.40	59	12,714.57
5324	Clothing	2,250.00	.00	2,250.00	.00	.00	108.93	2,141.07	5	963.28
5326	Safety/Medical	1,500.00	.00	1,500.00	1,911.02	698.82	3,512.41	(2,711.23)	281	2,904.67



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 470 - Water Fund</b>										
Department <b>611 - Water</b>										
Division <b>6411 - Water Supply</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5327	Chemicals	130,000.00	.00	130,000.00	8,639.79	69,426.36	38,779.18	21,794.46	83	98,217.44
5328	Lab Supplies	2,500.00	.00	2,500.00	(936.00)	.00	2,615.12	(115.12)	105	5,031.18
5329	Other Supplies	1,600.00	.00	1,600.00	22.99	1,458.00	323.84	(181.84)	111	2,037.11
5338	Tools	1,750.00	.00	1,750.00	.00	.00	161.90	1,588.10	9	4,020.73
5339	Other Maintenance Supplies	1,000.00	.00	1,000.00	.00	.00	733.03	266.97	73	1,370.75
<b>5379</b>										
5379	Water/Sewer Supplies	20,000.00	.00	20,000.00	124.26	.00	124.26	19,875.74	1	40,448.29
5379.001	Line Repair Supplies	.00	.00	.00	.00	.00	.00	.00	+++	5,576.21
5379.002	Customer Service	.00	.00	.00	.00	.00	24.99	(24.99)	+++	17,540.57
5379.003	Pump Supplies	4,500.00	.00	4,500.00	555.06	247.19	991.32	3,261.49	28	3,680.99
5379.004	Meter Parts	.00	.00	.00	.00	.00	.00	.00	+++	10,196.38
5379.005	Protective Equipment	1,500.00	.00	1,500.00	159.99	.00	1,273.12	226.88	85	2,351.08
<b>5379 - Totals</b>		<b>\$26,000.00</b>	<b>\$0.00</b>	<b>\$26,000.00</b>	<b>\$839.31</b>	<b>\$247.19</b>	<b>\$2,413.69</b>	<b>\$23,339.12</b>	<b>10%</b>	<b>\$79,793.52</b>
<b>5419</b>										
5419	Other Professional Serv	16,000.00	.00	16,000.00	189.46	1,098.47	5,115.75	9,785.78	39	19,707.26
5419.501	Testing/Lab	20,000.00	.00	20,000.00	.00	.00	634.00	19,366.00	3	2,414.67
5419.707	Educ Outreach	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	997.50
<b>5419 - Totals</b>		<b>\$39,500.00</b>	<b>\$0.00</b>	<b>\$39,500.00</b>	<b>\$189.46</b>	<b>\$1,098.47</b>	<b>\$5,749.75</b>	<b>\$32,651.78</b>	<b>17%</b>	<b>\$23,119.43</b>
5421	Telephone/Data	10,000.00	.00	10,000.00	1,012.24	173.84	5,891.80	3,934.36	61	11,286.83
5422	Postage	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	23.00
5445	Work Equipment	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	99.43
5446	Software Licenses	20,000.00	.00	20,000.00	13,992.22	25,701.95	28,558.60	(34,260.55)	271	31,773.88
5449	Leases - Other	.00	.00	.00	1,973.39	.00	4,005.98	(4,005.98)	+++	.00
5451	Natural Gas	3,750.00	.00	3,750.00	317.20	.00	822.70	2,927.30	22	2,742.74
5453	Electricity	375,000.00	.00	375,000.00	30,946.66	.00	187,063.00	187,937.00	50	345,669.87
5454	Solid Waste Disposal	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	.00
5471	Equipment Repair & Maint	10,500.00	.00	10,500.00	35,852.79	545.96	41,156.66	(31,202.62)	397	8,241.31
5472	Buildings Repairs & Maint	3,000.00	.00	3,000.00	570.18	1,036.57	1,996.55	(33.12)	101	7,745.46
5475	Vehicle Repair & Maint	5,000.00	.00	5,000.00	221.95	374.51	3,253.42	1,372.07	73	10,002.72
5479	Other Repair & Maint	102,500.00	.00	102,500.00	2,788.72	407.91	7,099.14	94,992.95	7	161,544.05
5491	Dues & Subscriptions	3,500.00	.00	3,500.00	326.00	.00	1,026.00	2,474.00	29	2,448.00
5492	Registrations/Training	1,500.00	.00	1,500.00	566.66	.00	1,574.66	(74.66)	105	7,517.09
5493	Printing/Binding	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5498	Permits/Fees	1,500.00	.00	1,500.00	.00	.00	198.75	1,301.25	13	8,285.00
<i>Materials &amp; Services Totals</i>		<b>\$761,900.00</b>	<b>\$0.00</b>	<b>\$761,900.00</b>	<b>\$100,709.30</b>	<b>\$101,385.84</b>	<b>\$343,177.41</b>	<b>\$317,336.75</b>	<b>58%</b>	<b>\$829,056.72</b>



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 470 - Water Fund</b>										
Department <b>611 - Water</b>										
Division <b>6411 - Water Supply</b>										
<b>EXPENSE</b>										
<i>Capital Outlay</i>										
5642	Passenger Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	40,763.91
5649	Other Equipment	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
<i>Capital Outlay Totals</i>		\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$40,763.91
<b>EXPENSE TOTALS</b>		\$2,252,990.00	\$0.00	\$2,252,990.00	\$205,288.63	\$101,385.84	\$944,663.92	\$1,206,940.24	46%	\$2,809,918.70
Division <b>6411 - Water Supply Totals</b>		(\$2,252,990.00)	\$0.00	(\$2,252,990.00)	(\$205,288.63)	(\$101,385.84)	(\$944,663.92)	(\$1,206,940.24)	46%	(\$2,809,918.70)
Division <b>6412 - Water Distribution</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	374,540.00	.00	374,540.00	26,381.46	.00	184,634.63	189,905.37	49	.00
5121	Overtime	9,790.00	.00	9,790.00	279.49	.00	3,098.44	6,691.56	32	.00
5211	OR Workers' Benefit	100.00	.00	100.00	5.16	.00	38.99	61.01	39	.00
5212	Social Security	29,750.00	.00	29,750.00	1,985.62	.00	13,993.23	15,756.77	47	.00
5213	Med & Dent Ins	115,410.00	.00	115,410.00	7,384.52	.00	38,004.52	77,405.48	33	.00
<b>5214</b>										
5214.100	PERS - City	67,910.00	.00	67,910.00	4,738.93	.00	33,778.94	34,131.06	50	.00
5214.600	PERS 6%	23,060.00	.00	23,060.00	1,619.00	.00	10,950.96	12,109.04	47	.00
5214.800	DEFERED COMP - CITY	3,520.00	.00	3,520.00	322.14	.00	1,946.22	1,573.78	55	.00
<b>5214 - Totals</b>		\$94,490.00	\$0.00	\$94,490.00	\$6,680.07	\$0.00	\$46,676.12	\$47,813.88	49%	\$0.00
5215	Long Term Disability Ins	640.00	.00	640.00	48.24	.00	260.21	379.79	41	.00
5216	Unemployment Insurance	3,840.00	.00	3,840.00	53.31	.00	375.45	3,464.55	10	.00
5217	Life Insurance	360.00	.00	360.00	31.69	.00	168.60	191.40	47	.00
5218	Paid Family Leave Insurance	1,540.00	.00	1,540.00	100.02	.00	708.45	831.55	46	.00
<i>Personnel Services Totals</i>		\$630,460.00	\$0.00	\$630,460.00	\$42,949.58	\$0.00	\$287,958.64	\$342,501.36	46%	\$0.00
<i>Materials &amp; Services</i>										
5315	Computer Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
5323	Fuel	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5324	Clothing	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	0	.00
5326	Safety/Medical	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5328	Lab Supplies	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	.00
5329	Other Supplies	3,600.00	.00	3,600.00	.00	.00	1,783.07	1,816.93	50	.00
5338	Tools	1,750.00	.00	1,750.00	.00	.00	119.93	1,630.07	7	.00
5339	Other Maintenance Supplies	1,000.00	.00	1,000.00	.00	.00	832.83	167.17	83	.00
<b>5379</b>										
5379.001	Line Repair Supplies	20,000.00	.00	20,000.00	.00	.00	1,053.72	18,946.28	5	.00
5379.002	Customer Service	20,000.00	.00	20,000.00	.00	.00	75.32	19,924.68	0	.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 470 - Water Fund</b>										
Department <b>611 - Water</b>										
Division <b>6412 - Water Distribution</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
<b>5379</b>										
5379.003	Pump Supplies	.00	.00	.00	.00	.00	504.42	(504.42)	+++	.00
5379.004	Meter Parts	20,000.00	.00	20,000.00	2,128.90	9,480.10	11,069.85	(549.95)	103	.00
5379.005	Protective Equipment	1,500.00	.00	1,500.00	.00	.00	269.98	1,230.02	18	.00
<b>5379 - Totals</b>		<b>\$61,500.00</b>	<b>\$0.00</b>	<b>\$61,500.00</b>	<b>\$2,128.90</b>	<b>\$9,480.10</b>	<b>\$12,973.29</b>	<b>\$39,046.61</b>	<b>37%</b>	<b>\$0.00</b>
<b>5419</b>										
5419.501	Testing/Lab	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
<b>5419 - Totals</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0%</b>	<b>\$0.00</b>
5432	Meals	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5433	Mileage	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5446	Software Licenses	17,750.00	.00	17,750.00	.00	.00	.00	17,750.00	0	.00
5471	Equipment Repair & Maint	10,000.00	.00	10,000.00	.00	60.00	464.66	9,475.34	5	.00
5472	Buildings Repairs & Maint	.00	.00	.00	.00	.00	19.95	(19.95)	+++	.00
5475	Vehicle Repair & Maint	8,000.00	.00	8,000.00	1,535.10	288.03	3,219.00	4,492.97	44	.00
5479	Other Repair & Maint	102,500.00	.00	102,500.00	.00	.00	914.75	101,585.25	1	.00
5491	Dues & Subscriptions	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5492	Registrations/Training	2,250.00	.00	2,250.00	416.66	.00	900.64	1,349.36	40	.00
5498	Permits/Fees	1,500.00	.00	1,500.00	305.00	.00	305.00	1,195.00	20	.00
<i>Materials &amp; Services Totals</i>		<i>\$255,600.00</i>	<i>\$0.00</i>	<i>\$255,600.00</i>	<i>\$4,385.66</i>	<i>\$9,828.13</i>	<i>\$21,533.12</i>	<i>\$224,238.75</i>	<i>12%</i>	<i>\$0.00</i>
<b>EXPENSE TOTALS</b>		<b>\$886,060.00</b>	<b>\$0.00</b>	<b>\$886,060.00</b>	<b>\$47,335.24</b>	<b>\$9,828.13</b>	<b>\$309,491.76</b>	<b>\$566,740.11</b>	<b>36%</b>	<b>\$0.00</b>
Division <b>6412 - Water Distribution Totals</b>		<b>(\$886,060.00)</b>	<b>\$0.00</b>	<b>(\$886,060.00)</b>	<b>(\$47,335.24)</b>	<b>(\$9,828.13)</b>	<b>(\$309,491.76)</b>	<b>(\$566,740.11)</b>	<b>36%</b>	<b>\$0.00</b>
Division <b>6499 - Water Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5319	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	656.43
<b>5409</b>										
5409.140	Garage Services	20,010.00	.00	20,010.00	1,988.04	.00	4,051.58	15,958.42	20	11,904.03
<b>5409 - Totals</b>		<b>\$20,010.00</b>	<b>\$0.00</b>	<b>\$20,010.00</b>	<b>\$1,988.04</b>	<b>\$0.00</b>	<b>\$4,051.58</b>	<b>\$15,958.42</b>	<b>20%</b>	<b>\$11,904.03</b>
5414	Accounting/Auditing	10,970.00	.00	10,970.00	1,600.00	.00	4,700.00	6,270.00	43	6,650.00
5419	Other Professional Serv	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
5422	Postage	20,000.00	.00	20,000.00	1,870.73	8,416.86	9,279.55	2,303.59	88	22,629.54
5428	IT Support	72,790.00	.00	72,790.00	6,065.82	.00	36,394.92	36,395.08	50	64,909.92
5448	Internal Rent	12,870.00	.00	12,870.00	1,072.50	.00	6,435.00	6,435.00	50	14,580.00
5450	General Right of Way Charge	234,340.00	.00	234,340.00	21,150.38	.00	166,762.66	67,577.34	71	278,616.00
5460	Property Tax Expense	7,000.00	.00	7,000.00	.00	.00	5,255.22	1,744.78	75	5,313.42





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 470 - Water Fund</b>										
Department <b>611 - Water</b>										
Division <b>6499 - Water Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5461	Auto Insurance	11,580.00	.00	11,580.00	965.00	.00	5,790.00	5,790.00	50	7,440.00
5463	Property/Earthquake Insurance	39,440.00	.00	39,440.00	3,286.67	.00	19,720.02	19,719.98	50	31,440.00
5464	Workers' Comp	14,240.00	.00	14,240.00	1,186.67	.00	7,120.02	7,119.98	50	13,950.00
5465	General Liability Insurance	16,240.00	.00	16,240.00	1,353.33	.00	8,119.98	8,120.02	50	16,290.00
5472	Buildings Repairs & Maint	5,530.00	.00	5,530.00	.00	.00	.00	5,530.00	0	.00
5493	Printing/Binding	16,000.00	.00	16,000.00	1,503.12	8,416.85	6,583.15	1,000.00	94	11,964.82
5500	Banking Fees & Charges	74,000.00	.00	74,000.00	6,632.37	.00	40,099.12	33,900.88	54	71,325.46
<i>Materials &amp; Services Totals</i>		\$570,010.00	\$0.00	\$570,010.00	\$48,674.63	\$16,833.71	\$320,311.22	\$232,865.07	59%	\$557,669.62
<i>Debt Service</i>										
5711	Bond Principal	.00	.00	.00	.00	.00	.00	.00	+++	2,244,000.00
5721	Bond Interest	.00	.00	.00	.00	.00	.00	.00	+++	7,513.66
<i>Debt Service Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,251,513.66
<b>EXPENSE TOTALS</b>		\$570,010.00	\$0.00	\$570,010.00	\$48,674.63	\$16,833.71	\$320,311.22	\$232,865.07	59%	\$2,809,183.28
Division <b>6499 - Water Administration Totals</b>		(\$570,010.00)	\$0.00	(\$570,010.00)	(\$48,674.63)	(\$16,833.71)	(\$320,311.22)	(\$232,865.07)	59%	(\$2,809,183.28)
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.140	Transfer to Street	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
5811.466	Transfer to Water Cap Const	2,575,000.00	.00	2,575,000.00	.00	.00	420.09	2,574,579.91	0	78,542.84
5811.591	Transfer to Equipment Replace	60,000.00	.00	60,000.00	5,000.00	.00	30,000.00	30,000.00	50	60,000.00
<b>5811 - Totals</b>		\$2,665,000.00	\$0.00	\$2,665,000.00	\$5,000.00	\$0.00	\$30,420.09	\$2,634,579.91	1%	\$138,542.84
<i>Transfers Out Totals</i>		\$2,665,000.00	\$0.00	\$2,665,000.00	\$5,000.00	\$0.00	\$30,420.09	\$2,634,579.91	1%	\$138,542.84
<b>EXPENSE TOTALS</b>		\$2,665,000.00	\$0.00	\$2,665,000.00	\$5,000.00	\$0.00	\$30,420.09	\$2,634,579.91	1%	\$138,542.84
Division <b>9711 - Operating Transfer Out Totals</b>		(\$2,665,000.00)	\$0.00	(\$2,665,000.00)	(\$5,000.00)	\$0.00	(\$30,420.09)	(\$2,634,579.91)	1%	(\$138,542.84)
Department <b>611 - Water Totals</b>		(\$6,374,060.00)	\$0.00	(\$6,374,060.00)	(\$306,298.50)	(\$128,047.68)	(\$1,604,886.99)	(\$4,641,125.33)	27%	(\$5,757,644.82)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	370,910.00	.00	370,910.00	.00	.00	.00	370,910.00	0	.00
<b>5981</b>										
5981.005	Reserve for Future Years	654,770.00	.00	654,770.00	.00	.00	.00	654,770.00	0	.00
<b>5981 - Totals</b>		\$654,770.00	\$0.00	\$654,770.00	\$0.00	\$0.00	\$0.00	\$654,770.00	0%	\$0.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$1,025,680.00	\$0.00	\$1,025,680.00	\$0.00	\$0.00	\$0.00	\$1,025,680.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$1,025,680.00	\$0.00	\$1,025,680.00	\$0.00	\$0.00	\$0.00	\$1,025,680.00	0%	\$0.00





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 470 - Water Fund</b>										
Department 901 - Ending Fund Balance										
	Division 9971 - Equity Totals	(\$1,025,680.00)	\$0.00	(\$1,025,680.00)	\$0.00	\$0.00	\$0.00	(\$1,025,680.00)	0%	\$0.00
	Department 901 - Ending Fund Balance Totals	(\$1,025,680.00)	\$0.00	(\$1,025,680.00)	\$0.00	\$0.00	\$0.00	(\$1,025,680.00)	0%	\$0.00
	Fund 470 - Water Fund Totals	\$7,399,740.00	\$0.00	\$7,399,740.00	\$306,298.50	\$128,047.68	\$1,604,886.99	\$5,666,805.33		\$5,757,644.82
<b>Fund 472 - Sewer Fund</b>										
Department 621 - Sewer										
Division 6511 - WWTP Operation										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	1,622,580.00	.00	1,622,580.00	117,243.38	.00	666,032.63	956,547.37	41	1,314,996.85
5112	Part-Time Wages	23,170.00	.00	23,170.00	1,133.30	.00	8,147.45	15,022.55	35	22,116.79
5121	Overtime	37,010.00	.00	37,010.00	3,206.62	.00	19,655.86	17,354.14	53	20,997.00
5211	OR Workers' Benefit	420.00	.00	420.00	21.01	.00	143.19	276.81	34	296.65
5212	Social Security	130,050.00	.00	130,050.00	8,661.84	.00	51,453.25	78,596.75	40	100,397.22
5213	Med & Dent Ins	421,770.00	.00	421,770.00	26,635.69	.00	139,174.13	282,595.87	33	254,815.48
<b>5214</b>										
5214	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	(1,647.39)
5214.100	PERS - City	295,620.00	.00	295,620.00	18,775.52	.00	105,813.46	189,806.54	36	217,390.38
5214.600	PERS 6%	99,580.00	.00	99,580.00	6,457.19	.00	36,392.42	63,187.58	37	82,209.69
5214.800	DEFERED COMP - CITY	21,950.00	.00	21,950.00	2,590.98	.00	12,301.82	9,648.18	56	23,781.60
	<b>5214 - Totals</b>	<b>\$417,150.00</b>	<b>\$0.00</b>	<b>\$417,150.00</b>	<b>\$27,823.69</b>	<b>\$0.00</b>	<b>\$154,507.70</b>	<b>\$262,642.30</b>	<b>37%</b>	<b>\$321,734.28</b>
5215	Long Term Disability Ins	2,480.00	.00	2,480.00	219.02	.00	1,156.60	1,323.40	47	2,369.92
5216	Unemployment Insurance	16,800.00	.00	16,800.00	243.30	.00	1,387.81	15,412.19	8	8,235.45
5217	Life Insurance	1,700.00	.00	1,700.00	143.91	.00	746.99	953.01	44	1,524.45
5218	Paid Family Leave Insurance	6,730.00	.00	6,730.00	443.15	.00	2,592.23	4,137.77	39	5,113.37
	<i>Personnel Services Totals</i>	<b>\$2,679,860.00</b>	<b>\$0.00</b>	<b>\$2,679,860.00</b>	<b>\$185,774.91</b>	<b>\$0.00</b>	<b>\$1,044,997.84</b>	<b>\$1,634,862.16</b>	<b>39%</b>	<b>\$2,052,597.46</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5319	Office Supplies	4,000.00	.00	4,000.00	230.13	36.22	300.32	3,663.46	8	1,550.05
5322	Lubricants	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	1,498.37
5323	Fuel	30,500.00	.00	30,500.00	778.96	3,865.58	4,318.27	22,316.15	27	3,113.81
5324	Clothing	4,000.00	.00	4,000.00	.00	.00	108.93	3,891.07	3	276.98
5326	Safety/Medical	7,000.00	.00	7,000.00	1,035.59	403.94	2,445.00	4,151.06	41	4,018.01
5327	Chemicals	30,000.00	.00	30,000.00	914.20	74.25	10,391.05	19,534.70	35	20,819.37
5328	Lab Supplies	24,000.00	.00	24,000.00	865.93	2,334.00	12,608.34	9,057.66	62	16,237.29
5329	Other Supplies	4,000.00	.00	4,000.00	1,419.20	.00	2,797.14	1,202.86	70	7,125.20
5335	Electrical Supplies	14,500.00	.00	14,500.00	.00	.00	3,705.75	10,794.25	26	5,620.94
5336	HVAC	11,000.00	.00	11,000.00	2,925.48	1,200.00	2,925.48	6,874.52	38	12,274.61
5338	Tools	4,000.00	.00	4,000.00	161.86	.00	3,584.03	415.97	90	9,658.65
5352	Protective Clothing	2,500.00	.00	2,500.00	251.99	.00	1,375.84	1,124.16	55	6,173.78



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 472 - Sewer Fund</b>										
Department <b>621 - Sewer</b>										
Division <b>6511 - WWTP Operation</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5379	Water/Sewer Supplies	.00	.00	.00	2,003.90	8,721.10	9,298.37	(18,019.47)	+++	13,834.86
5384	Trees	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5411	Engineering & Architect	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
<b>5419</b>										
5419	Other Professional Serv	25,000.00	.00	25,000.00	1,831.31	5,511.75	9,095.26	10,392.99	58	30,463.05
5419.501	Testing/Lab	30,000.00	.00	30,000.00	3,469.13	9,141.94	13,539.95	7,318.11	76	28,767.29
5419.707	Educ Outreach	2,500.00	.00	2,500.00	.00	.00	13.96	2,486.04	1	25.00
<b>5419 - Totals</b>		<b>\$57,500.00</b>	<b>\$0.00</b>	<b>\$57,500.00</b>	<b>\$5,300.44</b>	<b>\$14,653.69</b>	<b>\$22,649.17</b>	<b>\$20,197.14</b>	<b>65%</b>	<b>\$59,255.34</b>
5421	Telephone/Data	16,000.00	.00	16,000.00	1,626.24	583.84	8,841.92	6,574.24	59	19,317.68
5422	Postage	800.00	.00	800.00	.00	182.91	344.10	272.99	66	271.25
5429	Other Communication Serv	5,000.00	.00	5,000.00	.00	653.40	138.60	4,208.00	16	1,401.06
5432	Meals	500.00	.00	500.00	.00	.00	.00	500.00	0	95.51
5433	Mileage	500.00	.00	500.00	.00	.00	.00	500.00	0	52.26
5439	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5443	Office Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5446	Software Licenses	25,000.00	.00	25,000.00	18,643.17	34,269.28	35,736.73	(45,006.01)	280	37,054.28
5449	Leases - Other	19,000.00	.00	19,000.00	.00	.00	.00	19,000.00	0	8,076.30
5451	Natural Gas	39,200.00	.00	39,200.00	6,015.50	.00	18,262.42	20,937.58	47	47,779.79
5453	Electricity	454,250.00	.00	454,250.00	42,333.92	.00	199,899.84	254,350.16	44	438,666.46
5454	Solid Waste Disposal	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5471	Equipment Repair & Maint	125,000.00	.00	125,000.00	9,629.26	17,782.15	61,990.50	45,227.35	64	95,994.71
5472	Buildings Repairs & Maint	15,000.00	.00	15,000.00	.00	160.65	97.68	14,741.67	2	4,257.04
5475	Vehicle Repair & Maint	12,000.00	.00	12,000.00	771.59	3,685.00	3,979.40	4,335.60	64	8,889.05
5476	Laundry	19,000.00	.00	19,000.00	1,450.42	6,840.92	4,241.90	7,917.18	58	6,911.46
5477	Instrumentation & Calibra	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,650.00
5479	Other Repair & Maint	700,000.00	.00	700,000.00	164,293.68	59,637.72	338,869.51	301,492.77	57	348,466.73
5492	Registrations/Training	5,000.00	.00	5,000.00	980.00	.00	2,103.23	2,896.77	42	3,071.29
5493	Printing/Binding	.00	.00	.00	.00	.00	138.00	(138.00)	+++	59.00
5498	Permits/Fees	35,000.00	.00	35,000.00	765.33	154.67	35,580.08	(734.75)	102	39,862.59
<i>Materials &amp; Services Totals</i>		<b>\$1,695,450.00</b>	<b>\$0.00</b>	<b>\$1,695,450.00</b>	<b>\$262,396.79</b>	<b>\$155,239.32</b>	<b>\$786,731.60</b>	<b>\$753,479.08</b>	<b>56%</b>	<b>\$1,223,333.72</b>
<i>Capital Outlay</i>										
5649	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	18,591.53
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$18,591.53</b>
<b>EXPENSE TOTALS</b>		<b>\$4,375,310.00</b>	<b>\$0.00</b>	<b>\$4,375,310.00</b>	<b>\$448,171.70</b>	<b>\$155,239.32</b>	<b>\$1,831,729.44</b>	<b>\$2,388,341.24</b>	<b>45%</b>	<b>\$3,294,522.71</b>
Division <b>6511 - WWTP Operation Totals</b>		<b>(\$4,375,310.00)</b>	<b>\$0.00</b>	<b>(\$4,375,310.00)</b>	<b>(\$448,171.70)</b>	<b>(\$155,239.32)</b>	<b>(\$1,831,729.44)</b>	<b>(\$2,388,341.24)</b>	<b>45%</b>	<b>(\$3,294,522.71)</b>



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 472 - Sewer Fund</b>										
Department <b>621 - Sewer</b>										
Division <b>6599 - Sewer Administration</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
<b>5409</b>										
5409.140	Garage Services	20,610.00	.00	20,610.00	1,423.61	.00	4,882.79	15,727.21	24	8,087.96
<b>5409 - Totals</b>		<b>\$20,610.00</b>	<b>\$0.00</b>	<b>\$20,610.00</b>	<b>\$1,423.61</b>	<b>\$0.00</b>	<b>\$4,882.79</b>	<b>\$15,727.21</b>	<b>24%</b>	<b>\$8,087.96</b>
5414	Accounting/Auditing	20,480.00	.00	20,480.00	5,120.00	.00	15,040.00	5,440.00	73	21,280.00
<b>5419</b>										
5419	Other Professional Serv	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
5419.003	US Gauging Station Fees	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
<b>5419 - Totals</b>		<b>\$18,500.00</b>	<b>\$0.00</b>	<b>\$18,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,500.00</b>	<b>0%</b>	<b>\$0.00</b>
5422	Postage	20,000.00	.00	20,000.00	1,503.12	8,416.85	6,583.15	5,000.00	75	17,260.42
5428	IT Support	95,110.00	.00	95,110.00	7,925.83	.00	47,554.98	47,555.02	50	91,320.00
5446	Software Licenses	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
5448	Internal Rent	24,000.00	.00	24,000.00	2,000.00	.00	12,000.00	12,000.00	50	27,180.00
5449	Leases - Other	20,000.00	.00	20,000.00	.00	.00	(8,076.30)	28,076.30	-40	16,152.60
5450	General Right of Way Charge	550,000.00	.00	550,000.00	47,639.90	.00	280,187.27	269,812.73	51	556,869.58
5461	Auto Insurance	8,410.00	.00	8,410.00	700.83	.00	4,204.98	4,205.02	50	5,450.04
5463	Property/Earthquake Insurance	67,650.00	.00	67,650.00	5,637.50	.00	33,825.00	33,825.00	50	48,720.00
5464	Workers' Comp	28,290.00	.00	28,290.00	2,357.50	.00	14,145.00	14,145.00	50	27,290.04
5465	General Liability Insurance	21,030.00	.00	21,030.00	1,752.50	.00	10,515.00	10,515.00	50	19,869.96
5472	Buildings Repairs & Maint	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
5481	Utility Assistance Program	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
5493	Printing/Binding	20,000.00	.00	20,000.00	1,503.12	8,416.85	6,583.15	5,000.00	75	11,964.82
5500	Banking Fees & Charges	82,000.00	.00	82,000.00	7,845.86	.00	47,314.52	34,685.48	58	81,236.19
<i>Materials &amp; Services Totals</i>		<b>\$1,001,480.00</b>	<b>\$0.00</b>	<b>\$1,001,480.00</b>	<b>\$85,409.77</b>	<b>\$16,833.70</b>	<b>\$474,759.54</b>	<b>\$509,886.76</b>	<b>49%</b>	<b>\$932,681.61</b>
<b>EXPENSE TOTALS</b>		<b>\$1,001,480.00</b>	<b>\$0.00</b>	<b>\$1,001,480.00</b>	<b>\$85,409.77</b>	<b>\$16,833.70</b>	<b>\$474,759.54</b>	<b>\$509,886.76</b>	<b>49%</b>	<b>\$932,681.61</b>
Division <b>6599 - Sewer Administration Totals</b>		<b>(\$1,001,480.00)</b>	<b>\$0.00</b>	<b>(\$1,001,480.00)</b>	<b>(\$85,409.77)</b>	<b>(\$16,833.70)</b>	<b>(\$474,759.54)</b>	<b>(\$509,886.76)</b>	<b>49%</b>	<b>(\$932,681.61)</b>
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.140	Transfer to Street	120,000.00	.00	120,000.00	10,000.00	.00	60,000.00	60,000.00	50	90,000.00
5811.465	Transfer to Sewer Cap Const	6,160,000.00	.00	6,160,000.00	173.02	.00	20,092.28	6,139,907.72	0	116,387.12
5811.591	Transfer to Equipment Replace	60,000.00	.00	60,000.00	5,000.00	.00	30,000.00	30,000.00	50	60,000.00
<b>5811 - Totals</b>		<b>\$6,340,000.00</b>	<b>\$0.00</b>	<b>\$6,340,000.00</b>	<b>\$15,173.02</b>	<b>\$0.00</b>	<b>\$110,092.28</b>	<b>\$6,229,907.72</b>	<b>2%</b>	<b>\$266,387.12</b>
<i>Transfers Out Totals</i>		<b>\$6,340,000.00</b>	<b>\$0.00</b>	<b>\$6,340,000.00</b>	<b>\$15,173.02</b>	<b>\$0.00</b>	<b>\$110,092.28</b>	<b>\$6,229,907.72</b>	<b>2%</b>	<b>\$266,387.12</b>
<b>EXPENSE TOTALS</b>		<b>\$6,340,000.00</b>	<b>\$0.00</b>	<b>\$6,340,000.00</b>	<b>\$15,173.02</b>	<b>\$0.00</b>	<b>\$110,092.28</b>	<b>\$6,229,907.72</b>	<b>2%</b>	<b>\$266,387.12</b>
Division <b>9711 - Operating Transfer Out Totals</b>		<b>(\$6,340,000.00)</b>	<b>\$0.00</b>	<b>(\$6,340,000.00)</b>	<b>(\$15,173.02)</b>	<b>\$0.00</b>	<b>(\$110,092.28)</b>	<b>(\$6,229,907.72)</b>	<b>2%</b>	<b>(\$266,387.12)</b>



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 472 - Sewer Fund</b>										
Department <b>621 - Sewer Totals</b>		(\$11,716,790.00)	\$0.00	(\$11,716,790.00)	(\$548,754.49)	(\$172,073.02)	(\$2,416,581.26)	(\$9,128,135.72)	22%	(\$4,493,591.44)
Department <b>631 - Maintenance</b>										
Division <b>6521 - Sewer Line Maint</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	129,740.00	.00	129,740.00	10,071.94	.00	42,994.53	86,745.47	33	108,708.52
5121	Overtime	.00	.00	.00	171.24	.00	1,167.78	(1,167.78)	+++	2,322.63
5211	OR Workers' Benefit	40.00	.00	40.00	2.41	.00	10.58	29.42	26	27.39
5212	Social Security	9,920.00	.00	9,920.00	759.45	.00	3,268.49	6,651.51	33	8,288.32
5213	Med & Dent Ins	35,640.00	.00	35,640.00	3,018.36	.00	12,292.37	23,347.63	34	18,723.90
<b>5214</b>										
5214.100	PERS - City	38,790.00	.00	38,790.00	1,707.54	.00	7,361.87	31,428.13	19	18,388.31
5214.600	PERS 6%	7,790.00	.00	7,790.00	614.61	.00	2,649.76	5,140.24	34	7,525.14
5214.800	DEFERED COMP - CITY	3,270.00	.00	3,270.00	.00	.00	.00	3,270.00	0	.00
<b>5214 - Totals</b>		<b>\$49,850.00</b>	<b>\$0.00</b>	<b>\$49,850.00</b>	<b>\$2,322.15</b>	<b>\$0.00</b>	<b>\$10,011.63</b>	<b>\$39,838.37</b>	<b>20%</b>	<b>\$25,913.45</b>
5215	Long Term Disability Ins	120.00	.00	120.00	18.06	.00	85.68	34.32	71	187.15
5216	Unemployment Insurance	1,290.00	.00	1,290.00	20.51	.00	88.39	1,201.61	7	673.37
5217	Life Insurance	70.00	.00	70.00	12.04	.00	55.77	14.23	80	121.00
5218	Paid Family Leave Insurance	510.00	.00	510.00	39.02	.00	169.34	340.66	33	431.85
<i>Personnel Services Totals</i>		<b>\$227,180.00</b>	<b>\$0.00</b>	<b>\$227,180.00</b>	<b>\$16,435.18</b>	<b>\$0.00</b>	<b>\$70,144.56</b>	<b>\$157,035.44</b>	<b>31%</b>	<b>\$165,397.58</b>
<i>Materials &amp; Services</i>										
5319	Office Supplies	2,400.00	.00	2,400.00	.00	.00	.00	2,400.00	0	291.16
5321	Cleaning Supplies	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
5323	Fuel	12,000.00	.00	12,000.00	333.38	966.40	1,222.24	9,811.36	18	12,177.30
5324	Clothing	2,000.00	.00	2,000.00	.00	.00	1,069.87	930.13	53	381.48
5326	Safety/Medical	2,000.00	.00	2,000.00	28.22	.00	216.94	1,783.06	11	5,593.91
5329	Other Supplies	5,000.00	.00	5,000.00	.00	.00	102.34	4,897.66	2	1,482.13
5338	Tools	2,050.00	.00	2,050.00	.00	.00	.00	2,050.00	0	3,575.33
5352	Protective Clothing	1,400.00	.00	1,400.00	880.92	.00	880.92	519.08	63	651.97
5379	Water/Sewer Supplies	.00	.00	.00	.00	.00	2,693.19	(2,693.19)	+++	6,175.00
<b>5409</b>										
5409.140	Garage Services	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	3,615.04
<b>5409 - Totals</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0%</b>	<b>\$3,615.04</b>
5419	Other Professional Serv	900.00	.00	900.00	107.27	.00	606.37	293.63	67	1,249.66
5421	Telephone/Data	1,800.00	.00	1,800.00	42.66	.00	255.87	1,544.13	14	510.77
5422	Postage	.00	.00	.00	.00	.00	.00	.00	+++	466.31
5445	Work Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5446	Software Licenses	12,000.00	.00	12,000.00	39.30	.00	188.85	11,811.15	2	2,882.17
5471	Equipment Repair & Maint	15,000.00	.00	15,000.00	.00	.00	3,256.87	11,743.13	22	8,351.71
5475	Vehicle Repair & Maint	4,000.00	.00	4,000.00	25.36	259.22	174.57	3,566.21	11	3,186.73



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 472 - Sewer Fund</b>										
Department <b>631 - Maintenance</b>										
Division <b>6521 - Sewer Line Maint</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5476	Laundry	3,000.00	.00	3,000.00	362.62	1,710.23	1,289.77	.00	100	6,294.82
5479	Other Repair & Maint	50,000.00	.00	50,000.00	240.96	.00	617.84	49,382.16	1	510,829.86
5492	Registrations/Training	1,500.00	.00	1,500.00	1,351.66	.00	1,501.66	(1.66)	100	48.42
<i>Materials &amp; Services Totals</i>		\$125,850.00	\$0.00	\$125,850.00	\$3,412.35	\$2,935.85	\$14,077.30	\$108,836.85	14%	\$567,763.77
<b>EXPENSE TOTALS</b>		\$353,030.00	\$0.00	\$353,030.00	\$19,847.53	\$2,935.85	\$84,221.86	\$265,872.29	25%	\$733,161.35
Division <b>6521 - Sewer Line Maint Totals</b>		(\$353,030.00)	\$0.00	(\$353,030.00)	(\$19,847.53)	(\$2,935.85)	(\$84,221.86)	(\$265,872.29)	25%	(\$733,161.35)
Department <b>631 - Maintenance Totals</b>		(\$353,030.00)	\$0.00	(\$353,030.00)	(\$19,847.53)	(\$2,935.85)	(\$84,221.86)	(\$265,872.29)	25%	(\$733,161.35)
Department <b>641 - Surface Water/Collections</b>										
Division <b>6611 - Surface Water Collection</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	97,490.00	.00	97,490.00	6,949.98	.00	24,514.71	72,975.29	25	78,767.22
5121	Overtime	.00	.00	.00	76.91	.00	463.79	(463.79)	+++	1,299.99
5211	OR Workers' Benefit	30.00	.00	30.00	1.74	.00	6.38	23.62	21	21.60
5212	Social Security	7,470.00	.00	7,470.00	520.76	.00	1,850.82	5,619.18	25	5,968.48
5213	Med & Dent Ins	24,570.00	.00	24,570.00	2,129.02	.00	7,694.43	16,875.57	31	14,718.14
<b>5214</b>										
5214.100	PERS - City	22,080.00	.00	22,080.00	1,171.37	.00	4,170.88	17,909.12	19	13,323.67
5214.600	PERS 6%	5,850.00	.00	5,850.00	421.60	.00	1,501.21	4,348.79	26	5,452.30
5214.800	DEFERED COMP - CITY	1,600.00	.00	1,600.00	.00	.00	41.85	1,558.15	3	174.90
<b>5214 - Totals</b>		\$29,530.00	\$0.00	\$29,530.00	\$1,592.97	\$0.00	\$5,713.94	\$23,816.06	19%	\$18,950.87
5215	Long Term Disability Ins	140.00	.00	140.00	12.81	.00	56.53	83.47	40	141.77
5216	Unemployment Insurance	970.00	.00	970.00	14.05	.00	49.95	920.05	5	485.45
5217	Life Insurance	90.00	.00	90.00	8.41	.00	36.70	53.30	41	91.64
5218	Paid Family Leave Insurance	390.00	.00	390.00	26.82	.00	95.69	294.31	25	309.14
<i>Personnel Services Totals</i>		\$160,680.00	\$0.00	\$160,680.00	\$11,333.47	\$0.00	\$40,482.94	\$120,197.06	25%	\$120,754.30
<i>Materials &amp; Services</i>										
5323	Fuel	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	490.26
5326	Safety/Medical	1,200.00	.00	1,200.00	90.00	.00	179.00	1,021.00	15	465.00
5329	Other Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	4,580.54
5338	Tools	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	19.00
5352	Protective Clothing	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5379	Water/Sewer Supplies	.00	.00	.00	.00	.00	.00	.00	+++	552.39
5419	Other Professional Serv	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	47.00
5421	Telephone/Data	1,500.00	.00	1,500.00	.00	.00	.01	1,499.99	0	468.17



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 472 - Sewer Fund</b>										
Department <b>641 - Surface Water/Collections</b>										
Division <b>6611 - Surface Water Collection</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5428	IT Support	33,230.00	.00	33,230.00	2,769.17	.00	16,615.02	16,614.98	50	34,200.00
5454	Solid Waste Disposal	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5471	Equipment Repair & Maint	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	529.60
5475	Vehicle Repair & Maint	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
5476	Laundry	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5492	Registrations/Training	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
<i>Materials &amp; Services Totals</i>		\$58,730.00	\$0.00	\$58,730.00	\$2,859.17	\$0.00	\$16,794.03	\$41,935.97	29%	\$41,352.05
<b>EXPENSE TOTALS</b>		\$219,410.00	\$0.00	\$219,410.00	\$14,192.64	\$0.00	\$57,276.97	\$162,133.03	26%	\$162,106.35
Division <b>6611 - Surface Water Collection Totals</b>		(\$219,410.00)	\$0.00	(\$219,410.00)	(\$14,192.64)	\$0.00	(\$57,276.97)	(\$162,133.03)	26%	(\$162,106.35)
Department <b>641 - Surface Water/Collections Totals</b>		(\$219,410.00)	\$0.00	(\$219,410.00)	(\$14,192.64)	\$0.00	(\$57,276.97)	(\$162,133.03)	26%	(\$162,106.35)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	1,189,850.00	.00	1,189,850.00	.00	.00	.00	1,189,850.00	0	.00
<b>5981</b>										
5981.005	Reserve for Future Years	19,845,240.00	.00	19,845,240.00	.00	.00	.00	19,845,240.00	0	.00
<b>5981 - Totals</b>		\$19,845,240.00	\$0.00	\$19,845,240.00	\$0.00	\$0.00	\$0.00	\$19,845,240.00	0%	\$0.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$21,035,090.00	\$0.00	\$21,035,090.00	\$0.00	\$0.00	\$0.00	\$21,035,090.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$21,035,090.00	\$0.00	\$21,035,090.00	\$0.00	\$0.00	\$0.00	\$21,035,090.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$21,035,090.00)	\$0.00	(\$21,035,090.00)	\$0.00	\$0.00	\$0.00	(\$21,035,090.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$21,035,090.00)	\$0.00	(\$21,035,090.00)	\$0.00	\$0.00	\$0.00	(\$21,035,090.00)	0%	\$0.00
Fund <b>472 - Sewer Fund Totals</b>		\$33,324,320.00	\$0.00	\$33,324,320.00	\$582,794.66	\$175,008.87	\$2,558,080.09	\$30,591,231.04		\$5,388,859.14
<b>Fund 474 - Water SDC Fund</b>										
Department <b>611 - Water</b>										
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.466	Transfer to Water Cap Const	936,450.00	.00	936,450.00	259.53	.00	42,728.90	893,721.10	5	875,374.69
<b>5811 - Totals</b>		\$936,450.00	\$0.00	\$936,450.00	\$259.53	\$0.00	\$42,728.90	\$893,721.10	5%	\$875,374.69
<i>Transfers Out Totals</i>		\$936,450.00	\$0.00	\$936,450.00	\$259.53	\$0.00	\$42,728.90	\$893,721.10	5%	\$875,374.69
<b>EXPENSE TOTALS</b>		\$936,450.00	\$0.00	\$936,450.00	\$259.53	\$0.00	\$42,728.90	\$893,721.10	5%	\$875,374.69
Division <b>9711 - Operating Transfer Out Totals</b>		(\$936,450.00)	\$0.00	(\$936,450.00)	(\$259.53)	\$0.00	(\$42,728.90)	(\$893,721.10)	5%	(\$875,374.69)
Department <b>611 - Water Totals</b>		(\$936,450.00)	\$0.00	(\$936,450.00)	(\$259.53)	\$0.00	(\$42,728.90)	(\$893,721.10)	5%	(\$875,374.69)



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 474 - Water SDC Fund</b>										
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
<b>5981</b>										
5981.005	Reserve for Future Years	3,758,340.00	.00	3,758,340.00	.00	.00	.00	3,758,340.00	0	.00
	<b>5981 - Totals</b>	<b>\$3,758,340.00</b>	<b>\$0.00</b>	<b>\$3,758,340.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,758,340.00</b>	<b>0%</b>	<b>\$0.00</b>
	<i>Contingencies and Unappropriated Balances Totals</i>	<i>\$3,758,340.00</i>	<i>\$0.00</i>	<i>\$3,758,340.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,758,340.00</i>	<i>0%</i>	<i>\$0.00</i>
	<b>EXPENSE TOTALS</b>	<b>\$3,758,340.00</b>	<b>\$0.00</b>	<b>\$3,758,340.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,758,340.00</b>	<b>0%</b>	<b>\$0.00</b>
	Division <b>9971 - Equity Totals</b>	<b>(\$3,758,340.00)</b>	<b>\$0.00</b>	<b>(\$3,758,340.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$3,758,340.00)</b>	<b>0%</b>	<b>\$0.00</b>
	Department <b>901 - Ending Fund Balance Totals</b>	<b>(\$3,758,340.00)</b>	<b>\$0.00</b>	<b>(\$3,758,340.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$3,758,340.00)</b>	<b>0%</b>	<b>\$0.00</b>
	Fund <b>474 - Water SDC Fund Totals</b>	<b>\$4,694,790.00</b>	<b>\$0.00</b>	<b>\$4,694,790.00</b>	<b>\$259.53</b>	<b>\$0.00</b>	<b>\$42,728.90</b>	<b>\$4,652,061.10</b>		<b>\$875,374.69</b>
<b>Fund 475 - Sewer SDC Fund</b>										
Department <b>621 - Sewer</b>										
Division <b>9511 - Design Engineering</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5419	Other Professional Serv	230,000.00	.00	230,000.00	7,918.96	169,208.54	60,791.46	.00	100	229,303.50
	<i>Materials &amp; Services Totals</i>	<i>\$230,000.00</i>	<i>\$0.00</i>	<i>\$230,000.00</i>	<i>\$7,918.96</i>	<i>\$169,208.54</i>	<i>\$60,791.46</i>	<i>\$0.00</i>	<i>100%</i>	<i>\$229,303.50</i>
	<b>EXPENSE TOTALS</b>	<b>\$230,000.00</b>	<b>\$0.00</b>	<b>\$230,000.00</b>	<b>\$7,918.96</b>	<b>\$169,208.54</b>	<b>\$60,791.46</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$229,303.50</b>
	Division <b>9511 - Design Engineering Totals</b>	<b>(\$230,000.00)</b>	<b>\$0.00</b>	<b>(\$230,000.00)</b>	<b>(\$7,918.96)</b>	<b>(\$169,208.54)</b>	<b>(\$60,791.46)</b>	<b>\$0.00</b>	<b>100%</b>	<b>(\$229,303.50)</b>
Division <b>9711 - Operating Transfer Out</b>										
<b>EXPENSE</b>										
<i>Transfers Out</i>										
<b>5811</b>										
5811.465	Transfer to Sewer Cap Const	3,660,000.00	.00	3,660,000.00	2,381.80	.00	10,093.42	3,649,906.58	0	.00
	<b>5811 - Totals</b>	<b>\$3,660,000.00</b>	<b>\$0.00</b>	<b>\$3,660,000.00</b>	<b>\$2,381.80</b>	<b>\$0.00</b>	<b>\$10,093.42</b>	<b>\$3,649,906.58</b>	<b>0%</b>	<b>\$0.00</b>
	<i>Transfers Out Totals</i>	<i>\$3,660,000.00</i>	<i>\$0.00</i>	<i>\$3,660,000.00</i>	<i>\$2,381.80</i>	<i>\$0.00</i>	<i>\$10,093.42</i>	<i>\$3,649,906.58</i>	<i>0%</i>	<i>\$0.00</i>
	<b>EXPENSE TOTALS</b>	<b>\$3,660,000.00</b>	<b>\$0.00</b>	<b>\$3,660,000.00</b>	<b>\$2,381.80</b>	<b>\$0.00</b>	<b>\$10,093.42</b>	<b>\$3,649,906.58</b>	<b>0%</b>	<b>\$0.00</b>
	Division <b>9711 - Operating Transfer Out Totals</b>	<b>(\$3,660,000.00)</b>	<b>\$0.00</b>	<b>(\$3,660,000.00)</b>	<b>(\$2,381.80)</b>	<b>\$0.00</b>	<b>(\$10,093.42)</b>	<b>(\$3,649,906.58)</b>	<b>0%</b>	<b>\$0.00</b>
	Department <b>621 - Sewer Totals</b>	<b>(\$3,890,000.00)</b>	<b>\$0.00</b>	<b>(\$3,890,000.00)</b>	<b>(\$10,300.76)</b>	<b>(\$169,208.54)</b>	<b>(\$70,884.88)</b>	<b>(\$3,649,906.58)</b>	<b>6%</b>	<b>(\$229,303.50)</b>
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
<b>5981</b>										
5981.005	Reserve for Future Years	1,481,380.00	.00	1,481,380.00	.00	.00	.00	1,481,380.00	0	.00
	<b>5981 - Totals</b>	<b>\$1,481,380.00</b>	<b>\$0.00</b>	<b>\$1,481,380.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,481,380.00</b>	<b>0%</b>	<b>\$0.00</b>
	<i>Contingencies and Unappropriated Balances Totals</i>	<i>\$1,481,380.00</i>	<i>\$0.00</i>	<i>\$1,481,380.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,481,380.00</i>	<i>0%</i>	<i>\$0.00</i>
	<b>EXPENSE TOTALS</b>	<b>\$1,481,380.00</b>	<b>\$0.00</b>	<b>\$1,481,380.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,481,380.00</b>	<b>0%</b>	<b>\$0.00</b>





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 475 - Sewer SDC Fund</b>										
Department 901 - Ending Fund Balance										
	Division 9971 - Equity Totals	(\$1,481,380.00)	\$0.00	(\$1,481,380.00)	\$0.00	\$0.00	\$0.00	(\$1,481,380.00)	0%	\$0.00
	Department 901 - Ending Fund Balance Totals	(\$1,481,380.00)	\$0.00	(\$1,481,380.00)	\$0.00	\$0.00	\$0.00	(\$1,481,380.00)	0%	\$0.00
	Fund 475 - Sewer SDC Fund Totals	\$5,371,380.00	\$0.00	\$5,371,380.00	\$10,300.76	\$169,208.54	\$70,884.88	\$5,131,286.58		\$229,303.50
<b>Fund 568 - Information Technology Fund</b>										
Department 152 - IT										
Division 1921 - Information Technology										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	504,780.00	.00	504,780.00	39,651.13	.00	214,062.84	290,717.16	42	428,819.31
5121	Overtime	.00	.00	.00	316.67	.00	6,994.00	(6,994.00)	+++	5,439.18
5211	OR Workers' Benefit	110.00	.00	110.00	7.28	.00	44.06	65.94	40	94.58
5212	Social Security	39,150.00	.00	39,150.00	2,941.92	.00	16,716.36	22,433.64	43	32,937.11
5213	Med & Dent Ins	113,770.00	.00	113,770.00	9,130.55	.00	42,608.96	71,161.04	37	79,043.67
<b>5214</b>										
5214.100	PERS - City	86,320.00	.00	86,320.00	6,276.60	.00	33,130.48	53,189.52	38	67,440.02
5214.600	PERS 6%	30,300.00	.00	30,300.00	2,245.05	.00	11,840.05	18,459.95	39	27,397.49
5214.800	DEFERED COMP - CITY	8,050.00	.00	8,050.00	602.26	.00	3,572.46	4,477.54	44	7,392.56
	<b>5214 - Totals</b>	<b>\$124,670.00</b>	<b>\$0.00</b>	<b>\$124,670.00</b>	<b>\$9,123.91</b>	<b>\$0.00</b>	<b>\$48,542.99</b>	<b>\$76,127.01</b>	<b>39%</b>	<b>\$102,230.07</b>
5215	Long Term Disability Ins	870.00	.00	870.00	77.02	.00	375.04	494.96	43	751.57
5216	Unemployment Insurance	5,040.00	.00	5,040.00	79.90	.00	441.91	4,598.09	9	2,633.32
5217	Life Insurance	570.00	.00	570.00	49.64	.00	241.64	328.36	42	484.35
5218	Paid Family Leave Insurance	2,020.00	.00	2,020.00	152.73	.00	829.25	1,190.75	41	1,653.24
	<i>Personnel Services Totals</i>	<b>\$790,980.00</b>	<b>\$0.00</b>	<b>\$790,980.00</b>	<b>\$61,530.75</b>	<b>\$0.00</b>	<b>\$330,857.05</b>	<b>\$460,122.95</b>	<b>42%</b>	<b>\$654,086.40</b>
<i>Materials &amp; Services</i>										
5315	Computer Supplies	42,000.00	.00	42,000.00	1,627.14	.00	27,111.70	14,888.30	65	29,204.66
5319	Office Supplies	1,000.00	.00	1,000.00	20.90	.00	1,579.71	(579.71)	158	994.03
5323	Fuel	1,100.00	.00	1,100.00	65.47	.00	210.42	889.58	19	707.70
<b>5409</b>										
5409.140	Garage Services	1,000.00	.00	1,000.00	154.75	.00	163.52	836.48	16	.00
	<b>5409 - Totals</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$154.75</b>	<b>\$0.00</b>	<b>\$163.52</b>	<b>\$836.48</b>	<b>16%</b>	<b>\$0.00</b>
5414	Accounting/Auditing	800.00	.00	800.00	160.00	.00	470.00	330.00	59	665.00
5415	Computer	82,520.00	.00	82,520.00	5,781.40	2,501.70	12,651.38	67,366.92	18	52,373.95
5419	Other Professional Serv	100,000.00	.00	100,000.00	1,517.56	171.20	87,357.89	12,470.91	88	100,071.91
5421	Telephone/Data	37,000.00	.00	37,000.00	382.20	408.90	4,895.53	31,695.57	14	48,151.87
5422	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	10.14
5423	Internet	16,000.00	.00	16,000.00	1,292.50	.00	7,754.28	8,245.72	48	14,128.62
5433	Mileage	1,000.00	.00	1,000.00	47.82	.00	114.82	885.18	11	1,057.03
5446	Software Licenses	461,650.00	.00	461,650.00	1,308.03	11,718.64	397,573.86	52,357.50	89	471,927.47
5448	Internal Rent	18,050.00	.00	18,050.00	1,504.17	.00	9,025.02	9,024.98	50	18,429.96





# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 568 - Information Technology Fund</b>										
Department <b>152 - IT</b>										
Division <b>1921 - Information Technology</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5449	Leases - Other	30,000.00	.00	30,000.00	2,645.50	15,680.52	17,874.39	(3,554.91)	112	29,626.93
5461	Auto Insurance	780.00	.00	780.00	65.00	.00	390.00	390.00	50	510.00
5464	Workers' Comp	4,150.00	.00	4,150.00	345.83	.00	2,074.98	2,075.02	50	3,890.04
5465	General Liability Insurance	11,030.00	.00	11,030.00	919.17	.00	5,515.02	5,514.98	50	10,650.00
5471	Equipment Repair & Maint	7,500.00	.00	7,500.00	.00	2,473.26	6,474.97	(1,448.23)	119	1,402.52
5492	Registrations/Training	14,000.00	.00	14,000.00	.00	.00	7,195.69	6,804.31	51	6,819.97
<i>Materials &amp; Services Totals</i>		<b>\$829,780.00</b>	<b>\$0.00</b>	<b>\$829,780.00</b>	<b>\$17,837.44</b>	<b>\$32,954.22</b>	<b>\$588,433.18</b>	<b>\$208,392.60</b>	<b>75%</b>	<b>\$790,621.80</b>
<i>Capital Outlay</i>										
5641	Office Furniture & Equip	.00	.00	.00	.00	.00	.00	.00	+++	8,956.40
<b>5645</b>										
5645.101	Network	70,000.00	.00	70,000.00	.00	.00	38,050.13	31,949.87	54	128,031.83
<b>5645 - Totals</b>		<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,050.13</b>	<b>\$31,949.87</b>	<b>54%</b>	<b>\$128,031.83</b>
<i>Capital Outlay Totals</i>		<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,050.13</b>	<b>\$31,949.87</b>	<b>54%</b>	<b>\$136,988.23</b>
<b>EXPENSE TOTALS</b>		<b>\$1,690,760.00</b>	<b>\$0.00</b>	<b>\$1,690,760.00</b>	<b>\$79,368.19</b>	<b>\$32,954.22</b>	<b>\$957,340.36</b>	<b>\$700,465.42</b>	<b>59%</b>	<b>\$1,581,696.43</b>
Division <b>1921 - Information Technology Totals</b>		<b>(\$1,690,760.00)</b>	<b>\$0.00</b>	<b>(\$1,690,760.00)</b>	<b>(\$79,368.19)</b>	<b>(\$32,954.22)</b>	<b>(\$957,340.36)</b>	<b>(\$700,465.42)</b>	<b>59%</b>	<b>(\$1,581,696.43)</b>
Department <b>152 - IT Totals</b>		<b>(\$1,690,760.00)</b>	<b>\$0.00</b>	<b>(\$1,690,760.00)</b>	<b>(\$79,368.19)</b>	<b>(\$32,954.22)</b>	<b>(\$957,340.36)</b>	<b>(\$700,465.42)</b>	<b>59%</b>	<b>(\$1,581,696.43)</b>
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	228,670.00	.00	228,670.00	.00	.00	.00	228,670.00	0	.00
<b>5981</b>										
5981.004	Reserve--Equipment	120,000.00	.00	120,000.00	.00	.00	.00	120,000.00	0	.00
<b>5981 - Totals</b>		<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Contingencies and Unappropriated Balances Totals</i>		<b>\$348,670.00</b>	<b>\$0.00</b>	<b>\$348,670.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$348,670.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$348,670.00</b>	<b>\$0.00</b>	<b>\$348,670.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$348,670.00</b>	<b>0%</b>	<b>\$0.00</b>
Division <b>9971 - Equity Totals</b>		<b>(\$348,670.00)</b>	<b>\$0.00</b>	<b>(\$348,670.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$348,670.00)</b>	<b>0%</b>	<b>\$0.00</b>
Department <b>901 - Ending Fund Balance Totals</b>		<b>(\$348,670.00)</b>	<b>\$0.00</b>	<b>(\$348,670.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$348,670.00)</b>	<b>0%</b>	<b>\$0.00</b>
<b>Fund 568 - Information Technology Fund Totals</b>		<b>\$2,039,430.00</b>	<b>\$0.00</b>	<b>\$2,039,430.00</b>	<b>\$79,368.19</b>	<b>\$32,954.22</b>	<b>\$957,340.36</b>	<b>\$1,049,135.42</b>		<b>\$1,581,696.43</b>
<b>Fund 581 - Insurance Fund</b>										
Department <b>131 - City Recorder</b>										
Division <b>1581 - Risk Management</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	59,790.00	.00	59,790.00	4,591.25	.00	51,951.74	7,838.26	87	60,368.56
5121	Overtime	.00	.00	.00	1.21	.00	12.65	(12.65)	+++	53.94



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 581 - Insurance Fund</b>										
Department <b>131 - City Recorder</b>										
Division <b>1581 - Risk Management</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5211	OR Workers' Benefit	10.00	.00	10.00	.65	.00	7.56	2.44	76	10.37
5212	Social Security	4,800.00	.00	4,800.00	353.21	.00	4,107.89	692.11	86	4,755.43
5213	Med & Dent Ins	3,690.00	.00	3,690.00	310.42	.00	1,616.50	2,073.50	44	3,345.72
<b>5214</b>										
5214.100	PERS - City	10,610.00	.00	10,610.00	781.21	.00	4,743.04	5,866.96	45	9,963.31
5214.600	PERS 6%	3,590.00	.00	3,590.00	279.94	.00	1,699.72	1,890.28	47	4,059.53
5214.800	DEFERED COMP - CITY	2,270.00	.00	2,270.00	74.20	.00	2,011.61	258.39	89	2,505.29
	<b>5214 - Totals</b>	<b>\$16,470.00</b>	<b>\$0.00</b>	<b>\$16,470.00</b>	<b>\$1,135.35</b>	<b>\$0.00</b>	<b>\$8,454.37</b>	<b>\$8,015.63</b>	<b>51%</b>	<b>\$16,528.13</b>
5215	Long Term Disability Ins	90.00	.00	90.00	8.86	.00	65.99	24.01	73	123.46
5216	Unemployment Insurance	600.00	.00	600.00	9.17	.00	103.86	496.14	17	366.53
5217	Life Insurance	60.00	.00	60.00	5.71	.00	42.35	17.65	71	79.58
5218	Paid Family Leave Insurance	230.00	.00	230.00	17.86	.00	198.67	31.33	86	228.84
	<i>Personnel Services Totals</i>	<b>\$85,740.00</b>	<b>\$0.00</b>	<b>\$85,740.00</b>	<b>\$6,433.69</b>	<b>\$0.00</b>	<b>\$66,561.58</b>	<b>\$19,178.42</b>	<b>78%</b>	<b>\$85,860.56</b>
<i>Materials &amp; Services</i>										
5414	Accounting/Auditing	800.00	.00	800.00	160.00	.00	470.00	330.00	59	665.00
5419	Other Professional Serv	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
5432	Meals	250.00	.00	250.00	.00	.00	.00	250.00	0	72.28
5433	Mileage	500.00	.00	500.00	.00	.00	109.21	390.79	22	237.43
5439	Travel	600.00	.00	600.00	.00	.00	122.57	477.43	20	.00
5461	Auto Insurance	139,040.00	.00	139,040.00	1,965.30	.00	126,831.42	12,208.58	91	113,821.41
5463	Property/Earthquake Insurance	228,910.00	.00	228,910.00	.00	.00	230,735.63	(1,825.63)	101	197,338.90
5464	Workers' Comp	241,560.00	.00	241,560.00	.00	.00	215,741.12	25,818.88	89	221,610.62
5465	General Liability Insurance	356,700.00	.00	356,700.00	.00	.00	331,100.09	25,599.91	93	307,503.63
5468	Deductible	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
5469	Other Insurance Costs	15,000.00	.00	15,000.00	107.00	.00	17,605.99	(2,605.99)	117	27,151.52
5491	Dues & Subscriptions	1,000.00	.00	1,000.00	.00	.00	874.00	126.00	87	565.00
5492	Registrations/Training	1,000.00	.00	1,000.00	.00	.00	820.88	179.12	82	245.00
	<i>Materials &amp; Services Totals</i>	<b>\$1,017,360.00</b>	<b>\$0.00</b>	<b>\$1,017,360.00</b>	<b>\$2,232.30</b>	<b>\$0.00</b>	<b>\$924,410.91</b>	<b>\$92,949.09</b>	<b>91%</b>	<b>\$869,210.79</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,103,100.00</b>	<b>\$0.00</b>	<b>\$1,103,100.00</b>	<b>\$8,665.99</b>	<b>\$0.00</b>	<b>\$990,972.49</b>	<b>\$112,127.51</b>	<b>90%</b>	<b>\$955,071.35</b>
	Division <b>1581 - Risk Management Totals</b>	<b>(\$1,103,100.00)</b>	<b>\$0.00</b>	<b>(\$1,103,100.00)</b>	<b>(\$8,665.99)</b>	<b>\$0.00</b>	<b>(\$990,972.49)</b>	<b>(\$112,127.51)</b>	<b>90%</b>	<b>(\$955,071.35)</b>
	Department <b>131 - City Recorder Totals</b>	<b>(\$1,103,100.00)</b>	<b>\$0.00</b>	<b>(\$1,103,100.00)</b>	<b>(\$8,665.99)</b>	<b>\$0.00</b>	<b>(\$990,972.49)</b>	<b>(\$112,127.51)</b>	<b>90%</b>	<b>(\$955,071.35)</b>
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 581 - Insurance Fund										
Department 901 - Ending Fund Balance										
Division 9971 - Equity										
EXPENSE										
Contingencies and Unappropriated Balances										
5921 Contingency		460,390.00	.00	460,390.00	.00	.00	.00	460,390.00	0	.00
Contingencies and Unappropriated Balances Totals		\$460,390.00	\$0.00	\$460,390.00	\$0.00	\$0.00	\$0.00	\$460,390.00	0%	\$0.00
EXPENSE TOTALS		\$460,390.00	\$0.00	\$460,390.00	\$0.00	\$0.00	\$0.00	\$460,390.00	0%	\$0.00
Division 9971 - Equity Totals		(\$460,390.00)	\$0.00	(\$460,390.00)	\$0.00	\$0.00	\$0.00	(\$460,390.00)	0%	\$0.00
Department 901 - Ending Fund Balance Totals		(\$460,390.00)	\$0.00	(\$460,390.00)	\$0.00	\$0.00	\$0.00	(\$460,390.00)	0%	\$0.00
Fund 581 - Insurance Fund Totals		\$1,563,490.00	\$0.00	\$1,563,490.00	\$8,665.99	\$0.00	\$990,972.49	\$572,517.51		\$955,071.35
Fund 591 - Equipment Replacement Fund										
Department 611 - Water										
Division 9211 - Equipment Purchases										
EXPENSE										
Capital Outlay										
5649 Other Equipment		493,550.00	.00	493,550.00	.00	.00	6,128.65	487,421.35	1	.00
Capital Outlay Totals		\$493,550.00	\$0.00	\$493,550.00	\$0.00	\$0.00	\$6,128.65	\$487,421.35	1%	\$0.00
EXPENSE TOTALS		\$493,550.00	\$0.00	\$493,550.00	\$0.00	\$0.00	\$6,128.65	\$487,421.35	1%	\$0.00
Division 9211 - Equipment Purchases Totals		(\$493,550.00)	\$0.00	(\$493,550.00)	\$0.00	\$0.00	(\$6,128.65)	(\$487,421.35)	1%	\$0.00
Department 611 - Water Totals		(\$493,550.00)	\$0.00	(\$493,550.00)	\$0.00	\$0.00	(\$6,128.65)	(\$487,421.35)	1%	\$0.00
Department 621 - Sewer										
Division 9211 - Equipment Purchases										
EXPENSE										
Capital Outlay										
5649 Other Equipment		424,200.00	.00	424,200.00	.00	.00	.00	424,200.00	0	18,285.94
Capital Outlay Totals		\$424,200.00	\$0.00	\$424,200.00	\$0.00	\$0.00	\$0.00	\$424,200.00	0%	\$18,285.94
EXPENSE TOTALS		\$424,200.00	\$0.00	\$424,200.00	\$0.00	\$0.00	\$0.00	\$424,200.00	0%	\$18,285.94
Division 9211 - Equipment Purchases Totals		(\$424,200.00)	\$0.00	(\$424,200.00)	\$0.00	\$0.00	\$0.00	(\$424,200.00)	0%	(\$18,285.94)
Department 621 - Sewer Totals		(\$424,200.00)	\$0.00	(\$424,200.00)	\$0.00	\$0.00	\$0.00	(\$424,200.00)	0%	(\$18,285.94)
Department 631 - Maintenance										
Division 9211 - Equipment Purchases										
EXPENSE										
Capital Outlay										
5649 Other Equipment		360,520.00	.00	360,520.00	.00	13,300.00	14,120.50	333,099.50	8	.00
Capital Outlay Totals		\$360,520.00	\$0.00	\$360,520.00	\$0.00	\$13,300.00	\$14,120.50	\$333,099.50	8%	\$0.00
EXPENSE TOTALS		\$360,520.00	\$0.00	\$360,520.00	\$0.00	\$13,300.00	\$14,120.50	\$333,099.50	8%	\$0.00
Division 9211 - Equipment Purchases Totals		(\$360,520.00)	\$0.00	(\$360,520.00)	\$0.00	(\$13,300.00)	(\$14,120.50)	(\$333,099.50)	8%	\$0.00
Department 631 - Maintenance Totals		(\$360,520.00)	\$0.00	(\$360,520.00)	\$0.00	(\$13,300.00)	(\$14,120.50)	(\$333,099.50)	8%	\$0.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 591 - Equipment Replacement Fund</b>										
Department <b>671 - Transit</b>										
Division <b>9211 - Equipment Purchases</b>										
EXPENSE										
<i>Capital Outlay</i>										
5649	Other Equipment	3,550.00	.00	3,550.00	.00	.00	.00	3,550.00	0	.00
	<i>Capital Outlay Totals</i>	\$3,550.00	\$0.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$3,550.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$3,550.00	\$0.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$3,550.00	0%	\$0.00
	Division <b>9211 - Equipment Purchases Totals</b>	(\$3,550.00)	\$0.00	(\$3,550.00)	\$0.00	\$0.00	\$0.00	(\$3,550.00)	0%	\$0.00
	Department <b>671 - Transit Totals</b>	(\$3,550.00)	\$0.00	(\$3,550.00)	\$0.00	\$0.00	\$0.00	(\$3,550.00)	0%	\$0.00
Department <b>691 - Public Works Administration</b>										
Division <b>9211 - Equipment Purchases</b>										
EXPENSE										
<i>Capital Outlay</i>										
5649	Other Equipment	25,190.00	.00	25,190.00	.00	.00	.00	25,190.00	0	.00
	<i>Capital Outlay Totals</i>	\$25,190.00	\$0.00	\$25,190.00	\$0.00	\$0.00	\$0.00	\$25,190.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$25,190.00	\$0.00	\$25,190.00	\$0.00	\$0.00	\$0.00	\$25,190.00	0%	\$0.00
	Division <b>9211 - Equipment Purchases Totals</b>	(\$25,190.00)	\$0.00	(\$25,190.00)	\$0.00	\$0.00	\$0.00	(\$25,190.00)	0%	\$0.00
	Department <b>691 - Public Works Administration Totals</b>	(\$25,190.00)	\$0.00	(\$25,190.00)	\$0.00	\$0.00	\$0.00	(\$25,190.00)	0%	\$0.00
	<b>Fund 591 - Equipment Replacement Fund Totals</b>	\$1,307,010.00	\$0.00	\$1,307,010.00	\$0.00	\$13,300.00	\$20,249.15	\$1,273,460.85		\$18,285.94
<b>Fund 693 - Reserve for PERS</b>										
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
EXPENSE										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	391,120.00	.00	391,120.00	.00	.00	.00	391,120.00	0	.00
	<i>Contingencies and Unappropriated Balances Totals</i>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00	0%	\$0.00
	Division <b>9971 - Equity Totals</b>	(\$391,120.00)	\$0.00	(\$391,120.00)	\$0.00	\$0.00	\$0.00	(\$391,120.00)	0%	\$0.00
	Department <b>901 - Ending Fund Balance Totals</b>	(\$391,120.00)	\$0.00	(\$391,120.00)	\$0.00	\$0.00	\$0.00	(\$391,120.00)	0%	\$0.00
	<b>Fund 693 - Reserve for PERS Totals</b>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00		\$0.00
<b>Fund 695 - Lavelle Black Trust Fund</b>										
Department <b>211 - Police</b>										
Division <b>2111 - Patrol</b>										
EXPENSE										
<i>Materials &amp; Services</i>										
5329	Other Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,080.47
5419	Other Professional Serv	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5492	Registrations/Training	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
	<i>Materials &amp; Services Totals</i>	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%	\$2,080.47
	<b>EXPENSE TOTALS</b>	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%	\$2,080.47



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 695 - Lavelle Black Trust Fund</b>										
Department <b>211 - Police</b>										
	Division <b>2111 - Patrol</b> Totals	(\$7,500.00)	\$0.00	(\$7,500.00)	\$0.00	\$0.00	\$0.00	(\$7,500.00)	0%	(\$2,080.47)
	Department <b>211 - Police</b> Totals	(\$7,500.00)	\$0.00	(\$7,500.00)	\$0.00	\$0.00	\$0.00	(\$7,500.00)	0%	(\$2,080.47)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	29,320.00	.00	29,320.00	.00	.00	.00	29,320.00	0	.00
	<i>Contingencies and Unappropriated Balances Totals</i>	\$29,320.00	\$0.00	\$29,320.00	\$0.00	\$0.00	\$0.00	\$29,320.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$29,320.00	\$0.00	\$29,320.00	\$0.00	\$0.00	\$0.00	\$29,320.00	0%	\$0.00
	Division <b>9971 - Equity</b> Totals	(\$29,320.00)	\$0.00	(\$29,320.00)	\$0.00	\$0.00	\$0.00	(\$29,320.00)	0%	\$0.00
	Department <b>901 - Ending Fund Balance</b> Totals	(\$29,320.00)	\$0.00	(\$29,320.00)	\$0.00	\$0.00	\$0.00	(\$29,320.00)	0%	\$0.00
	Fund <b>695 - Lavelle Black Trust Fund</b> Totals	\$36,820.00	\$0.00	\$36,820.00	\$0.00	\$0.00	\$0.00	\$36,820.00		\$2,080.47
<b>Fund 720 - Urban Renewal Fund</b>										
Department <b>125 - Economic Development</b>										
Division <b>7200 - URA</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
5111	Regular Wages	190,280.00	.00	190,280.00	13,582.70	.00	75,115.97	115,164.03	39	192,429.79
5121	Overtime	.00	.00	.00	11.49	.00	117.84	(117.84)	+++	116.98
5211	OR Workers' Benefit	20.00	.00	20.00	1.76	.00	10.68	9.32	53	28.48
5212	Social Security	15,150.00	.00	15,150.00	971.31	.00	5,723.63	9,426.37	38	14,842.53
5213	Med & Dent Ins	25,910.00	.00	25,910.00	1,996.57	.00	11,122.45	14,787.55	43	24,421.45
<b>5214</b>										
5214.100	PERS - City	34,310.00	.00	34,310.00	2,063.36	.00	11,883.11	22,426.89	35	33,931.99
5214.600	PERS 6%	11,410.00	.00	11,410.00	726.10	.00	4,201.26	7,208.74	37	13,712.47
5214.800	DEFERED COMP - CITY	9,360.00	.00	9,360.00	626.49	.00	3,307.97	6,052.03	35	9,422.37
	<b>5214 - Totals</b>	\$55,080.00	\$0.00	\$55,080.00	\$3,415.95	\$0.00	\$19,392.34	\$35,687.66	35%	\$57,066.83
5215	Long Term Disability Ins	340.00	.00	340.00	25.54	.00	128.19	211.81	38	355.97
5216	Unemployment Insurance	1,910.00	.00	1,910.00	27.19	.00	150.47	1,759.53	8	1,167.82
5217	Life Insurance	210.00	.00	210.00	16.27	.00	80.91	129.09	39	227.17
5218	Paid Family Leave Insurance	750.00	.00	750.00	47.66	.00	270.83	479.17	36	686.21
	<i>Personnel Services Totals</i>	\$289,650.00	\$0.00	\$289,650.00	\$20,096.44	\$0.00	\$112,113.31	\$177,536.69	39%	\$291,343.23
<i>Materials &amp; Services</i>										
5414	Accounting/Auditing	3,530.00	.00	3,530.00	960.00	.00	2,820.00	710.00	80	3,990.00
5419	Other Professional Serv	78,000.00	.00	78,000.00	2,227.56	.00	23,763.39	54,236.61	30	101,035.66
5428	IT Support	10,420.00	.00	10,420.00	868.33	.00	5,209.98	5,210.02	50	9,450.00
5448	Internal Rent	1,080.00	.00	1,080.00	90.00	.00	540.00	540.00	50	1,100.04
5479	Other Repair & Maint	.00	.00	.00	.00	.00	7,261.99	(7,261.99)	+++	6,203.37
5520	Grant Program	155,000.00	.00	155,000.00	30,513.00	.00	111,668.00	43,332.00	72	321,606.00



# Expense Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 720 - Urban Renewal Fund</b>										
Department <b>125 - Economic Development</b>										
Division <b>7200 - URA</b>										
<b>EXPENSE</b>										
<i>Materials &amp; Services</i>										
5530	Design Services	15,000.00	.00	15,000.00	190.00	.00	1,777.50	13,222.50	12	16,741.28
<i>Materials &amp; Services Totals</i>		\$263,030.00	\$0.00	\$263,030.00	\$34,848.89	\$0.00	\$153,040.86	\$109,989.14	58%	\$460,126.35
<i>Capital Outlay</i>										
5611	Land	.00	1,360,000.00	1,360,000.00	1,325,370.32	.00	1,350,370.32	9,629.68	99	.00
5630	Public Art	110,000.00	.00	110,000.00	.00	.00	.00	110,000.00	0	68,619.05
5631	Streets/Alleys/Sidewalks	.00	.00	.00	.00	.00	.00	.00	+++	795.60
5639	Other Improvements	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	0	207,112.95
<i>Capital Outlay Totals</i>		\$124,000.00	\$1,360,000.00	\$1,484,000.00	\$1,325,370.32	\$0.00	\$1,350,370.32	\$133,629.68	91%	\$276,527.60
<i>Debt Service</i>										
5711	Bond Principal	293,000.00	59,200.00	352,200.00	.00	.00	.00	352,200.00	0	285,000.00
5721	Bond Interest	42,860.00	30,900.00	73,760.00	21,425.96	.00	21,425.96	52,334.04	29	50,746.40
<i>Debt Service Totals</i>		\$335,860.00	\$90,100.00	\$425,960.00	\$21,425.96	\$0.00	\$21,425.96	\$404,534.04	5%	\$335,746.40
<b>EXPENSE TOTALS</b>		\$1,012,540.00	\$1,450,100.00	\$2,462,640.00	\$1,401,741.61	\$0.00	\$1,636,950.45	\$825,689.55	66%	\$1,363,743.58
Division <b>7200 - URA Totals</b>		(\$1,012,540.00)	(\$1,450,100.00)	(\$2,462,640.00)	(\$1,401,741.61)	\$0.00	(\$1,636,950.45)	(\$825,689.55)	66%	(\$1,363,743.58)
Department <b>125 - Economic Development Totals</b>		(\$1,012,540.00)	(\$1,450,100.00)	(\$2,462,640.00)	(\$1,401,741.61)	\$0.00	(\$1,636,950.45)	(\$825,689.55)	66%	(\$1,363,743.58)
Department <b>901 - Ending Fund Balance</b>										
Division <b>9971 - Equity</b>										
<b>EXPENSE</b>										
<i>Contingencies and Unappropriated Balances</i>										
5921	Contingency	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	.00
<b>5981</b>	Reserve for Future Years	788,050.00	(90,100.00)	697,950.00	.00	.00	.00	697,950.00	0	.00
<b>5981 - Totals</b>		\$788,050.00	(\$90,100.00)	\$697,950.00	\$0.00	\$0.00	\$0.00	\$697,950.00	0%	\$0.00
<i>Contingencies and Unappropriated Balances Totals</i>		\$858,050.00	(\$90,100.00)	\$767,950.00	\$0.00	\$0.00	\$0.00	\$767,950.00	0%	\$0.00
<b>EXPENSE TOTALS</b>		\$858,050.00	(\$90,100.00)	\$767,950.00	\$0.00	\$0.00	\$0.00	\$767,950.00	0%	\$0.00
Division <b>9971 - Equity Totals</b>		(\$858,050.00)	\$90,100.00	(\$767,950.00)	\$0.00	\$0.00	\$0.00	(\$767,950.00)	0%	\$0.00
Department <b>901 - Ending Fund Balance Totals</b>		(\$858,050.00)	\$90,100.00	(\$767,950.00)	\$0.00	\$0.00	\$0.00	(\$767,950.00)	0%	\$0.00
Fund <b>720 - Urban Renewal Fund Totals</b>		\$1,870,590.00	\$1,360,000.00	\$3,230,590.00	\$1,401,741.61	\$0.00	\$1,636,950.45	\$1,593,639.55		\$1,363,743.58
<b>Grand Totals</b>		\$175,359,690.00	\$1,549,610.00	\$176,909,300.00	\$5,787,808.82	\$1,516,660.70	\$24,860,227.08	\$150,532,412.22		\$44,505,750.18

# **Year-to-Date Revenue for All Funds**



# Revenue All Funds

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	13,450,490.00	.00	13,450,490.00	.00	.00	.00	13,450,490.00	0	.00
<i>Fund Balance Totals</i>		\$13,450,490.00	\$0.00	\$13,450,490.00	\$0.00	\$0.00	\$0.00	\$13,450,490.00	0%	\$0.00
<i>Taxes</i>										
3111	Property Tax - Current	13,200,000.00	.00	13,200,000.00	7,623,981.90	.00	12,508,093.35	691,906.65	95	11,284,719.51
3112	Property Tax - Delinquent	240,000.00	.00	240,000.00	28,010.98	.00	176,973.62	63,026.38	74	204,708.37
3113	Pmt in Lieu of Taxes	.00	.00	.00	.00	.00	.00	.00	+++	64,416.00
3133	Hotel/Motel Tax	500,000.00	.00	500,000.00	31,576.30	.00	230,012.86	269,987.14	46	504,995.79
<i>Taxes Totals</i>		\$13,940,000.00	\$0.00	\$13,940,000.00	\$7,683,569.18	\$0.00	\$12,915,079.83	\$1,024,920.17	93%	\$12,058,839.67
<i>Licenses and Permits</i>										
3211	Business License	45,000.00	.00	45,000.00	2,757.50	.00	19,795.00	25,205.00	44	46,275.00
3213	RoW Utility License	1,500.00	.00	1,500.00	.00	.00	300.00	1,200.00	20	2,400.00
3219	Other License	3,000.00	.00	3,000.00	100.00	.00	370.00	2,630.00	12	3,188.00
3220	Taxicab Permits	2,200.00	.00	2,200.00	810.00	.00	1,230.00	970.00	56	1,905.00
<i>Licenses and Permits Totals</i>		\$51,700.00	\$0.00	\$51,700.00	\$3,667.50	\$0.00	\$21,695.00	\$30,005.00	42%	\$53,768.00
<i>Intergovernmental</i>										
3341	State Grants	200,000.00	.00	200,000.00	.00	.00	24,519.00	175,481.00	12	331,168.80
3351	Grants	208,000.00	.00	208,000.00	.00	.00	.00	208,000.00	0	20,326.00
3362	State Liquor Proration	515,000.00	.00	515,000.00	25,161.43	.00	168,438.59	346,561.41	33	476,789.88
3363	State Cigarette Tax	19,000.00	.00	19,000.00	1,584.28	.00	7,591.54	11,408.46	40	17,689.95
3364	State Revenue Sharing	400,000.00	.00	400,000.00	.00	.00	75,068.52	324,931.48	19	385,835.43
3367	State Marijuana Tax Distribution - HB 3400 Local Option Tax	30,000.00	.00	30,000.00	.00	.00	10,544.95	19,455.05	35	39,766.35
<i>Intergovernmental Totals</i>		\$1,372,000.00	\$0.00	\$1,372,000.00	\$26,745.71	\$0.00	\$286,162.60	\$1,085,837.40	21%	\$1,271,576.41
<i>Charges for Goods and Services</i>										
3415	Sale of Documents	200.00	.00	200.00	4.00	.00	7.00	193.00	4	12,029.25
<i>Charges for Goods and Services Totals</i>		\$200.00	\$0.00	\$200.00	\$4.00	\$0.00	\$7.00	\$193.00	4%	\$12,029.25
<i>Franchise Fees</i>										
<b>3226</b>										
3226	RoW Franchise Revenue	280,000.00	.00	280,000.00	.00	.00	.00	280,000.00	0	.00
3226.002	RoW Franchise Revenue - Consumer Cellular	.00	.00	.00	.00	.00	2,572.25	(2,572.25)	+++	10,666.09
3226.003	RoW Franchise Revenue - Dish Wireless	.00	.00	.00	.00	.00	21.74	(21.74)	+++	82.88
3226.005	RoW Franchise Revenue - Granite Telecommunications	.00	.00	.00	.00	.00	1,503.29	(1,503.29)	+++	7,369.65
3226.006	RoW Franchise Revenue - LS Networks	.00	.00	.00	.00	.00	406.89	(406.89)	+++	1,695.00
3226.007	RoW Franchise Revenue - Mitel Cloud Services	.00	.00	.00	.00	.00	14.21	(14.21)	+++	47.88
3226.009	RoW Franchise Revenue - Electric Lightwave	.00	.00	.00	.00	.00	.00	.00	+++	4,806.67
3226.010	RoW Franchise Revenue - vCom QuantumShift	.00	.00	.00	.00	.00	96.67	(96.67)	+++	1,033.45
3226.011	RoW Franchise Revenue - Gabb Wireless	.00	.00	.00	.00	.00	7.58	(7.58)	+++	37.65





# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 000 - Revenue										
REVENUE										
Franchise Fees										
<b>3226</b>										
3226.012	RoW Franchise Revenue - Qwest	.00	.00	.00	.00	.00	3,710.46	(3,710.46)	+++	17,034.15
3226.013	RoW Franchise Revenue - CenturyLink	.00	.00	.00	.00	.00	1,716.14	(1,716.14)	+++	9,037.39
3226.014	RoW Franchise Revenue - Level3	.00	.00	.00	.00	.00	2,811.07	(2,811.07)	+++	11,508.80
3226.015	RoW Franchise Revenue - Windstream	.00	.00	.00	.00	.00	.39	(.39)	+++	67.72
3226.016	RoW Franchise Revenue - McLeod USA	.00	.00	.00	.00	.00	73.52	(73.52)	+++	216.69
3226.017	RoW Franchise Revenue - RingCentral	.00	.00	.00	.00	.00	84.92	(84.92)	+++	1,983.64
3226.021	RoW Franchise Revenue - GreatCall	.00	.00	.00	.00	.00	225.81	(225.81)	+++	1,048.06
3226.022	RoW Franchise Revenue - Clear Rate Communications	.00	.00	.00	.00	.00	62.18	(62.18)	+++	345.37
3226.023	RoW Franchise Revenue - Calpine Energy	.00	.00	.00	.00	.00	23,912.73	(23,912.73)	+++	116,493.46
3226.025	RoW Franchise Revenue - Constellation New Energy	.00	.00	.00	.00	.00	7,491.43	(7,491.43)	+++	24,879.86
3226.026	RoW Franchise Revenue - DataVision Telecom	.00	.00	.00	.00	.00	1,820.79	(1,820.79)	+++	6,928.50
3226.028	RoW Franchise Revenue - Spectrotel, Inc.	.00	.00	.00	.00	.00	92.56	(92.56)	+++	247.60
3226.029	RoW Franchise Revenue - MetTel	.00	.00	.00	.00	.00	189.85	(189.85)	+++	986.58
3226.030	RoW Franchise Revenue - Nextiva Inc	.00	.00	.00	.00	.00	106.88	(106.88)	+++	418.31
3226.031	RoW Franchise Revenue - iWireless	.00	.00	.00	.00	.00	25.26	(25.26)	+++	97.31
3226.032	RoW Franchise Revenue - Marconi	.00	.00	.00	.00	.00	16.11	(16.11)	+++	71.58
3226.033	RoW Franchise Revenue - Nuso	.00	.00	.00	.00	.00	.00	.00	+++	29.46
3226.034	RoW Franchise Revenue - Ooma	.00	.00	.00	.00	.00	211.60	(211.60)	+++	566.91
3226.035	RoW Franchise Revenue - GC Pivotal	.00	.00	.00	.00	.00	43.01	(43.01)	+++	120.97
3226.036	RoW Franchise Revenue - Comcast	.00	.00	.00	.00	.00	11,331.21	(11,331.21)	+++	41,718.12
3226.037	RoW Franchise Revenue - Zoom Voice Comm	.00	.00	.00	.00	.00	15.10	(15.10)	+++	275.79
3226.038	RoW Franchise Revenue - 8X8 Inc	.00	.00	.00	.00	.00	4.95	(4.95)	+++	2,191.95
3226.039	RoW Franchise Revenue - Patriot Mobile	.00	.00	.00	.00	.00	13.31	(13.31)	+++	173.60
3226.040	RoW Franchise Revenue - Interface Security Systems	.00	.00	.00	.00	.00	10.00	(10.00)	+++	65.96
3226.041	RoW Franchise Revenue - Mint Mobile	.00	.00	.00	.00	.00	104.42	(104.42)	+++	730.10
3226.042	RoW Franchise Revenue - GreenFly Networks	.00	.00	.00	.00	.00	91.75	(91.75)	+++	240.07
3226.043	RoW Franchise Revenue - ICIM Corporation	.00	.00	.00	.00	.00	8.40	(8.40)	+++	33.31
3226.044	RoW Franchise Revenue - BCN Telecom Inc	.00	.00	.00	.00	.00	4.41	(4.41)	+++	9.15
3226.045	RoW Franchise Revenue - Simple VoIP LLC	.00	.00	.00	.00	.00	27.75	(27.75)	+++	119.53
3226.046	RoW Franchise Revenue - Intelepeer Cloud Comm.	.00	.00	.00	.00	.00	.00	.00	+++	101.52
3226.047	RoW Franchise Revenue - Plintron	.00	.00	.00	.00	.00	.73	(.73)	+++	6.21
3226.048	RoW Franchise Revenue - Momentum Telecom	.00	.00	.00	.00	.00	.00	.00	+++	871.79
3226.049	RoW Franchise Revenue - Star2Star Communications	.00	.00	.00	.00	.00	12.96	(12.96)	+++	153.37
3226.050	RoW Franchise Revenue - Combined PC	.00	.00	.00	.00	.00	.80	(.80)	+++	59.19
3226.051	RoW Franchise Revenue - Garmin Services	.00	.00	.00	.00	.00	3.65	(3.65)	+++	44.04
3226.052	RoW Franchise Revenue - Liberty Mobile PR	.00	.00	.00	.00	.00	42.82	(42.82)	+++	.00



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Franchise Fees</i>										
<b>3226</b>										
3226.053	RoW Franchise Revenue - Prosper Wireless	.00	.00	.00	.00	.00	.07	(.07)	+++	.00
<b>3226 - Totals</b>		<b>\$280,000.00</b>	<b>\$0.00</b>	<b>\$280,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,889.67</b>	<b>\$221,110.33</b>	<b>21%</b>	<b>\$264,615.33</b>
<b>3228</b>										
3228.003	PGE Franchise Fees	940,000.00	.00	940,000.00	.00	.00	.00	940,000.00	0	831,799.09
3228.004	NW Natural Franchise Fees	210,000.00	.00	210,000.00	.00	.00	30,061.39	179,938.61	14	237,430.43
3228.006	Republic Services Franchise Fees	360,000.00	.00	360,000.00	.00	.00	85,914.94	274,085.06	24	367,792.89
3228.007	Wave Broadband Franchise Fees	60,000.00	.00	60,000.00	.00	.00	10,937.66	49,062.34	18	64,531.27
3228.500	Wave PEG Fees	.00	.00	.00	.00	.00	576.62	(576.62)	+++	667.26
<b>3228 - Totals</b>		<b>\$1,570,000.00</b>	<b>\$0.00</b>	<b>\$1,570,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$127,490.61</b>	<b>\$1,442,509.39</b>	<b>8%</b>	<b>\$1,502,220.94</b>
<b>3243</b>										
3243.470	General Right of Way - Water	295,000.00	.00	295,000.00	21,150.38	.00	166,762.66	128,237.34	57	278,616.00
3243.472	General Right of Way - Sewer	550,000.00	.00	550,000.00	47,639.90	.00	280,187.27	269,812.73	51	556,869.58
<b>3243 - Totals</b>		<b>\$845,000.00</b>	<b>\$0.00</b>	<b>\$845,000.00</b>	<b>\$68,790.28</b>	<b>\$0.00</b>	<b>\$446,949.93</b>	<b>\$398,050.07</b>	<b>53%</b>	<b>\$835,485.58</b>
<i>Franchise Fees Totals</i>		<b>\$2,695,000.00</b>	<b>\$0.00</b>	<b>\$2,695,000.00</b>	<b>\$68,790.28</b>	<b>\$0.00</b>	<b>\$633,330.21</b>	<b>\$2,061,669.79</b>	<b>24%</b>	<b>\$2,602,321.85</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	450,000.00	.00	450,000.00	52,876.09	.00	286,621.41	163,378.59	64	627,743.06
3617	Change in Fair Value of Investments	.00	.00	.00	(1,510.57)	.00	66,717.92	(66,717.92)	+++	66,169.56
3641	Annual Access Fee	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
3691	Sale of Surplus Property	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	32,000.00
<b>3692</b>										
3692.101	Copies--Other	.00	.00	.00	.60	.00	2.30	(2.30)	+++	5.80
<b>3692 - Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.60</b>	<b>\$0.00</b>	<b>\$2.30</b>	<b>(\$2.30)</b>	<b>+++</b>	<b>\$5.80</b>
3698	Cash Long and Short	.00	.00	.00	.16	.00	21.06	(21.06)	+++	11.56
3699	Other Miscellaneous Income	70,000.00	.00	70,000.00	7,860.00	.00	55,733.41	14,266.59	80	230,277.59
<i>Miscellaneous Revenue Totals</i>		<b>\$541,000.00</b>	<b>\$0.00</b>	<b>\$541,000.00</b>	<b>\$59,226.28</b>	<b>\$0.00</b>	<b>\$409,096.10</b>	<b>\$131,903.90</b>	<b>76%</b>	<b>\$956,207.57</b>
<i>Transfers In</i>										
<b>3971</b>										
3971.136	Transfer from American Rescue Plan Fund	986,160.00	.00	986,160.00	.00	.00	.00	986,160.00	0	664,198.00
3971.250	Transfer from GO Debt Service Fund	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	.00
3971.376	Transfer From Street SDC	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	.00
<b>3971 - Totals</b>		<b>\$1,094,160.00</b>	<b>\$0.00</b>	<b>\$1,094,160.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,094,160.00</b>	<b>0%</b>	<b>\$664,198.00</b>
<i>Transfers In Totals</i>		<b>\$1,094,160.00</b>	<b>\$0.00</b>	<b>\$1,094,160.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,094,160.00</b>	<b>0%</b>	<b>\$664,198.00</b>
<b>REVENUE TOTALS</b>		<b>\$33,144,550.00</b>	<b>\$0.00</b>	<b>\$33,144,550.00</b>	<b>\$7,842,002.95</b>	<b>\$0.00</b>	<b>\$14,265,370.74</b>	<b>\$18,879,179.26</b>	<b>43%</b>	<b>\$17,618,940.75</b>
Department <b>000 - Revenue Totals</b>		<b>\$33,144,550.00</b>	<b>\$0.00</b>	<b>\$33,144,550.00</b>	<b>\$7,842,002.95</b>	<b>\$0.00</b>	<b>\$14,265,370.74</b>	<b>\$18,879,179.26</b>	<b>43%</b>	<b>\$17,618,940.75</b>



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>101 - Administration</b>										
<b>REVENUE</b>										
<i>Charges for Goods and Services</i>										
3416	Lien Search Revenue	15,150.00	.00	15,150.00	1,148.00	.00	10,948.00	4,202.00	72	14,720.00
<i>Charges for Goods and Services Totals</i>		<b>\$15,150.00</b>	<b>\$0.00</b>	<b>\$15,150.00</b>	<b>\$1,148.00</b>	<b>\$0.00</b>	<b>\$10,948.00</b>	<b>\$4,202.00</b>	<b>72%</b>	<b>\$14,720.00</b>
<i>Fines and Forfeits</i>										
3530	Court Fines from Other Jurisdictions	24,750.00	.00	24,750.00	2,873.48	.00	16,708.97	8,041.03	68	22,093.01
3531	Court Fines	525,000.00	.00	525,000.00	26,280.24	.00	219,279.51	305,720.49	42	469,964.73
<i>Fines and Forfeits Totals</i>		<b>\$549,750.00</b>	<b>\$0.00</b>	<b>\$549,750.00</b>	<b>\$29,153.72</b>	<b>\$0.00</b>	<b>\$235,988.48</b>	<b>\$313,761.52</b>	<b>43%</b>	<b>\$492,057.74</b>
<b>REVENUE TOTALS</b>		<b>\$564,900.00</b>	<b>\$0.00</b>	<b>\$564,900.00</b>	<b>\$30,301.72</b>	<b>\$0.00</b>	<b>\$246,936.48</b>	<b>\$317,963.52</b>	<b>44%</b>	<b>\$506,777.74</b>
Department <b>101 - Administration Totals</b>		<b>\$564,900.00</b>	<b>\$0.00</b>	<b>\$564,900.00</b>	<b>\$30,301.72</b>	<b>\$0.00</b>	<b>\$246,936.48</b>	<b>\$317,963.52</b>	<b>44%</b>	<b>\$506,777.74</b>
Department <b>125 - Economic Development</b>										
<b>REVENUE</b>										
<i>Intergovernmental</i>										
3351	Grants	160,000.00	.00	160,000.00	20,000.00	.00	107,000.00	53,000.00	67	135,000.00
<i>Intergovernmental Totals</i>		<b>\$160,000.00</b>	<b>\$0.00</b>	<b>\$160,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$107,000.00</b>	<b>\$53,000.00</b>	<b>67%</b>	<b>\$135,000.00</b>
<i>Miscellaneous Revenue</i>										
3699	Other Miscellaneous Income	10,000.00	.00	10,000.00	500.00	.00	37,770.00	(27,770.00)	378	7,041.00
<i>Miscellaneous Revenue Totals</i>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$37,770.00</b>	<b>(\$27,770.00)</b>	<b>378%</b>	<b>\$7,041.00</b>
<b>REVENUE TOTALS</b>		<b>\$170,000.00</b>	<b>\$0.00</b>	<b>\$170,000.00</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$144,770.00</b>	<b>\$25,230.00</b>	<b>85%</b>	<b>\$142,041.00</b>
Department <b>125 - Economic Development Totals</b>		<b>\$170,000.00</b>	<b>\$0.00</b>	<b>\$170,000.00</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$144,770.00</b>	<b>\$25,230.00</b>	<b>85%</b>	<b>\$142,041.00</b>
Department <b>211 - Police</b>										
<b>REVENUE</b>										
<i>Intergovernmental</i>										
3333	Federal Grants Indirect	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	6,415.03
3341	State Grants	132,000.00	189,610.00	321,610.00	.00	.00	94,805.00	226,805.00	29	.00
<i>Intergovernmental Totals</i>		<b>\$162,000.00</b>	<b>\$189,610.00</b>	<b>\$351,610.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$94,805.00</b>	<b>\$256,805.00</b>	<b>27%</b>	<b>\$6,415.03</b>
<i>Charges for Goods and Services</i>										
<b>3421</b>										
3421	Police Reimbursements	15,000.00	.00	15,000.00	1,115.00	.00	14,048.88	951.12	94	27,706.96
3421.001	Reimbursements School District	105,000.00	.00	105,000.00	.00	.00	.00	105,000.00	0	109,948.42
3421.013	Reimbursements Marion County	.00	.00	.00	.00	.00	.00	.00	+++	59,978.63
<b>3421 - Totals</b>		<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$1,115.00</b>	<b>\$0.00</b>	<b>\$14,048.88</b>	<b>\$105,951.12</b>	<b>12%</b>	<b>\$197,634.01</b>
<i>Charges for Goods and Services Totals</i>		<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$1,115.00</b>	<b>\$0.00</b>	<b>\$14,048.88</b>	<b>\$105,951.12</b>	<b>12%</b>	<b>\$197,634.01</b>
<i>Fines and Forfeits</i>										
<b>3531</b>										
3531.101	Police Training Surcharge	18,000.00	.00	18,000.00	1,126.90	.00	9,101.90	8,898.10	51	19,051.00
<b>3531 - Totals</b>		<b>\$18,000.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>\$1,126.90</b>	<b>\$0.00</b>	<b>\$9,101.90</b>	<b>\$8,898.10</b>	<b>51%</b>	<b>\$19,051.00</b>
3532	Towing Fee	10,000.00	.00	10,000.00	3,450.00	.00	11,723.00	(1,723.00)	117	20,100.00
3533	Alarm Fee	500.00	.00	500.00	.00	.00	(120.00)	620.00	-24	90.00



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>211 - Police</b>										
<b>REVENUE</b>										
	<i>Fines and Forfeits Totals</i>	\$28,500.00	\$0.00	\$28,500.00	\$4,576.90	\$0.00	\$20,704.90	\$7,795.10	73%	\$39,241.00
	<i>Miscellaneous Revenue</i>									
3673	Donations-Police	2,500.00	.00	2,500.00	.00	.00	3,000.00	(500.00)	120	.00
3694	Gain/Loss on Sale	.00	.00	.00	.00	.00	9,500.00	(9,500.00)	+++	.00
3699	Other Miscellaneous Income	3,500.00	.00	3,500.00	10,896.00	.00	12,914.74	(9,414.74)	369	943.50
	<i>Miscellaneous Revenue Totals</i>	\$6,000.00	\$0.00	\$6,000.00	\$10,896.00	\$0.00	\$25,414.74	(\$19,414.74)	424%	\$943.50
	<b>REVENUE TOTALS</b>	\$316,500.00	\$189,610.00	\$506,110.00	\$16,587.90	\$0.00	\$154,973.52	\$351,136.48	31%	\$244,233.54
	Department <b>211 - Police Totals</b>	\$316,500.00	\$189,610.00	\$506,110.00	\$16,587.90	\$0.00	\$154,973.52	\$351,136.48	31%	\$244,233.54
Department <b>411 - Community Services</b>										
<b>REVENUE</b>										
	<i>Intergovernmental</i>									
3341	State Grants	.00	.00	.00	.00	.00	.00	.00	+++	2,000.00
3351	Grants	.00	.00	.00	.00	.00	164.91	(164.91)	+++	.00
3365	Regional Library Services	97,940.00	.00	97,940.00	.00	.00	30,095.11	67,844.89	31	106,320.04
3366	Ready to Read Grant	4,880.00	.00	4,880.00	.00	.00	.00	4,880.00	0	4,897.00
	<i>Intergovernmental Totals</i>	\$102,820.00	\$0.00	\$102,820.00	\$0.00	\$0.00	\$30,260.02	\$72,559.98	29%	\$113,217.04
	<i>Charges for Goods and Services</i>									
3417	Resale of Merchandise	8,250.00	.00	8,250.00	268.00	.00	2,059.00	6,191.00	25	3,732.25
3418	Concession Sales	8,000.00	.00	8,000.00	142.25	.00	2,363.75	5,636.25	30	7,268.25
	<b>3471</b>									
3471.101	Pool Admissions	83,000.00	.00	83,000.00	4,567.00	.00	40,131.00	42,869.00	48	81,704.28
3471.102	Pool Memberships	85,120.00	.00	85,120.00	4,323.33	.00	26,602.70	58,517.30	31	70,158.01
3471.103	Pool Rentals	7,000.00	.00	7,000.00	.00	.00	280.00	6,720.00	4	700.50
3471.104	Swimming Lessons	25,000.00	.00	25,000.00	2,382.00	.00	10,058.00	14,942.00	40	23,509.50
3471.105	Pool Sponsorships	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	<b>3471 - Totals</b>	\$201,620.00	\$0.00	\$201,620.00	\$11,272.33	\$0.00	\$77,071.70	\$124,548.30	38%	\$176,072.29
3472	Rural Readers' Fees	1,000.00	.00	1,000.00	.00	.00	135.00	865.00	14	300.00
	<b>3473</b>									
3473.101	Youth Sports	15,000.00	.00	15,000.00	565.50	.00	2,282.75	12,717.25	15	16,559.42
3473.102	Adult Sports	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
3473.103	Youth Program	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	(5,349.00)
3473.106	Recreation - Sponsorship Revenue	3,000.00	.00	3,000.00	.00	.00	3,500.00	(500.00)	117	3,500.00
3473.110	Arts & Culture	.00	.00	.00	.00	.00	42.00	(42.00)	+++	.00
3473.111	Active Adult	2,000.00	.00	2,000.00	75.00	.00	370.00	1,630.00	18	1,105.00
	<b>3473 - Totals</b>	\$26,500.00	\$0.00	\$26,500.00	\$640.50	\$0.00	\$6,194.75	\$20,305.25	23%	\$15,815.42
	<b>3474</b>									
3474	Event Admission & Vendor Fees	1,500.00	.00	1,500.00	.00	.00	75.00	1,425.00	5	1,735.00
3474.099	Fiesta Event Admissions & Vendor Fees	70,000.00	.00	70,000.00	.00	.00	36,881.00	33,119.00	53	62,947.89



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>411 - Community Services</b>										
<b>REVENUE</b>										
<i>Charges for Goods and Services</i>										
	<b>3474 - Totals</b>	\$71,500.00	\$0.00	\$71,500.00	\$0.00	\$0.00	\$36,956.00	\$34,544.00	52%	\$64,682.89
<b>3476</b>										
3476	Event Sponsorships	12,000.00	.00	12,000.00	.00	.00	10,000.00	2,000.00	83	20,650.00
3476.099	Fiesta Event Sponsorships	80,000.00	.00	80,000.00	6,000.00	.00	78,226.00	1,774.00	98	69,530.00
	<b>3476 - Totals</b>	\$92,000.00	\$0.00	\$92,000.00	\$6,000.00	\$0.00	\$88,226.00	\$3,774.00	96%	\$90,180.00
3491	Rental Income	29,790.00	.00	29,790.00	1,575.00	.00	31,408.00	(1,618.00)	105	38,946.00
	<i>Charges for Goods and Services Totals</i>	\$438,660.00	\$0.00	\$438,660.00	\$19,898.08	\$0.00	\$244,414.20	\$194,245.80	56%	\$396,997.10
<i>Fines and Forfeits</i>										
3536	Library Fines	350.00	.00	350.00	10.00	.00	172.88	177.12	49	257.10
	<i>Fines and Forfeits Totals</i>	\$350.00	\$0.00	\$350.00	\$10.00	\$0.00	\$172.88	\$177.12	49%	\$257.10
<i>Miscellaneous Revenue</i>										
3625	Facilities Rent	15,000.00	.00	15,000.00	417.00	.00	6,931.00	8,069.00	46	22,828.00
3651	Internal Rent Revenue	78,100.00	.00	78,100.00	6,508.33	.00	39,049.98	39,050.02	50	85,280.04
<b>3672</b>										
3672	Donations-Library	.00	.00	.00	.00	.00	30.00	(30.00)	+++	156.28
3672.001	Donations-Library - Music in the Park	.00	.00	.00	.00	.00	30.00	(30.00)	+++	2,000.00
	<b>3672 - Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	(\$60.00)	+++	\$2,156.28
3695	Lost Book Revenue	.00	.00	.00	199.76	.00	1,022.97	(1,022.97)	+++	1,179.74
<b>3698</b>										
3698.102	Library	.00	.00	.00	4.05	.00	(5.25)	5.25	+++	36.44
3698.103	Aquatics	.00	.00	.00	.00	.00	(48.50)	48.50	+++	16.34
3698.104	Recreation	.00	.00	.00	16.45	.00	144.45	(144.45)	+++	(74.09)
	<b>3698 - Totals</b>	\$0.00	\$0.00	\$0.00	\$20.50	\$0.00	\$90.70	(\$90.70)	+++	(\$21.31)
<b>3699</b>										
3699	Other Miscellaneous Income	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	13.50
3699.102	Library	4,500.00	.00	4,500.00	560.85	.00	3,311.41	1,188.59	74	5,897.14
3699.104	Recreation	.00	.00	.00	.00	.00	250.00	(250.00)	+++	.00
	<b>3699 - Totals</b>	\$5,500.00	\$0.00	\$5,500.00	\$560.85	\$0.00	\$3,561.41	\$1,938.59	65%	\$5,910.64
	<i>Miscellaneous Revenue Totals</i>	\$98,600.00	\$0.00	\$98,600.00	\$7,706.44	\$0.00	\$50,716.06	\$47,883.94	51%	\$117,333.39
	<b>REVENUE TOTALS</b>	\$640,430.00	\$0.00	\$640,430.00	\$27,614.52	\$0.00	\$325,563.16	\$314,866.84	51%	\$627,804.63
	Department <b>411 - Community Services Totals</b>	\$640,430.00	\$0.00	\$640,430.00	\$27,614.52	\$0.00	\$325,563.16	\$314,866.84	51%	\$627,804.63
Department <b>511 - Planning</b>										
<b>REVENUE</b>										
<i>Licenses and Permits</i>										
3451	T&E Planning Develop Fee	125,000.00	.00	125,000.00	13,120.70	.00	94,602.58	30,397.42	76	107,208.73
3456	Planning Fees	200,000.00	.00	200,000.00	9,515.00	.00	80,117.00	119,883.00	40	190,153.50



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
Department <b>511 - Planning</b>										
<b>REVENUE</b>										
<i>Licenses and Permits Totals</i>		\$325,000.00	\$0.00	\$325,000.00	\$22,635.70	\$0.00	\$174,719.58	\$150,280.42	54%	\$297,362.23
<b>REVENUE TOTALS</b>		\$325,000.00	\$0.00	\$325,000.00	\$22,635.70	\$0.00	\$174,719.58	\$150,280.42	54%	\$297,362.23
Department <b>511 - Planning Totals</b>		\$325,000.00	\$0.00	\$325,000.00	\$22,635.70	\$0.00	\$174,719.58	\$150,280.42	54%	\$297,362.23
Department <b>651 - Engineering</b>										
<b>REVENUE</b>										
<i>Licenses and Permits</i>										
<b>3221</b>										
3221.111	Demo Permits	.00	.00	.00	.00	.00	300.00	(300.00)	+++	450.00
<b>3221 - Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	(\$300.00)	+++	\$450.00
3224	R/W Construction Permits	125,000.00	.00	125,000.00	7,228.00	.00	88,712.77	36,287.23	71	325,416.88
3451	T&E Planning Develop Fee	50,000.00	.00	50,000.00	6,562.30	.00	47,315.42	2,684.58	95	53,665.44
<i>Licenses and Permits Totals</i>		\$175,000.00	\$0.00	\$175,000.00	\$13,790.30	\$0.00	\$136,328.19	\$38,671.81	78%	\$379,532.32
<i>Intergovernmental</i>										
3656	Engineering Internal Project WO Revenue	120,000.00	.00	120,000.00	6,969.36	.00	40,518.04	79,481.96	34	78,711.56
<i>Intergovernmental Totals</i>		\$120,000.00	\$0.00	\$120,000.00	\$6,969.36	\$0.00	\$40,518.04	\$79,481.96	34%	\$78,711.56
<b>REVENUE TOTALS</b>		\$295,000.00	\$0.00	\$295,000.00	\$20,759.66	\$0.00	\$176,846.23	\$118,153.77	60%	\$458,243.88
Department <b>651 - Engineering Totals</b>		\$295,000.00	\$0.00	\$295,000.00	\$20,759.66	\$0.00	\$176,846.23	\$118,153.77	60%	\$458,243.88
Fund <b>001 - General Fund Totals</b>		\$35,456,380.00	\$189,610.00	\$35,645,990.00	\$7,980,402.45	\$0.00	\$15,489,179.71	\$20,156,810.29		\$19,895,403.77
<b>Fund 110 - Transit Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	916,000.00	.00	916,000.00	.00	.00	.00	916,000.00	0	.00
<i>Fund Balance Totals</i>		\$916,000.00	\$0.00	\$916,000.00	\$0.00	\$0.00	\$0.00	\$916,000.00	0%	\$0.00
<i>Intergovernmental</i>										
3332	Federal Grants	1,824,150.00	.00	1,824,150.00	.00	.00	.00	1,824,150.00	0	.00
<b>3333</b>										
3333.601	5310 Discretionary Ops	72,440.00	.00	72,440.00	.00	.00	.00	72,440.00	0	55,562.00
3333.603	5311 Formula Operation	167,500.00	.00	167,500.00	64,331.00	.00	69,542.00	97,958.00	42	285,191.00
3333.605	Veh Prev Maint	40,650.00	.00	40,650.00	.00	.00	.00	40,650.00	0	54,869.00
<b>3333 - Totals</b>		\$280,590.00	\$0.00	\$280,590.00	\$64,331.00	\$0.00	\$69,542.00	\$211,048.00	25%	\$395,622.00
3341	State Grants	423,670.00	.00	423,670.00	.00	.00	.00	423,670.00	0	.00
3345	Statewide Transit	792,650.00	.00	792,650.00	.00	.00	112,469.00	680,181.00	14	939,454.00
<i>Intergovernmental Totals</i>		\$3,321,060.00	\$0.00	\$3,321,060.00	\$64,331.00	\$0.00	\$182,011.00	\$3,139,049.00	5%	\$1,335,076.00
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	11,000.00	.00	11,000.00	2,345.59	.00	16,460.95	(5,460.95)	150	26,972.46
3617	Change in Fair Value of Investments	.00	.00	.00	(93.52)	.00	2,519.67	(2,519.67)	+++	2,639.04



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 110 - Transit Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Miscellaneous Revenue</i>										
3676	Donations-Transit	6,000.00	.00	6,000.00	512.00	.00	3,583.00	2,417.00	60	8,105.75
3678	Developer Contributions	.00	.00	.00	.00	.00	.00	.00	+++	40,268.40
3699	Other Miscellaneous Income	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	.00
<i>Miscellaneous Revenue Totals</i>		\$317,000.00	\$0.00	\$317,000.00	\$2,764.07	\$0.00	\$22,563.62	\$294,436.38	7%	\$77,985.65
<i>Transfers In</i>										
<b>3971</b>										
3971.001	Transfer From General Fund	150,000.00	.00	150,000.00	12,500.00	.00	75,000.00	75,000.00	50	99,999.96
3971.136	Transfer from American Rescue Plan Fund	186,000.00	.00	186,000.00	.00	.00	.00	186,000.00	0	81,062.00
<b>3971 - Totals</b>		\$336,000.00	\$0.00	\$336,000.00	\$12,500.00	\$0.00	\$75,000.00	\$261,000.00	22%	\$181,061.96
<i>Transfers In Totals</i>		\$336,000.00	\$0.00	\$336,000.00	\$12,500.00	\$0.00	\$75,000.00	\$261,000.00	22%	\$181,061.96
<b>REVENUE TOTALS</b>		\$4,890,060.00	\$0.00	\$4,890,060.00	\$79,595.07	\$0.00	\$279,574.62	\$4,610,485.38	6%	\$1,594,123.61
Department <b>000 - Revenue Totals</b>		\$4,890,060.00	\$0.00	\$4,890,060.00	\$79,595.07	\$0.00	\$279,574.62	\$4,610,485.38	6%	\$1,594,123.61
Fund <b>110 - Transit Fund Totals</b>		\$4,890,060.00	\$0.00	\$4,890,060.00	\$79,595.07	\$0.00	\$279,574.62	\$4,610,485.38		\$1,594,123.61
<b>Fund 123 - Building Inspection Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	8,536,540.00	.00	8,536,540.00	.00	.00	.00	8,536,540.00	0	.00
<i>Fund Balance Totals</i>		\$8,536,540.00	\$0.00	\$8,536,540.00	\$0.00	\$0.00	\$0.00	\$8,536,540.00	0%	\$0.00
<i>Licenses and Permits</i>										
<b>3221</b>										
3221.101	Building Permits	570,000.00	.00	570,000.00	82,274.63	.00	623,722.58	(53,722.58)	109	719,264.46
3221.102	Mechanical Permits	80,000.00	.00	80,000.00	14,523.30	.00	82,942.82	(2,942.82)	104	90,357.94
3221.105	Plan Check Fees	600,000.00	.00	600,000.00	47,546.02	.00	324,962.46	275,037.54	54	821,341.81
3221.106	Fire Check Fees	225,000.00	.00	225,000.00	.00	.00	100,449.80	124,550.20	45	288,038.30
3221.109	Plan Check--Mechanical	33,000.00	.00	33,000.00	11,861.40	.00	25,219.60	7,780.40	76	33,745.60
3221.110	CET Administrative Fee	30,000.00	.00	30,000.00	4,470.65	.00	32,193.07	(2,193.07)	107	35,094.82
3221.111	Demo Permits	2,000.00	.00	2,000.00	.00	.00	300.00	1,700.00	15	450.00
<b>3221 - Totals</b>		\$1,540,000.00	\$0.00	\$1,540,000.00	\$160,676.00	\$0.00	\$1,189,790.33	\$350,209.67	77%	\$1,988,292.93
<i>Licenses and Permits Totals</i>		\$1,540,000.00	\$0.00	\$1,540,000.00	\$160,676.00	\$0.00	\$1,189,790.33	\$350,209.67	77%	\$1,988,292.93
<i>Intergovernmental</i>										
<b>3891</b>										
3891	Construction Excise Tax	1,000,000.00	.00	1,000,000.00	107,295.60	.00	772,633.43	227,366.57	77	842,275.38
3891.159	State Surcharge	90,000.00	.00	90,000.00	11,613.68	.00	84,824.27	5,175.73	94	97,137.29
3891.259	State Manufactured Home Fee	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
<b>3891 - Totals</b>		\$1,091,000.00	\$0.00	\$1,091,000.00	\$118,909.28	\$0.00	\$857,457.70	\$233,542.30	79%	\$939,412.67
<i>Intergovernmental Totals</i>		\$1,091,000.00	\$0.00	\$1,091,000.00	\$118,909.28	\$0.00	\$857,457.70	\$233,542.30	79%	\$939,412.67





# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 123 - Building Inspection Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	250,000.00	.00	250,000.00	28,821.11	.00	200,620.16	49,379.84	80	345,802.68
3617	Change in Fair Value of Investments	.00	.00	.00	(1,182.09)	.00	38,154.20	(38,154.20)	+++	33,630.98
3699	Other Miscellaneous Income	1,000.00	.00	1,000.00	28.00	.00	28.00	972.00	3	16.25
<i>Miscellaneous Revenue Totals</i>		\$251,000.00	\$0.00	\$251,000.00	\$27,667.02	\$0.00	\$238,802.36	\$12,197.64	95%	\$379,449.91
<b>REVENUE TOTALS</b>		\$11,418,540.00	\$0.00	\$11,418,540.00	\$307,252.30	\$0.00	\$2,286,050.39	\$9,132,489.61	20%	\$3,307,155.51
Department <b>000 - Revenue Totals</b>		\$11,418,540.00	\$0.00	\$11,418,540.00	\$307,252.30	\$0.00	\$2,286,050.39	\$9,132,489.61	20%	\$3,307,155.51
<b>Fund 123 - Building Inspection Fund Totals</b>		\$11,418,540.00	\$0.00	\$11,418,540.00	\$307,252.30	\$0.00	\$2,286,050.39	\$9,132,489.61		\$3,307,155.51
<b>Fund 132 - Asset Forfeiture</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	29,630.00	.00	29,630.00	.00	.00	.00	29,630.00	0	.00
<i>Fund Balance Totals</i>		\$29,630.00	\$0.00	\$29,630.00	\$0.00	\$0.00	\$0.00	\$29,630.00	0%	\$0.00
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	900.00	.00	900.00	101.83	.00	709.97	190.03	79	1,193.62
3617	Change in Fair Value of Investments	.00	.00	.00	(4.17)	.00	136.97	(136.97)	+++	86.16
3692	Confiscated Cash	.00	.00	.00	.00	.00	.00	.00	+++	8,495.52
3693	Sale of Confiscated Prop	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	2,780.00
<i>Miscellaneous Revenue Totals</i>		\$2,700.00	\$0.00	\$2,700.00	\$97.66	\$0.00	\$846.94	\$1,853.06	31%	\$12,555.30
<b>REVENUE TOTALS</b>		\$32,330.00	\$0.00	\$32,330.00	\$97.66	\$0.00	\$846.94	\$31,483.06	3%	\$12,555.30
Department <b>000 - Revenue Totals</b>		\$32,330.00	\$0.00	\$32,330.00	\$97.66	\$0.00	\$846.94	\$31,483.06	3%	\$12,555.30
<b>Fund 132 - Asset Forfeiture Totals</b>		\$32,330.00	\$0.00	\$32,330.00	\$97.66	\$0.00	\$846.94	\$31,483.06		\$12,555.30
<b>Fund 133 - National Opioid Settlement Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Miscellaneous Revenue</i>										
<b>3699</b>										
3699.108	National Opioid Settlement	30,000.00	.00	30,000.00	.00	.00	41,724.40	(11,724.40)	139	.00
<b>3699 - Totals</b>		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$41,724.40	(\$11,724.40)	139%	\$0.00
<i>Miscellaneous Revenue Totals</i>		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$41,724.40	(\$11,724.40)	139%	\$0.00
<i>Transfers In</i>										
<b>3971</b>										
3971.001	Transfer From General Fund	200,000.00	.00	200,000.00	.00	.00	166,479.36	33,520.64	83	.00
<b>3971 - Totals</b>		\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$166,479.36	\$33,520.64	83%	\$0.00
<i>Transfers In Totals</i>		\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$166,479.36	\$33,520.64	83%	\$0.00
<b>REVENUE TOTALS</b>		\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$208,203.76	\$21,796.24	91%	\$0.00





# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 133 - National Opioid Settlement Fund</b>										
	Department 000 - Revenue Totals	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$208,203.76	\$21,796.24	91%	\$0.00
	Fund 133 - National Opioid Settlement Fund Totals	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$0.00	\$208,203.76	\$21,796.24		\$0.00
<b>Fund 136 - American Rescue Plan Fund</b>										
	Department 000 - Revenue									
	REVENUE									
	Fund Balance									
3081	Beginning Fund Balance	1,917,660.00	.00	1,917,660.00	.00	.00	.00	1,917,660.00	0	.00
	Fund Balance Totals	\$1,917,660.00	\$0.00	\$1,917,660.00	\$0.00	\$0.00	\$0.00	\$1,917,660.00	0%	\$0.00
	Miscellaneous Revenue									
3611	Interest from Investments	.00	.00	.00	.00	.00	.00	.00	+++	25,863.42
3617	Change in Fair Value of Investments	.00	.00	.00	.00	.00	.00	.00	+++	12,424.99
	Miscellaneous Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$38,288.41
	REVENUE TOTALS	\$1,917,660.00	\$0.00	\$1,917,660.00	\$0.00	\$0.00	\$0.00	\$1,917,660.00	0%	\$38,288.41
	Department 000 - Revenue Totals	\$1,917,660.00	\$0.00	\$1,917,660.00	\$0.00	\$0.00	\$0.00	\$1,917,660.00	0%	\$38,288.41
	Fund 136 - American Rescue Plan Fund Totals	\$1,917,660.00	\$0.00	\$1,917,660.00	\$0.00	\$0.00	\$0.00	\$1,917,660.00		\$38,288.41
<b>Fund 137 - Housing Rehab Fund</b>										
	Department 000 - Revenue									
	REVENUE									
	Fund Balance									
3081	Beginning Fund Balance	45,790.00	.00	45,790.00	.00	.00	.00	45,790.00	0	.00
	Fund Balance Totals	\$45,790.00	\$0.00	\$45,790.00	\$0.00	\$0.00	\$0.00	\$45,790.00	0%	\$0.00
	Miscellaneous Revenue									
3611	Interest from Investments	1,300.00	.00	1,300.00	197.84	.00	1,277.96	22.04	98	1,848.12
3617	Change in Fair Value of Investments	.00	.00	.00	(7.48)	.00	211.47	(211.47)	+++	148.48
	Miscellaneous Revenue Totals	\$1,300.00	\$0.00	\$1,300.00	\$190.36	\$0.00	\$1,489.43	(\$189.43)	115%	\$1,996.60
	Other Financing Sources									
<b>3824</b>										
3824.010	Loan Payback 2010	8,000.00	.00	8,000.00	9,800.00	.00	20,028.93	(12,028.93)	250	18,752.12
	3824 - Totals	\$8,000.00	\$0.00	\$8,000.00	\$9,800.00	\$0.00	\$20,028.93	(\$12,028.93)	250%	\$18,752.12
	Other Financing Sources Totals	\$8,000.00	\$0.00	\$8,000.00	\$9,800.00	\$0.00	\$20,028.93	(\$12,028.93)	250%	\$18,752.12
	REVENUE TOTALS	\$55,090.00	\$0.00	\$55,090.00	\$9,990.36	\$0.00	\$21,518.36	\$33,571.64	39%	\$20,748.72
	Department 000 - Revenue Totals	\$55,090.00	\$0.00	\$55,090.00	\$9,990.36	\$0.00	\$21,518.36	\$33,571.64	39%	\$20,748.72
	Fund 137 - Housing Rehab Fund Totals	\$55,090.00	\$0.00	\$55,090.00	\$9,990.36	\$0.00	\$21,518.36	\$33,571.64		\$20,748.72
<b>Fund 140 - Street Fund</b>										
	Department 000 - Revenue									
	REVENUE									
	Fund Balance									
3081	Beginning Fund Balance	6,909,170.00	.00	6,909,170.00	.00	.00	.00	6,909,170.00	0	.00
	Fund Balance Totals	\$6,909,170.00	\$0.00	\$6,909,170.00	\$0.00	\$0.00	\$0.00	\$6,909,170.00	0%	\$0.00



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 140 - Street Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Taxes</i>										
3171	City Gas Tax	110,000.00	.00	110,000.00	4,721.38	.00	45,194.55	64,805.45	41	109,191.19
	<i>Taxes Totals</i>	<b>\$110,000.00</b>	<b>\$0.00</b>	<b>\$110,000.00</b>	<b>\$4,721.38</b>	<b>\$0.00</b>	<b>\$45,194.55</b>	<b>\$64,805.45</b>	<b>41%</b>	<b>\$109,191.19</b>
<i>Licenses and Permits</i>										
3223	Curb Cuts and Bores	100.00	.00	100.00	67.00	.00	201.00	(101.00)	201	67.00
	<i>Licenses and Permits Totals</i>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$67.00</b>	<b>\$0.00</b>	<b>\$201.00</b>	<b>(\$101.00)</b>	<b>201%</b>	<b>\$67.00</b>
<i>Intergovernmental</i>										
<b>3333</b>										
3333.001	DoT Fund Exchange	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	1,714,965.12
	<b>3333 - Totals</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>0%</b>	<b>\$1,714,965.12</b>
3361	State Gas Tax	2,080,000.00	.00	2,080,000.00	200,503.00	.00	943,103.70	1,136,896.30	45	2,128,408.79
	<i>Intergovernmental Totals</i>	<b>\$2,380,000.00</b>	<b>\$0.00</b>	<b>\$2,380,000.00</b>	<b>\$200,503.00</b>	<b>\$0.00</b>	<b>\$943,103.70</b>	<b>\$1,436,896.30</b>	<b>40%</b>	<b>\$3,843,373.91</b>
<i>Franchise Fees</i>										
3141	Privilege Tax, PGE	348,000.00	.00	348,000.00	.00	.00	.00	348,000.00	0	356,743.11
3142	Privilege Tax, NW Natural	160,000.00	.00	160,000.00	.00	.00	20,040.93	139,959.07	13	158,286.95
	<i>Franchise Fees Totals</i>	<b>\$508,000.00</b>	<b>\$0.00</b>	<b>\$508,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,040.93</b>	<b>\$487,959.07</b>	<b>4%</b>	<b>\$515,030.06</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	115,000.00	.00	115,000.00	23,543.94	.00	165,204.61	(50,204.61)	144	251,338.65
3617	Change in Fair Value of Investments	.00	.00	.00	(959.39)	.00	32,253.89	(32,253.89)	+++	23,935.48
3654	Garage WO Revenue	60,000.00	.00	60,000.00	23,826.28	.00	50,248.34	9,751.66	84	71,175.49
3678	Developer Contributions	.00	.00	.00	.00	.00	.00	.00	+++	31,418.00
3699	Other Miscellaneous Income	500.00	.00	500.00	.00	.00	1,246.55	(746.55)	249	602.52
	<i>Miscellaneous Revenue Totals</i>	<b>\$175,500.00</b>	<b>\$0.00</b>	<b>\$175,500.00</b>	<b>\$46,410.83</b>	<b>\$0.00</b>	<b>\$248,953.39</b>	<b>(\$73,453.39)</b>	<b>142%</b>	<b>\$378,470.14</b>
<i>Transfers In</i>										
<b>3971</b>										
3971.470	Transfer From Water	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
3971.472	Transfer From Sewer	120,000.00	.00	120,000.00	10,000.00	.00	60,000.00	60,000.00	50	90,000.00
	<b>3971 - Totals</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$90,000.00</b>	<b>40%</b>	<b>\$90,000.00</b>
	<i>Transfers In Totals</i>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$90,000.00</b>	<b>40%</b>	<b>\$90,000.00</b>
	<b>REVENUE TOTALS</b>	<b>\$10,232,770.00</b>	<b>\$0.00</b>	<b>\$10,232,770.00</b>	<b>\$261,702.21</b>	<b>\$0.00</b>	<b>\$1,317,493.57</b>	<b>\$8,915,276.43</b>	<b>13%</b>	<b>\$4,936,132.30</b>
	Department <b>000 - Revenue Totals</b>	<b>\$10,232,770.00</b>	<b>\$0.00</b>	<b>\$10,232,770.00</b>	<b>\$261,702.21</b>	<b>\$0.00</b>	<b>\$1,317,493.57</b>	<b>\$8,915,276.43</b>	<b>13%</b>	<b>\$4,936,132.30</b>
	Fund <b>140 - Street Fund Totals</b>	<b>\$10,232,770.00</b>	<b>\$0.00</b>	<b>\$10,232,770.00</b>	<b>\$261,702.21</b>	<b>\$0.00</b>	<b>\$1,317,493.57</b>	<b>\$8,915,276.43</b>		<b>\$4,936,132.30</b>
<b>Fund 250 - GO Debt Service Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	.00
	<i>Fund Balance Totals</i>	<b>\$48,000.00</b>	<b>\$0.00</b>	<b>\$48,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,000.00</b>	<b>0%</b>	<b>\$0.00</b>



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 250 - GO Debt Service Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Taxes</i>										
3111	Property Tax - Current	.00	.00	.00	.00	.00	.00	.00	+++	613,456.68
3112	Property Tax - Delinquent	.00	.00	.00	.00	.00	.00	.00	+++	11,523.23
<i>Taxes Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$624,979.91
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	.00	.00	.00	.00	.00	.00	.00	+++	7,094.55
3617	Change in Fair Value of Investments	.00	.00	.00	.00	.00	.00	.00	+++	2,360.55
<i>Miscellaneous Revenue Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,455.10
<b>REVENUE TOTALS</b>		\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	0%	\$634,435.01
Department <b>000 - Revenue Totals</b>		\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	0%	\$634,435.01
Fund <b>250 - GO Debt Service Fund Totals</b>		\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00		\$634,435.01
<b>Fund 358 - General Cap Const Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Intergovernmental</i>										
3332	Federal Grants	1,700,000.00	.00	1,700,000.00	.00	.00	.00	1,700,000.00	0	.00
3341	State Grants	725,000.00	.00	725,000.00	.00	.00	47,300.96	677,699.04	7	.00
<i>Intergovernmental Totals</i>		\$2,425,000.00	\$0.00	\$2,425,000.00	\$0.00	\$0.00	\$47,300.96	\$2,377,699.04	2%	\$0.00
<i>Miscellaneous Revenue</i>										
3678	Developer Contributions	.00	.00	.00	.00	.00	.00	.00	+++	106,090.00
3699	Other Miscellaneous Income	.00	.00	.00	.00	.00	316.23	(316.23)	+++	.00
<i>Miscellaneous Revenue Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$316.23	(\$316.23)	+++	\$106,090.00
<i>Transfers In</i>										
<b>3971</b>										
3971.001	Transfer From General Fund	612,600.00	.00	612,600.00	709.01	.00	253,704.80	358,895.20	41	66,470.00
3971.123	Transfer From Building	420,000.00	.00	420,000.00	750.38	.00	351,459.34	68,540.66	84	.00
3971.136	Transfer from American Rescue Plan Fund	120,000.00	.00	120,000.00	.00	.00	.00	120,000.00	0	81,978.88
3971.364	Transfer From Parks SDC	937,400.00	.00	937,400.00	5,481.87	.00	29,853.39	907,546.61	3	80,298.25
3971.376	Transfer From Street SDC	200,000.00	.00	200,000.00	24.71	.00	240.99	199,759.01	0	20,241.59
<b>3971 - Totals</b>		\$2,290,000.00	\$0.00	\$2,290,000.00	\$6,965.97	\$0.00	\$635,258.52	\$1,654,741.48	28%	\$248,988.72
<i>Transfers In Totals</i>		\$2,290,000.00	\$0.00	\$2,290,000.00	\$6,965.97	\$0.00	\$635,258.52	\$1,654,741.48	28%	\$248,988.72
<b>REVENUE TOTALS</b>		\$4,715,000.00	\$0.00	\$4,715,000.00	\$6,965.97	\$0.00	\$682,875.71	\$4,032,124.29	14%	\$355,078.72
Department <b>000 - Revenue Totals</b>		\$4,715,000.00	\$0.00	\$4,715,000.00	\$6,965.97	\$0.00	\$682,875.71	\$4,032,124.29	14%	\$355,078.72
Fund <b>358 - General Cap Const Fund Totals</b>		\$4,715,000.00	\$0.00	\$4,715,000.00	\$6,965.97	\$0.00	\$682,875.71	\$4,032,124.29		\$355,078.72



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 359 - Community Center Cap Const Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Intergovernmental</i>										
3341	State Grants	1,740,000.00	.00	1,740,000.00	.00	.00	.00	1,740,000.00	0	.00
<i>Intergovernmental Totals</i>		\$1,740,000.00	\$0.00	\$1,740,000.00	\$0.00	\$0.00	\$0.00	\$1,740,000.00	0%	\$0.00
<i>Transfers In</i>										
<b>3971</b>										
3971.001	Transfer From General Fund	1,000,000.00	.00	1,000,000.00	.00	.00	.00	1,000,000.00	0	.00
3971.136	Transfer from American Rescue Plan Fund	385,000.00	.00	385,000.00	.00	.00	.00	385,000.00	0	.00
<b>3971 - Totals</b>		\$1,385,000.00	\$0.00	\$1,385,000.00	\$0.00	\$0.00	\$0.00	\$1,385,000.00	0%	\$0.00
<i>Transfers In Totals</i>		\$1,385,000.00	\$0.00	\$1,385,000.00	\$0.00	\$0.00	\$0.00	\$1,385,000.00	0%	\$0.00
<b>REVENUE TOTALS</b>		\$3,125,000.00	\$0.00	\$3,125,000.00	\$0.00	\$0.00	\$0.00	\$3,125,000.00	0%	\$0.00
Department <b>000 - Revenue Totals</b>		\$3,125,000.00	\$0.00	\$3,125,000.00	\$0.00	\$0.00	\$0.00	\$3,125,000.00	0%	\$0.00
Fund <b>359 - Community Center Cap Const Fund Totals</b>		\$3,125,000.00	\$0.00	\$3,125,000.00	\$0.00	\$0.00	\$0.00	\$3,125,000.00		\$0.00
<b>Fund 360 - Special Assessment Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	44,670.00	.00	44,670.00	.00	.00	.00	44,670.00	0	.00
<i>Fund Balance Totals</i>		\$44,670.00	\$0.00	\$44,670.00	\$0.00	\$0.00	\$0.00	\$44,670.00	0%	\$0.00
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	1,300.00	.00	1,300.00	153.23	.00	1,057.11	242.89	81	1,842.81
3614	Special Assessment-Intere	1,600.00	.00	1,600.00	200.00	.00	1,200.00	400.00	75	2,400.00
3617	Change in Fair Value of Investments	.00	.00	.00	(6.25)	.00	204.18	(204.18)	+++	181.47
3681	Special Assessment Princi	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
<i>Miscellaneous Revenue Totals</i>		\$3,100.00	\$0.00	\$3,100.00	\$346.98	\$0.00	\$2,461.29	\$638.71	79%	\$4,424.28
<b>REVENUE TOTALS</b>		\$47,770.00	\$0.00	\$47,770.00	\$346.98	\$0.00	\$2,461.29	\$45,308.71	5%	\$4,424.28
Department <b>000 - Revenue Totals</b>		\$47,770.00	\$0.00	\$47,770.00	\$346.98	\$0.00	\$2,461.29	\$45,308.71	5%	\$4,424.28
Fund <b>360 - Special Assessment Fund Totals</b>		\$47,770.00	\$0.00	\$47,770.00	\$346.98	\$0.00	\$2,461.29	\$45,308.71		\$4,424.28
<b>Fund 363 - Street &amp; Storm Cap Const Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	1,032,990.00	.00	1,032,990.00	.00	.00	.00	1,032,990.00	0	.00
<i>Fund Balance Totals</i>		\$1,032,990.00	\$0.00	\$1,032,990.00	\$0.00	\$0.00	\$0.00	\$1,032,990.00	0%	\$0.00
<i>Intergovernmental</i>										
<b>3333</b>										
3333.001	DoT Fund Exchange	.00	.00	.00	.00	.00	.00	.00	+++	667,833.00
<b>3333 - Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$667,833.00
3341	State Grants	1,000,000.00	.00	1,000,000.00	.00	.00	.00	1,000,000.00	0	.00



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 363 - Street &amp; Storm Cap Const Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Intergovernmental</i>										
3351	Grants	.00	.00	.00	.00	.00	.00	.00	+++	122,728.50
<i>Intergovernmental Totals</i>		\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	0%	\$790,561.50
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	30,000.00	.00	30,000.00	6,746.19	.00	46,138.45	(16,138.45)	154	58,223.12
3617	Change in Fair Value of Investments	.00	.00	.00	(274.95)	.00	8,388.26	(8,388.26)	+++	640.42
3678	Developer Contributions	.00	.00	.00	1,450.00	.00	107,700.60	(107,700.60)	+++	640,924.17
<i>Miscellaneous Revenue Totals</i>		\$30,000.00	\$0.00	\$30,000.00	\$7,921.24	\$0.00	\$162,227.31	(\$132,227.31)	541%	\$699,787.71
<i>Transfers In</i>										
<b>3971</b>										
3971.140	Transfer From Street	1,007,000.00	.00	1,007,000.00	259.53	.00	209,375.37	797,624.63	21	.00
3971.376	Transfer From Street SDC	1,285,000.00	.00	1,285,000.00	1,176.54	.00	7,163.12	1,277,836.88	1	168,325.54
3971.377	Transfer From Storm SDC	70,000.00	.00	70,000.00	34.60	.00	432.63	69,567.37	1	45,364.91
<b>3971 - Totals</b>		\$2,362,000.00	\$0.00	\$2,362,000.00	\$1,470.67	\$0.00	\$216,971.12	\$2,145,028.88	9%	\$213,690.45
<i>Transfers In Totals</i>		\$2,362,000.00	\$0.00	\$2,362,000.00	\$1,470.67	\$0.00	\$216,971.12	\$2,145,028.88	9%	\$213,690.45
<b>REVENUE TOTALS</b>		\$4,424,990.00	\$0.00	\$4,424,990.00	\$9,391.91	\$0.00	\$379,198.43	\$4,045,791.57	9%	\$1,704,039.66
Department <b>000 - Revenue Totals</b>		\$4,424,990.00	\$0.00	\$4,424,990.00	\$9,391.91	\$0.00	\$379,198.43	\$4,045,791.57	9%	\$1,704,039.66
Fund <b>363 - Street &amp; Storm Cap Const Fund Totals</b>		\$4,424,990.00	\$0.00	\$4,424,990.00	\$9,391.91	\$0.00	\$379,198.43	\$4,045,791.57		\$1,704,039.66
<b>Fund 364 - Parks SDC Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	6,345,680.00	.00	6,345,680.00	.00	.00	.00	6,345,680.00	0	.00
<i>Fund Balance Totals</i>		\$6,345,680.00	\$0.00	\$6,345,680.00	\$0.00	\$0.00	\$0.00	\$6,345,680.00	0%	\$0.00
<i>Charges for Goods and Services</i>										
<b>3458</b>										
3458.501	Park's SDC's	1,700,000.00	.00	1,700,000.00	107,249.00	.00	1,550,485.00	149,515.00	91	2,142,615.00
<b>3458 - Totals</b>		\$1,700,000.00	\$0.00	\$1,700,000.00	\$107,249.00	\$0.00	\$1,550,485.00	\$149,515.00	91%	\$2,142,615.00
<i>Charges for Goods and Services Totals</i>		\$1,700,000.00	\$0.00	\$1,700,000.00	\$107,249.00	\$0.00	\$1,550,485.00	\$149,515.00	91%	\$2,142,615.00
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	100,000.00	.00	100,000.00	26,936.97	.00	177,534.28	(77,534.28)	178	260,771.53
3617	Change in Fair Value of Investments	.00	.00	.00	(1,086.96)	.00	30,296.73	(30,296.73)	+++	20,136.18
<i>Miscellaneous Revenue Totals</i>		\$100,000.00	\$0.00	\$100,000.00	\$25,850.01	\$0.00	\$207,831.01	(\$107,831.01)	208%	\$280,907.71
<b>REVENUE TOTALS</b>		\$8,145,680.00	\$0.00	\$8,145,680.00	\$133,099.01	\$0.00	\$1,758,316.01	\$6,387,363.99	22%	\$2,423,522.71
Department <b>000 - Revenue Totals</b>		\$8,145,680.00	\$0.00	\$8,145,680.00	\$133,099.01	\$0.00	\$1,758,316.01	\$6,387,363.99	22%	\$2,423,522.71
Fund <b>364 - Parks SDC Fund Totals</b>		\$8,145,680.00	\$0.00	\$8,145,680.00	\$133,099.01	\$0.00	\$1,758,316.01	\$6,387,363.99		\$2,423,522.71



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 376 - Transportation SDC Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	14,980,710.00	.00	14,980,710.00	.00	.00	.00	14,980,710.00	0	.00
<i>Fund Balance Totals</i>		\$14,980,710.00	\$0.00	\$14,980,710.00	\$0.00	\$0.00	\$0.00	\$14,980,710.00	0%	\$0.00
<i>Charges for Goods and Services</i>										
<b>3458</b>										
3458.101	Transportation Impact Fees	1,150,000.00	.00	1,150,000.00	241,019.14	.00	2,147,053.72	(997,053.72)	187	2,364,370.34
<b>3458 - Totals</b>		\$1,150,000.00	\$0.00	\$1,150,000.00	\$241,019.14	\$0.00	\$2,147,053.72	(\$997,053.72)	187%	\$2,364,370.34
<i>Charges for Goods and Services Totals</i>		\$1,150,000.00	\$0.00	\$1,150,000.00	\$241,019.14	\$0.00	\$2,147,053.72	(\$997,053.72)	187%	\$2,364,370.34
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	300,000.00	.00	300,000.00	60,993.20	.00	406,176.25	(106,176.25)	135	642,083.68
3617	Change in Fair Value of Investments	.00	.00	.00	(2,447.54)	.00	72,894.68	(72,894.68)	+++	59,096.15
<i>Miscellaneous Revenue Totals</i>		\$300,000.00	\$0.00	\$300,000.00	\$58,545.66	\$0.00	\$479,070.93	(\$179,070.93)	160%	\$701,179.83
<b>REVENUE TOTALS</b>		\$16,430,710.00	\$0.00	\$16,430,710.00	\$299,564.80	\$0.00	\$2,626,124.65	\$13,804,585.35	16%	\$3,065,550.17
Department <b>000 - Revenue Totals</b>		\$16,430,710.00	\$0.00	\$16,430,710.00	\$299,564.80	\$0.00	\$2,626,124.65	\$13,804,585.35	16%	\$3,065,550.17
Fund <b>376 - Transportation SDC Fund Totals</b>		\$16,430,710.00	\$0.00	\$16,430,710.00	\$299,564.80	\$0.00	\$2,626,124.65	\$13,804,585.35		\$3,065,550.17
<b>Fund 377 - Storm SDC Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	1,052,570.00	.00	1,052,570.00	.00	.00	.00	1,052,570.00	0	.00
<i>Fund Balance Totals</i>		\$1,052,570.00	\$0.00	\$1,052,570.00	\$0.00	\$0.00	\$0.00	\$1,052,570.00	0%	\$0.00
<i>Charges for Goods and Services</i>										
<b>3458</b>										
3458.201	Storm SDC's	50,000.00	.00	50,000.00	6,655.00	.00	56,057.71	(6,057.71)	112	61,794.48
<b>3458 - Totals</b>		\$50,000.00	\$0.00	\$50,000.00	\$6,655.00	\$0.00	\$56,057.71	(\$6,057.71)	112%	\$61,794.48
<i>Charges for Goods and Services Totals</i>		\$50,000.00	\$0.00	\$50,000.00	\$6,655.00	\$0.00	\$56,057.71	(\$6,057.71)	112%	\$61,794.48
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	25,000.00	.00	25,000.00	3,288.28	.00	23,456.45	1,543.55	94	46,885.04
3617	Change in Fair Value of Investments	.00	.00	.00	(139.23)	.00	4,674.70	(4,674.70)	+++	5,435.19
<i>Miscellaneous Revenue Totals</i>		\$25,000.00	\$0.00	\$25,000.00	\$3,149.05	\$0.00	\$28,131.15	(\$3,131.15)	113%	\$52,320.23
<b>REVENUE TOTALS</b>		\$1,127,570.00	\$0.00	\$1,127,570.00	\$9,804.05	\$0.00	\$84,188.86	\$1,043,381.14	7%	\$114,114.71
Department <b>000 - Revenue Totals</b>		\$1,127,570.00	\$0.00	\$1,127,570.00	\$9,804.05	\$0.00	\$84,188.86	\$1,043,381.14	7%	\$114,114.71
Fund <b>377 - Storm SDC Fund Totals</b>		\$1,127,570.00	\$0.00	\$1,127,570.00	\$9,804.05	\$0.00	\$84,188.86	\$1,043,381.14		\$114,114.71



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 465 - Sewer Cap Const Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Transfers In</i>										
<b>3971</b>										
3971.140	Transfer From Street	1,000,000.00	.00	1,000,000.00	2,165.28	.00	2,712.35	997,287.65	0	.00
3971.472	Transfer From Sewer	6,160,000.00	.00	6,160,000.00	173.02	.00	20,092.28	6,139,907.72	0	116,387.12
3971.475	Transfer From Sewer SDC	3,660,000.00	.00	3,660,000.00	2,381.80	.00	10,093.42	3,649,906.58	0	.00
<b>3971 - Totals</b>		<b>\$10,820,000.00</b>	<b>\$0.00</b>	<b>\$10,820,000.00</b>	<b>\$4,720.10</b>	<b>\$0.00</b>	<b>\$32,898.05</b>	<b>\$10,787,101.95</b>	<b>0%</b>	<b>\$116,387.12</b>
<i>Transfers In Totals</i>		<i>\$10,820,000.00</i>	<i>\$0.00</i>	<i>\$10,820,000.00</i>	<i>\$4,720.10</i>	<i>\$0.00</i>	<i>\$32,898.05</i>	<i>\$10,787,101.95</i>	<i>0%</i>	<i>\$116,387.12</i>
<b>REVENUE TOTALS</b>		<b>\$10,820,000.00</b>	<b>\$0.00</b>	<b>\$10,820,000.00</b>	<b>\$4,720.10</b>	<b>\$0.00</b>	<b>\$32,898.05</b>	<b>\$10,787,101.95</b>	<b>0%</b>	<b>\$116,387.12</b>
Department <b>000 - Revenue Totals</b>		<b>\$10,820,000.00</b>	<b>\$0.00</b>	<b>\$10,820,000.00</b>	<b>\$4,720.10</b>	<b>\$0.00</b>	<b>\$32,898.05</b>	<b>\$10,787,101.95</b>	<b>0%</b>	<b>\$116,387.12</b>
Fund <b>465 - Sewer Cap Const Fund Totals</b>		<b>\$10,820,000.00</b>	<b>\$0.00</b>	<b>\$10,820,000.00</b>	<b>\$4,720.10</b>	<b>\$0.00</b>	<b>\$32,898.05</b>	<b>\$10,787,101.95</b>		<b>\$116,387.12</b>
<b>Fund 466 - Water Cap Const Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	723,000.00	.00	723,000.00	.00	.00	.00	723,000.00	0	.00
<i>Fund Balance Totals</i>		<i>\$723,000.00</i>	<i>\$0.00</i>	<i>\$723,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$723,000.00</i>	<i>0%</i>	<i>\$0.00</i>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	9,831.84
3617	Change in Fair Value of Investments	.00	.00	.00	.00	.00	.00	.00	+++	1,287.19
<i>Miscellaneous Revenue Totals</i>		<i>\$9,000.00</i>	<i>\$0.00</i>	<i>\$9,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$9,000.00</i>	<i>0%</i>	<i>\$11,119.03</i>
<i>Transfers In</i>										
<b>3971</b>										
3971.470	Transfer From Water	2,575,000.00	.00	2,575,000.00	.00	.00	420.09	2,574,579.91	0	78,542.84
3971.474	Transfer From Water SDC	936,450.00	.00	936,450.00	259.53	.00	42,728.90	893,721.10	5	875,374.69
<b>3971 - Totals</b>		<b>\$3,511,450.00</b>	<b>\$0.00</b>	<b>\$3,511,450.00</b>	<b>\$259.53</b>	<b>\$0.00</b>	<b>\$43,148.99</b>	<b>\$3,468,301.01</b>	<b>1%</b>	<b>\$953,917.53</b>
<i>Transfers In Totals</i>		<i>\$3,511,450.00</i>	<i>\$0.00</i>	<i>\$3,511,450.00</i>	<i>\$259.53</i>	<i>\$0.00</i>	<i>\$43,148.99</i>	<i>\$3,468,301.01</i>	<i>1%</i>	<i>\$953,917.53</i>
<b>REVENUE TOTALS</b>		<b>\$4,243,450.00</b>	<b>\$0.00</b>	<b>\$4,243,450.00</b>	<b>\$259.53</b>	<b>\$0.00</b>	<b>\$43,148.99</b>	<b>\$4,200,301.01</b>	<b>1%</b>	<b>\$965,036.56</b>
Department <b>000 - Revenue Totals</b>		<b>\$4,243,450.00</b>	<b>\$0.00</b>	<b>\$4,243,450.00</b>	<b>\$259.53</b>	<b>\$0.00</b>	<b>\$43,148.99</b>	<b>\$4,200,301.01</b>	<b>1%</b>	<b>\$965,036.56</b>
Fund <b>466 - Water Cap Const Fund Totals</b>		<b>\$4,243,450.00</b>	<b>\$0.00</b>	<b>\$4,243,450.00</b>	<b>\$259.53</b>	<b>\$0.00</b>	<b>\$43,148.99</b>	<b>\$4,200,301.01</b>		<b>\$965,036.56</b>
<b>Fund 470 - Water Fund</b>										
Department <b>000 - Revenue</b>										
REVENUE										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	1,671,740.00	.00	1,671,740.00	.00	.00	.00	1,671,740.00	0	.00
<i>Fund Balance Totals</i>		<i>\$1,671,740.00</i>	<i>\$0.00</i>	<i>\$1,671,740.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,671,740.00</i>	<i>0%</i>	<i>\$0.00</i>
<i>Charges for Goods and Services</i>										
<b>3434</b>										
3434.101	Water Sales Revenue	5,453,300.00	.00	5,453,300.00	375,807.28	.00	3,118,983.74	2,334,316.26	57	5,170,429.64





# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 470 - Water Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Charges for Goods and Services</i>										
<b>3434</b>										
3434.102	New Services	54,000.00	.00	54,000.00	12,720.84	.00	78,253.70	(24,253.70)	145	88,674.51
3434.103	Re-connection Fees	21,000.00	.00	21,000.00	2,065.00	.00	11,320.00	9,680.00	54	21,205.00
3434.104	Vacations	2,200.00	.00	2,200.00	700.00	.00	1,750.00	450.00	80	2,590.00
3434.106	NSF Check Fee	1,000.00	.00	1,000.00	215.00	.00	990.00	10.00	99	1,505.00
3434.108	Bulk Water Sales	2,000.00	.00	2,000.00	.00	.00	1,143.97	856.03	57	89,062.54
3434.111	Collections	500.00	.00	500.00	.00	.00	(41.25)	541.25	-8	956.93
3434.112	Late Fees	75,000.00	.00	75,000.00	6,105.00	.00	38,105.00	36,895.00	51	74,410.00
<b>3434 - Totals</b>		<b>\$5,609,000.00</b>	<b>\$0.00</b>	<b>\$5,609,000.00</b>	<b>\$397,613.12</b>	<b>\$0.00</b>	<b>\$3,250,505.16</b>	<b>\$2,358,494.84</b>	<b>58%</b>	<b>\$5,448,833.62</b>
<i>Charges for Goods and Services Totals</i>		<b>\$5,609,000.00</b>	<b>\$0.00</b>	<b>\$5,609,000.00</b>	<b>\$397,613.12</b>	<b>\$0.00</b>	<b>\$3,250,505.16</b>	<b>\$2,358,494.84</b>	<b>58%</b>	<b>\$5,448,833.62</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	55,000.00	.00	55,000.00	12,239.53	.00	70,064.36	(15,064.36)	127	72,189.18
3617	Change in Fair Value of Investments	.00	.00	.00	(473.33)	.00	9,345.21	(9,345.21)	+++	7,954.40
3625	Facilities Rent	60,000.00	.00	60,000.00	6,296.91	.00	26,966.50	33,033.50	45	67,814.24
3699	Other Miscellaneous Income	4,000.00	.00	4,000.00	.00	.00	96.85	3,903.15	2	1,662.83
<i>Miscellaneous Revenue Totals</i>		<b>\$119,000.00</b>	<b>\$0.00</b>	<b>\$119,000.00</b>	<b>\$18,063.11</b>	<b>\$0.00</b>	<b>\$106,472.92</b>	<b>\$12,527.08</b>	<b>89%</b>	<b>\$149,620.65</b>
<b>REVENUE TOTALS</b>		<b>\$7,399,740.00</b>	<b>\$0.00</b>	<b>\$7,399,740.00</b>	<b>\$415,676.23</b>	<b>\$0.00</b>	<b>\$3,356,978.08</b>	<b>\$4,042,761.92</b>	<b>45%</b>	<b>\$5,598,454.27</b>
Department <b>000 - Revenue Totals</b>		<b>\$7,399,740.00</b>	<b>\$0.00</b>	<b>\$7,399,740.00</b>	<b>\$415,676.23</b>	<b>\$0.00</b>	<b>\$3,356,978.08</b>	<b>\$4,042,761.92</b>	<b>45%</b>	<b>\$5,598,454.27</b>
Fund <b>470 - Water Fund Totals</b>		<b>\$7,399,740.00</b>	<b>\$0.00</b>	<b>\$7,399,740.00</b>	<b>\$415,676.23</b>	<b>\$0.00</b>	<b>\$3,356,978.08</b>	<b>\$4,042,761.92</b>		<b>\$5,598,454.27</b>
<b>Fund 472 - Sewer Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	22,186,360.00	.00	22,186,360.00	.00	.00	.00	22,186,360.00	0	.00
<i>Fund Balance Totals</i>		<b>\$22,186,360.00</b>	<b>\$0.00</b>	<b>\$22,186,360.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,186,360.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Charges for Goods and Services</i>										
<b>3434</b>										
3434.112	Late Fees	75,000.00	.00	75,000.00	6,105.00	.00	38,105.00	36,895.00	51	74,410.00
<b>3434 - Totals</b>		<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$6,105.00</b>	<b>\$0.00</b>	<b>\$38,105.00</b>	<b>\$36,895.00</b>	<b>51%</b>	<b>\$74,410.00</b>
<b>3435</b>										
3435.101	Sewer System Revenue	10,386,860.00	.00	10,386,860.00	800,878.07	.00	5,034,919.28	5,351,940.72	48	10,227,880.14
3435.103	Septage Dumping	120,000.00	.00	120,000.00	8,146.32	.00	56,579.49	63,420.51	47	178,072.28
3435.111	Collections	500.00	.00	500.00	.00	.00	(41.25)	541.25	-8	956.98
<b>3435 - Totals</b>		<b>\$10,507,360.00</b>	<b>\$0.00</b>	<b>\$10,507,360.00</b>	<b>\$809,024.39</b>	<b>\$0.00</b>	<b>\$5,091,457.52</b>	<b>\$5,415,902.48</b>	<b>48%</b>	<b>\$10,406,909.40</b>
<i>Charges for Goods and Services Totals</i>		<b>\$10,582,360.00</b>	<b>\$0.00</b>	<b>\$10,582,360.00</b>	<b>\$815,129.39</b>	<b>\$0.00</b>	<b>\$5,129,562.52</b>	<b>\$5,452,797.48</b>	<b>48%</b>	<b>\$10,481,319.40</b>
<i>Fines and Forfeits</i>										
3535	Sewer Discharge Fines	.00	.00	.00	.00	.00	.00	.00	+++	100.00





# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 472 - Sewer Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
	<i>Fines and Forfeits Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$100.00
	<i>Miscellaneous Revenue</i>									
3611	Interest from Investments	550,000.00	.00	550,000.00	82,747.06	.00	553,799.60	(3,799.60)	101	849,305.04
3617	Change in Fair Value of Investments	.00	.00	.00	(3,340.04)	.00	101,230.19	(101,230.19)	+++	70,384.72
<b>3699</b>										
3699.472	PGE Energy Partner Program (WWTP)	5,600.00	.00	5,600.00	2,155.76	.00	3,359.99	2,240.01	60	7,591.34
	<b>3699 - Totals</b>	\$5,600.00	\$0.00	\$5,600.00	\$2,155.76	\$0.00	\$3,359.99	\$2,240.01	60%	\$7,591.34
	<i>Miscellaneous Revenue Totals</i>	\$555,600.00	\$0.00	\$555,600.00	\$81,562.78	\$0.00	\$658,389.78	(\$102,789.78)	119%	\$927,281.10
	<b>REVENUE TOTALS</b>	\$33,324,320.00	\$0.00	\$33,324,320.00	\$896,692.17	\$0.00	\$5,787,952.30	\$27,536,367.70	17%	\$11,408,700.50
	Department <b>000 - Revenue Totals</b>	\$33,324,320.00	\$0.00	\$33,324,320.00	\$896,692.17	\$0.00	\$5,787,952.30	\$27,536,367.70	17%	\$11,408,700.50
	Fund <b>472 - Sewer Fund Totals</b>	\$33,324,320.00	\$0.00	\$33,324,320.00	\$896,692.17	\$0.00	\$5,787,952.30	\$27,536,367.70		\$11,408,700.50
<b>Fund 474 - Water SDC Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
	<i>Fund Balance</i>									
3081	Beginning Fund Balance	3,809,790.00	.00	3,809,790.00	.00	.00	.00	3,809,790.00	0	.00
	<i>Fund Balance Totals</i>	\$3,809,790.00	\$0.00	\$3,809,790.00	\$0.00	\$0.00	\$0.00	\$3,809,790.00	0%	\$0.00
	<i>Charges for Goods and Services</i>									
<b>3458</b>										
3458.301	Water SDC's	755,000.00	.00	755,000.00	139,354.00	.00	1,033,328.00	(278,328.00)	137	900,578.60
	<b>3458 - Totals</b>	\$755,000.00	\$0.00	\$755,000.00	\$139,354.00	\$0.00	\$1,033,328.00	(\$278,328.00)	137%	\$900,578.60
	<i>Charges for Goods and Services Totals</i>	\$755,000.00	\$0.00	\$755,000.00	\$139,354.00	\$0.00	\$1,033,328.00	(\$278,328.00)	137%	\$900,578.60
	<i>Miscellaneous Revenue</i>									
3611	Interest from Investments	130,000.00	.00	130,000.00	16,608.05	.00	108,555.40	21,444.60	84	177,813.81
3617	Change in Fair Value of Investments	.00	.00	.00	(659.83)	.00	19,316.08	(19,316.08)	+++	19,745.37
	<i>Miscellaneous Revenue Totals</i>	\$130,000.00	\$0.00	\$130,000.00	\$15,948.22	\$0.00	\$127,871.48	\$2,128.52	98%	\$197,559.18
	<b>REVENUE TOTALS</b>	\$4,694,790.00	\$0.00	\$4,694,790.00	\$155,302.22	\$0.00	\$1,161,199.48	\$3,533,590.52	25%	\$1,098,137.78
	Department <b>000 - Revenue Totals</b>	\$4,694,790.00	\$0.00	\$4,694,790.00	\$155,302.22	\$0.00	\$1,161,199.48	\$3,533,590.52	25%	\$1,098,137.78
	Fund <b>474 - Water SDC Fund Totals</b>	\$4,694,790.00	\$0.00	\$4,694,790.00	\$155,302.22	\$0.00	\$1,161,199.48	\$3,533,590.52		\$1,098,137.78
<b>Fund 475 - Sewer SDC Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
	<i>Fund Balance</i>									
3081	Beginning Fund Balance	4,171,380.00	.00	4,171,380.00	.00	.00	.00	4,171,380.00	0	.00
	<i>Fund Balance Totals</i>	\$4,171,380.00	\$0.00	\$4,171,380.00	\$0.00	\$0.00	\$0.00	\$4,171,380.00	0%	\$0.00
	<i>Charges for Goods and Services</i>									
<b>3458</b>										
3458.401	Sewer SDC's	1,100,000.00	.00	1,100,000.00	101,498.50	.00	1,131,178.50	(31,178.50)	103	1,505,565.40



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 475 - Sewer SDC Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Charges for Goods and Services</i>										
	<b>3458 - Totals</b>	\$1,100,000.00	\$0.00	\$1,100,000.00	\$101,498.50	\$0.00	\$1,131,178.50	(\$31,178.50)	103%	\$1,505,565.40
	<i>Charges for Goods and Services Totals</i>	\$1,100,000.00	\$0.00	\$1,100,000.00	\$101,498.50	\$0.00	\$1,131,178.50	(\$31,178.50)	103%	\$1,505,565.40
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	100,000.00	.00	100,000.00	17,384.30	.00	114,279.94	(14,279.94)	114	169,172.29
3617	Change in Fair Value of Investments	.00	.00	.00	(698.16)	.00	19,611.87	(19,611.87)	+++	13,813.40
	<i>Miscellaneous Revenue Totals</i>	\$100,000.00	\$0.00	\$100,000.00	\$16,686.14	\$0.00	\$133,891.81	(\$33,891.81)	134%	\$182,985.69
	<b>REVENUE TOTALS</b>	\$5,371,380.00	\$0.00	\$5,371,380.00	\$118,184.64	\$0.00	\$1,265,070.31	\$4,106,309.69	24%	\$1,688,551.09
	Department <b>000 - Revenue Totals</b>	\$5,371,380.00	\$0.00	\$5,371,380.00	\$118,184.64	\$0.00	\$1,265,070.31	\$4,106,309.69	24%	\$1,688,551.09
	<b>Fund 475 - Sewer SDC Fund Totals</b>	\$5,371,380.00	\$0.00	\$5,371,380.00	\$118,184.64	\$0.00	\$1,265,070.31	\$4,106,309.69		\$1,688,551.09
<b>Fund 568 - Information Technology Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	305,790.00	.00	305,790.00	.00	.00	.00	305,790.00	0	.00
	<i>Fund Balance Totals</i>	\$305,790.00	\$0.00	\$305,790.00	\$0.00	\$0.00	\$0.00	\$305,790.00	0%	\$0.00
<i>Charges for Goods and Services</i>										
<b>3421</b>										
3421.002	Reimbursements Hubbard	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
3421.003	Reimbursements Mt Angel	5,200.00	.00	5,200.00	.00	.00	500.00	4,700.00	10	6,800.00
3421.004	Reimbursements Silverton	32,000.00	.00	32,000.00	.00	.00	32,000.00	.00	100	14,747.50
3421.005	Reimbursements Aurora FD	1,000.00	.00	1,000.00	.00	.00	350.00	650.00	35	680.00
3421.006	Reimbursements Monitor FD	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
3421.007	Reimbursements Mt Angel FD	2,000.00	.00	2,000.00	.00	.00	1,500.00	500.00	75	2,911.25
3421.008	Reimbursement METCOM (Norcom)	63,000.00	.00	63,000.00	.00	.00	15,282.39	47,717.61	24	47,502.66
3421.009	Reimbursement Gervais	7,200.00	.00	7,200.00	.00	.00	7,200.00	.00	100	6,098.75
3421.010	Reimbursement Woodburn Fire Dist	3,000.00	.00	3,000.00	.00	.00	4,650.00	(1,650.00)	155	2,741.25
3421.015	Reimbursements Silverton FD	5,000.00	.00	5,000.00	.00	.00	7,500.00	(2,500.00)	150	.00
3421.018	Reimbursements Monitor Fire District	.00	.00	.00	.00	.00	.00	.00	+++	510.00
3421.019	Reimbursements Hubbard Fire Department	.00	.00	.00	.00	.00	1,000.00	(1,000.00)	+++	276.25
3421.020	Reimbursements Silver Falls Library	500.00	.00	500.00	.00	.00	550.00	(50.00)	110	658.75
	<b>3421 - Totals</b>	\$119,900.00	\$0.00	\$119,900.00	\$0.00	\$0.00	\$70,532.39	\$49,367.61	59%	\$82,926.41
<b>3422</b>										
3422.002	Rec Mgmt (RMS) Hubbard	14,540.00	.00	14,540.00	.00	.00	3,635.00	10,905.00	25	14,320.00
3422.003	Rec Mgmt (RMS) Mt Angel	14,870.00	.00	14,870.00	.00	.00	3,717.50	11,152.50	25	14,650.00
3422.004	Rec Mgmt (RMS) Silverton	43,500.00	.00	43,500.00	.00	.00	10,875.00	32,625.00	25	42,510.00
3422.007	Rec Mgmt (RMS) Mt Angel FD	1,250.00	.00	1,250.00	.00	.00	312.50	937.50	25	1,220.00
3422.010	Rec Mgmt (RMS) Woodburn Fire Dist	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 568 - Information Technology Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Charges for Goods and Services</i>										
<b>3422</b>										
3422.011	Rec Mgmt (RMS) Stayton PD	14,490.00	.00	14,490.00	.00	.00	3,622.50	10,867.50	25	14,190.00
3422.012	Rec Mgmt (RMS) Turner PD	3,860.00	.00	3,860.00	.00	.00	965.00	2,895.00	25	3,780.00
3422.017	Rec Mgmt (RMS) Aumsville PD	4,140.00	.00	4,140.00	.00	.00	1,035.00	3,105.00	25	4,060.00
<b>3422 - Totals</b>		<b>\$102,650.00</b>	<b>\$0.00</b>	<b>\$102,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,162.50</b>	<b>\$78,487.50</b>	<b>24%</b>	<b>\$94,730.00</b>
<i>Charges for Goods and Services Totals</i>										
		<b>\$222,550.00</b>	<b>\$0.00</b>	<b>\$222,550.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$94,694.89</b>	<b>\$127,855.11</b>	<b>43%</b>	<b>\$177,656.41</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	5,000.00	.00	5,000.00	492.53	.00	1,709.68	3,290.32	34	10,219.49
3617	Change in Fair Value of Investments	.00	.00	.00	(10.75)	.00	1,395.12	(1,395.12)	+++	1,193.34
<b>3652</b>										
3652.001	IT Revenue - General Fund	1,153,350.00	.00	1,153,350.00	96,112.50	.00	576,675.00	576,675.00	50	1,025,220.00
3652.110	IT Revenue - Transit	41,670.00	.00	41,670.00	3,472.50	.00	20,835.00	20,835.00	50	32,850.00
3652.123	IT Revenue - Building Inspection	46,620.00	.00	46,620.00	3,885.00	.00	23,310.00	23,310.00	50	42,300.00
3652.140	IT Revenue - Street	46,000.00	.00	46,000.00	3,833.33	.00	22,999.98	23,000.02	50	45,109.92
3652.470	IT Revenue - Water	72,790.00	.00	72,790.00	6,065.83	.00	36,394.98	36,395.02	50	64,909.92
3652.472	IT Revenue - Sewer	128,340.00	.00	128,340.00	10,695.00	.00	64,170.00	64,170.00	50	125,520.00
3652.720	IT Revenue - Urban Renewal	10,420.00	.00	10,420.00	868.33	.00	5,209.98	5,210.02	50	9,450.00
<b>3652 - Totals</b>		<b>\$1,499,190.00</b>	<b>\$0.00</b>	<b>\$1,499,190.00</b>	<b>\$124,932.49</b>	<b>\$0.00</b>	<b>\$749,594.94</b>	<b>\$749,595.06</b>	<b>50%</b>	<b>\$1,345,359.84</b>
3699	Other Miscellaneous Income	6,900.00	.00	6,900.00	.00	.00	.00	6,900.00	0	6,789.37
<i>Miscellaneous Revenue Totals</i>		<b>\$1,511,090.00</b>	<b>\$0.00</b>	<b>\$1,511,090.00</b>	<b>\$125,414.27</b>	<b>\$0.00</b>	<b>\$752,699.74</b>	<b>\$758,390.26</b>	<b>50%</b>	<b>\$1,363,562.04</b>
<b>REVENUE TOTALS</b>		<b>\$2,039,430.00</b>	<b>\$0.00</b>	<b>\$2,039,430.00</b>	<b>\$125,414.27</b>	<b>\$0.00</b>	<b>\$847,394.63</b>	<b>\$1,192,035.37</b>	<b>42%</b>	<b>\$1,541,218.45</b>
Department <b>000 - Revenue Totals</b>		<b>\$2,039,430.00</b>	<b>\$0.00</b>	<b>\$2,039,430.00</b>	<b>\$125,414.27</b>	<b>\$0.00</b>	<b>\$847,394.63</b>	<b>\$1,192,035.37</b>	<b>42%</b>	<b>\$1,541,218.45</b>
Fund <b>568 - Information Technology Fund Totals</b>		<b>\$2,039,430.00</b>	<b>\$0.00</b>	<b>\$2,039,430.00</b>	<b>\$125,414.27</b>	<b>\$0.00</b>	<b>\$847,394.63</b>	<b>\$1,192,035.37</b>		<b>\$1,541,218.45</b>
<b>Fund 581 - Insurance Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	644,280.00	.00	644,280.00	.00	.00	.00	644,280.00	0	.00
<i>Fund Balance Totals</i>		<b>\$644,280.00</b>	<b>\$0.00</b>	<b>\$644,280.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$644,280.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	7,000.00	.00	7,000.00	276.42	.00	2,809.42	4,190.58	40	15,487.01
3617	Change in Fair Value of Investments	.00	.00	.00	(3.94)	.00	2,771.67	(2,771.67)	+++	2,179.13
<b>3658</b>										
3658.101	General Liability	669,650.00	.00	669,650.00	55,804.17	.00	334,825.02	334,824.98	50	521,049.96
3658.104	Workers Comp	241,560.00	.00	241,560.00	20,130.00	.00	120,780.00	120,780.00	50	230,000.04
<b>3658 - Totals</b>		<b>\$911,210.00</b>	<b>\$0.00</b>	<b>\$911,210.00</b>	<b>\$75,934.17</b>	<b>\$0.00</b>	<b>\$455,605.02</b>	<b>\$455,604.98</b>	<b>50%</b>	<b>\$751,050.00</b>



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 581 - Insurance Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Miscellaneous Revenue</i>										
3699	Other Miscellaneous Income	1,000.00	.00	1,000.00	.00	.00	18,187.50	(17,187.50)	1819	25.00
	<i>Miscellaneous Revenue Totals</i>	\$919,210.00	\$0.00	\$919,210.00	\$76,206.65	\$0.00	\$479,373.61	\$439,836.39	52%	\$768,741.14
	<b>REVENUE TOTALS</b>	\$1,563,490.00	\$0.00	\$1,563,490.00	\$76,206.65	\$0.00	\$479,373.61	\$1,084,116.39	31%	\$768,741.14
	Department <b>000 - Revenue Totals</b>	\$1,563,490.00	\$0.00	\$1,563,490.00	\$76,206.65	\$0.00	\$479,373.61	\$1,084,116.39	31%	\$768,741.14
	<b>Fund 581 - Insurance Fund Totals</b>	\$1,563,490.00	\$0.00	\$1,563,490.00	\$76,206.65	\$0.00	\$479,373.61	\$1,084,116.39		\$768,741.14
<b>Fund 591 - Equipment Replacement Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	1,097,010.00	.00	1,097,010.00	.00	.00	.00	1,097,010.00	0	.00
	<i>Fund Balance Totals</i>	\$1,097,010.00	\$0.00	\$1,097,010.00	\$0.00	\$0.00	\$0.00	\$1,097,010.00	0%	\$0.00
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	30,000.00	.00	30,000.00	4,166.22	.00	28,255.27	1,744.73	94	46,634.52
3617	Change in Fair Value of Investments	.00	.00	.00	(168.45)	.00	5,340.47	(5,340.47)	+++	4,348.88
3631	Insurance Recoveries	.00	.00	.00	9,100.00	.00	14,125.00	(14,125.00)	+++	.00
	<i>Miscellaneous Revenue Totals</i>	\$30,000.00	\$0.00	\$30,000.00	\$13,097.77	\$0.00	\$47,720.74	(\$17,720.74)	159%	\$50,983.40
<i>Transfers In</i>										
<b>3971</b>										
3971.140	Transfer From Street	60,000.00	.00	60,000.00	5,000.00	.00	30,000.00	30,000.00	50	60,000.00
3971.470	Transfer From Water	60,000.00	.00	60,000.00	5,000.00	.00	30,000.00	30,000.00	50	60,000.00
3971.472	Transfer From Sewer	60,000.00	.00	60,000.00	5,000.00	.00	30,000.00	30,000.00	50	60,000.00
	<b>3971 - Totals</b>	\$180,000.00	\$0.00	\$180,000.00	\$15,000.00	\$0.00	\$90,000.00	\$90,000.00	50%	\$180,000.00
	<i>Transfers In Totals</i>	\$180,000.00	\$0.00	\$180,000.00	\$15,000.00	\$0.00	\$90,000.00	\$90,000.00	50%	\$180,000.00
	<b>REVENUE TOTALS</b>	\$1,307,010.00	\$0.00	\$1,307,010.00	\$28,097.77	\$0.00	\$137,720.74	\$1,169,289.26	11%	\$230,983.40
	Department <b>000 - Revenue Totals</b>	\$1,307,010.00	\$0.00	\$1,307,010.00	\$28,097.77	\$0.00	\$137,720.74	\$1,169,289.26	11%	\$230,983.40
	<b>Fund 591 - Equipment Replacement Fund Totals</b>	\$1,307,010.00	\$0.00	\$1,307,010.00	\$28,097.77	\$0.00	\$137,720.74	\$1,169,289.26		\$230,983.40
<b>Fund 693 - Reserve for PERS</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	391,120.00	.00	391,120.00	.00	.00	.00	391,120.00	0	.00
	<i>Fund Balance Totals</i>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00	0%	\$0.00
	<b>REVENUE TOTALS</b>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00	0%	\$0.00
	Department <b>000 - Revenue Totals</b>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00	0%	\$0.00
	<b>Fund 693 - Reserve for PERS Totals</b>	\$391,120.00	\$0.00	\$391,120.00	\$0.00	\$0.00	\$0.00	\$391,120.00		\$0.00



# Revenue Budget Performance Report

Fiscal Year to Date 12/31/24  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 695 - Lavelle Black Trust Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	35,820.00	.00	35,820.00	.00	.00	.00	35,820.00	0	.00
<i>Fund Balance Totals</i>		<b>\$35,820.00</b>	<b>\$0.00</b>	<b>\$35,820.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,820.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	1,000.00	.00	1,000.00	118.97	.00	829.42	170.58	83	1,545.81
3617	Change in Fair Value of Investments	.00	.00	.00	(4.87)	.00	162.71	(162.71)	+++	160.47
3673	Donations-Police	.00	.00	.00	.00	.00	.00	.00	+++	2,167.00
<i>Miscellaneous Revenue Totals</i>		<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$114.10</b>	<b>\$0.00</b>	<b>\$992.13</b>	<b>\$7.87</b>	<b>99%</b>	<b>\$3,873.28</b>
<b>REVENUE TOTALS</b>		<b>\$36,820.00</b>	<b>\$0.00</b>	<b>\$36,820.00</b>	<b>\$114.10</b>	<b>\$0.00</b>	<b>\$992.13</b>	<b>\$35,827.87</b>	<b>3%</b>	<b>\$3,873.28</b>
Department <b>000 - Revenue Totals</b>		<b>\$36,820.00</b>	<b>\$0.00</b>	<b>\$36,820.00</b>	<b>\$114.10</b>	<b>\$0.00</b>	<b>\$992.13</b>	<b>\$35,827.87</b>	<b>3%</b>	<b>\$3,873.28</b>
Fund <b>695 - Lavelle Black Trust Fund Totals</b>		<b>\$36,820.00</b>	<b>\$0.00</b>	<b>\$36,820.00</b>	<b>\$114.10</b>	<b>\$0.00</b>	<b>\$992.13</b>	<b>\$35,827.87</b>		<b>\$3,873.28</b>
<b>Fund 720 - Urban Renewal Fund</b>										
Department <b>000 - Revenue</b>										
<b>REVENUE</b>										
<i>Fund Balance</i>										
3081	Beginning Fund Balance	683,130.00	.00	683,130.00	.00	.00	.00	683,130.00	0	.00
<i>Fund Balance Totals</i>		<b>\$683,130.00</b>	<b>\$0.00</b>	<b>\$683,130.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$683,130.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Taxes</i>										
3111	Property Tax - Current	1,136,960.00	.00	1,136,960.00	727,616.94	.00	1,193,738.44	(56,778.44)	105	1,102,417.80
3112	Property Tax - Delinquent	15,500.00	.00	15,500.00	2,467.84	.00	15,548.00	(48.00)	100	16,648.47
<i>Taxes Totals</i>		<b>\$1,152,460.00</b>	<b>\$0.00</b>	<b>\$1,152,460.00</b>	<b>\$730,084.78</b>	<b>\$0.00</b>	<b>\$1,209,286.44</b>	<b>(\$56,826.44)</b>	<b>105%</b>	<b>\$1,119,066.27</b>
<i>Miscellaneous Revenue</i>										
3611	Interest from Investments	35,000.00	.00	35,000.00	2,832.47	.00	21,305.85	13,694.15	61	57,356.97
3617	Change in Fair Value of Investments	.00	.00	.00	(132.65)	.00	5,627.69	(5,627.69)	+++	7,336.91
<i>Miscellaneous Revenue Totals</i>		<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$2,699.82</b>	<b>\$0.00</b>	<b>\$26,933.54</b>	<b>\$8,066.46</b>	<b>77%</b>	<b>\$64,693.88</b>
<i>Transfers In</i>										
3972										
3972.001	Advance from General Fund	.00	1,360,000.00	1,360,000.00	1,350,370.32	.00	1,350,370.32	9,629.68	99	.00
<b>3972 - Totals</b>		<b>\$0.00</b>	<b>\$1,360,000.00</b>	<b>\$1,360,000.00</b>	<b>\$1,350,370.32</b>	<b>\$0.00</b>	<b>\$1,350,370.32</b>	<b>\$9,629.68</b>	<b>99%</b>	<b>\$0.00</b>
<i>Transfers In Totals</i>		<b>\$0.00</b>	<b>\$1,360,000.00</b>	<b>\$1,360,000.00</b>	<b>\$1,350,370.32</b>	<b>\$0.00</b>	<b>\$1,350,370.32</b>	<b>\$9,629.68</b>	<b>99%</b>	<b>\$0.00</b>
<b>REVENUE TOTALS</b>		<b>\$1,870,590.00</b>	<b>\$1,360,000.00</b>	<b>\$3,230,590.00</b>	<b>\$2,083,154.92</b>	<b>\$0.00</b>	<b>\$2,586,590.30</b>	<b>\$643,999.70</b>	<b>80%</b>	<b>\$1,183,760.15</b>
Department <b>000 - Revenue Totals</b>		<b>\$1,870,590.00</b>	<b>\$1,360,000.00</b>	<b>\$3,230,590.00</b>	<b>\$2,083,154.92</b>	<b>\$0.00</b>	<b>\$2,586,590.30</b>	<b>\$643,999.70</b>	<b>80%</b>	<b>\$1,183,760.15</b>
Fund <b>720 - Urban Renewal Fund Totals</b>		<b>\$1,870,590.00</b>	<b>\$1,360,000.00</b>	<b>\$3,230,590.00</b>	<b>\$2,083,154.92</b>	<b>\$0.00</b>	<b>\$2,586,590.30</b>	<b>\$643,999.70</b>		<b>\$1,183,760.15</b>
<b>Grand Totals</b>		<b>\$175,359,690.00</b>	<b>\$1,549,610.00</b>	<b>\$176,909,300.00</b>	<b>\$13,002,035.37</b>	<b>\$0.00</b>	<b>\$40,835,350.92</b>	<b>\$136,073,949.08</b>		<b>\$62,709,416.62</b>

# Accounts Payable Report

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP-A/P - Accounts Payable									
Check									
154551	11/07/2024	Reconciled		12/02/2024	Utility Management Refund	WOODARD, KIMBERLY & TYLER	\$20.01	\$20.01	\$0.00
154552	11/14/2024	Reconciled		11/18/2024	Accounts Payable	911 SUPPLY	\$2,589.74	\$2,589.74	\$0.00
154553	11/14/2024	Reconciled		11/18/2024	Accounts Payable	ACRANET CBS BRANCH	\$13.50	\$13.50	\$0.00
154554	11/14/2024	Reconciled		12/18/2024	Accounts Payable	ACTIVE MEDIA INC	\$350.00	\$350.00	\$0.00
154555	11/14/2024	Reconciled		11/18/2024	Accounts Payable	ADDIELOISE INC. dba CITY WIDE FACILITY SOLUTIONS	\$1,287.50	\$1,287.50	\$0.00
154556	11/14/2024	Reconciled		11/19/2024	Accounts Payable	ALDINGER COMPANY dba QUALITY CONTROL SERVICES	\$1,993.72	\$1,993.72	\$0.00
154557	11/14/2024	Reconciled		11/18/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC	\$628.85	\$628.85	\$0.00
154558	11/14/2024	Reconciled		11/21/2024	Accounts Payable	APEX LABORATORIES LLC	\$457.00	\$457.00	\$0.00
154559	11/14/2024	Reconciled		11/20/2024	Accounts Payable	APPLIED CONCEPTS INC	\$560.00	\$560.00	\$0.00
154560	11/14/2024	Reconciled		11/21/2024	Accounts Payable	ASCAP	\$446.27	\$446.27	\$0.00
154561	11/14/2024	Open			Accounts Payable	ATLAS TRUCK PARTS	\$550.00		
154562	11/14/2024	Reconciled		11/19/2024	Accounts Payable	BATTERIES NORTHWEST	\$288.00	\$288.00	\$0.00
154563	11/14/2024	Reconciled		11/18/2024	Accounts Payable	CASCADE COLUMBIA DIST CO	\$1,705.62	\$1,705.62	\$0.00
154564	11/14/2024	Reconciled		11/20/2024	Accounts Payable	CFM STRATEGIC COMMUNICATIONS, INC dba CFM ADVOCATE	\$5,000.00	\$5,000.00	\$0.00
154565	11/14/2024	Reconciled		11/25/2024	Accounts Payable	CHMIELOWSKI, RENATA	\$633.61	\$633.61	\$0.00
154566	11/14/2024	Reconciled		11/21/2024	Accounts Payable	CHOUGH INC DBA EXTREME PRODUCTS	\$6,050.00	\$6,050.00	\$0.00
154567	11/14/2024	Reconciled		11/25/2024	Accounts Payable	CINTAS CORPORATION - 463	\$1,199.69	\$1,199.69	\$0.00
154568	11/14/2024	Reconciled		11/18/2024	Accounts Payable	CMG OREGON LLC dba CARPENTER MEDIA GROUP OREGON	\$310.00	\$310.00	\$0.00
154569	11/14/2024	Reconciled		12/02/2024	Accounts Payable	COMLIGO USA, INC. dba COMLIGO	\$700.00	\$700.00	\$0.00
154570	11/14/2024	Reconciled		11/18/2024	Accounts Payable	CONSOR NORTH AMERICA, INC.	\$11,480.00	\$11,480.00	\$0.00
154571	11/14/2024	Reconciled		11/19/2024	Accounts Payable	CORE & MAIN LP	\$6,128.65	\$6,128.65	\$0.00
154572	11/14/2024	Reconciled		11/18/2024	Accounts Payable	CRABTREE, JEFF	\$354.01	\$354.01	\$0.00
154573	11/14/2024	Reconciled		11/25/2024	Accounts Payable	CREATIVE BUS SALES INC dba MODEL 1 COMMERCIAL VEHI, MODEL 1 COMMERCIAL , VEHICLES, INC	\$1,159.93	\$1,159.93	\$0.00
154574	11/14/2024	Reconciled		11/22/2024	Accounts Payable	CRIMINAL INFORMATION SERV INC	\$70.00	\$70.00	\$0.00
154575	11/14/2024	Reconciled		11/15/2024	Accounts Payable	CUOMO, JESSE	\$676.47	\$676.47	\$0.00
154576	11/14/2024	Reconciled		11/19/2024	Accounts Payable	DATAVISION COMMUNICATIONS	\$1,458.34	\$1,458.34	\$0.00
154577	11/14/2024	Reconciled		11/22/2024	Accounts Payable	DELL MARKETING LP	\$1,818.88	\$1,818.88	\$0.00
154578	11/14/2024	Reconciled		11/26/2024	Accounts Payable	DELPHIA CONSULTING, LLC	\$828.10	\$828.10	\$0.00
154579	11/14/2024	Reconciled		11/18/2024	Accounts Payable	DONOVAN ENTERPRISES, INC.	\$3,325.00	\$3,325.00	\$0.00
154580	11/14/2024	Reconciled		12/02/2024	Accounts Payable	DUKE'S ROOT CONTROL INC	\$22,019.66	\$22,019.66	\$0.00
154581	11/14/2024	Reconciled		11/26/2024	Accounts Payable	EUROFINS FRONTIER GLOBAL SCIENCES	\$3,236.00	\$3,236.00	\$0.00
154582	11/14/2024	Reconciled		11/22/2024	Accounts Payable	FEDERAL EXPRESS CORP	\$8.78	\$8.78	\$0.00
154583	11/14/2024	Reconciled		11/21/2024	Accounts Payable	FRIENDS OF THE LIBRARY	\$1,355.30	\$1,355.30	\$0.00
154584	11/14/2024	Reconciled		11/25/2024	Accounts Payable	GALE/CENGAGE LEARNING	\$95.21	\$95.21	\$0.00
154585	11/14/2024	Reconciled		11/27/2024	Accounts Payable	GRANITE TELECOMMUNICATIONS, LLC	\$2,823.91	\$2,823.91	\$0.00



# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154586	11/14/2024	Reconciled		11/20/2024	Accounts Payable	HD SUPPLY, INC dba USABUEBOOK	\$1,513.96	\$1,513.96	\$0.00
154587	11/14/2024	Reconciled		11/25/2024	Accounts Payable	HERC RENTALS INC	\$1,446.76	\$1,446.76	\$0.00
154588	11/14/2024	Reconciled		11/22/2024	Accounts Payable	HILLYER'S MID CITY FORD	\$4,506.08	\$4,506.08	\$0.00
154589	11/14/2024	Reconciled		11/14/2024	Accounts Payable	HINSHAW, HEIDI	\$83.32	\$83.32	\$0.00
154590	11/14/2024	Reconciled		12/10/2024	Accounts Payable	HOFFMAN PRESSURE WASHING	\$310.00	\$310.00	\$0.00
154591	11/14/2024	Reconciled		11/19/2024	Accounts Payable	INDUSTRIAL WELDING SUPPLY	\$55.17	\$55.17	\$0.00
154592	11/14/2024	Reconciled		11/19/2024	Accounts Payable	INGRAM LIBRARY SERVICES	\$361.30	\$361.30	\$0.00
154593	11/14/2024	Reconciled		11/19/2024	Accounts Payable	JACKED CO.	\$1,326.84	\$1,326.84	\$0.00
154594	11/14/2024	Reconciled		11/27/2024	Accounts Payable	JEFF ELLIS & ASSOC INC	\$110.00	\$110.00	\$0.00
154595	11/14/2024	Reconciled		11/18/2024	Accounts Payable	JUBITZ CORPORATION	\$2,724.51	\$2,724.51	\$0.00
154596	11/14/2024	Reconciled		11/18/2024	Accounts Payable	KELLEY CREATE CO	\$411.50	\$411.50	\$0.00
154597	11/14/2024	Reconciled		11/20/2024	Accounts Payable	KIMBALL MIDWEST	\$346.84	\$346.84	\$0.00
154598	11/14/2024	Reconciled		11/20/2024	Accounts Payable	LANGUAGE TESTING INTERNATIONAL INC	\$73.00	\$73.00	\$0.00
154599	11/14/2024	Reconciled		11/18/2024	Accounts Payable	LEGEND DATA SYSTEMS INC	\$374.50	\$374.50	\$0.00
154600	11/14/2024	Reconciled		11/19/2024	Accounts Payable	LES SCHWAB TIRE CENTER	\$53.28	\$53.28	\$0.00
154601	11/14/2024	Reconciled		11/22/2024	Accounts Payable	LOOMIS	\$327.24	\$327.24	\$0.00
154602	11/14/2024	Reconciled		11/21/2024	Accounts Payable	MARION COUNTY FINANCE	\$5,508.00	\$5,508.00	\$0.00
154603	11/14/2024	Reconciled		11/18/2024	Accounts Payable	METRO PRESORT	\$2,368.60	\$2,368.60	\$0.00
154604	11/14/2024	Reconciled		11/22/2024	Accounts Payable	MIDWEST TAPE, LLC	\$47.97	\$47.97	\$0.00
154605	11/14/2024	Reconciled		11/19/2024	Accounts Payable	MIWALL CORPORATION	\$1,373.00	\$1,373.00	\$0.00
154606	11/14/2024	Reconciled		12/23/2024	Accounts Payable	MULTIVERSE INTERPRETING INC	\$385.00	\$385.00	\$0.00
154607	11/14/2024	Reconciled		11/19/2024	Accounts Payable	NET ASSETS CORPORATION	\$1,110.00	\$1,110.00	\$0.00
154608	11/14/2024	Reconciled		11/19/2024	Accounts Payable	NORTHWEST NATURAL GAS	\$9,861.60	\$9,861.60	\$0.00
154609	11/14/2024	Reconciled		11/18/2024	Accounts Payable	NURNBERG SCIENTIFIC	\$2,308.59	\$2,308.59	\$0.00
154610	11/14/2024	Reconciled		11/20/2024	Accounts Payable	OFFICE DEPOT	\$945.37	\$945.37	\$0.00
154611	11/14/2024	Reconciled		11/21/2024	Accounts Payable	ONE CALL CONCEPTS INC	\$420.18	\$420.18	\$0.00
154612	11/14/2024	Reconciled		11/21/2024	Accounts Payable	OR DEPT OF ADMINISTRATIVE SERV	\$3,000.00	\$3,000.00	\$0.00
154613	11/14/2024	Reconciled		11/18/2024	Accounts Payable	OR DEPT OF ENVIRONMENTAL QUALITY	\$31,776.00	\$31,776.00	\$0.00
154614	11/14/2024	Reconciled		11/19/2024	Accounts Payable	OR DEPT OF REVENUE	\$17,629.67	\$17,629.67	\$0.00
154615	11/14/2024	Reconciled		11/20/2024	Accounts Payable	OREGON BUREAU OF LABOR AND INDUSTRIES	\$250.00	\$250.00	\$0.00
154616	11/14/2024	Reconciled		11/27/2024	Accounts Payable	OSCAR LUNDEEN INC	\$313.50	\$313.50	\$0.00
154617	11/14/2024	Reconciled		11/18/2024	Accounts Payable	PACIFIC MOBILE STRUCTURES, INC.	\$796.25	\$796.25	\$0.00
154618	11/14/2024	Reconciled		11/15/2024	Accounts Payable	PAVEL S ANFILOFIEFF	\$412.38	\$412.38	\$0.00
154619	11/14/2024	Reconciled		11/18/2024	Accounts Payable	PETROCARD	\$2,646.91	\$2,646.91	\$0.00
154620	11/14/2024	Reconciled		11/18/2024	Accounts Payable	PIERSON, HEATHER	\$231.78	\$231.78	\$0.00
154621	11/14/2024	Reconciled		11/27/2024	Accounts Payable	POLYDYNE INC.	\$765.00	\$765.00	\$0.00
154622	11/14/2024	Reconciled		11/25/2024	Accounts Payable	POMP'S TIRE SERVICE INC.	\$1,726.43	\$1,726.43	\$0.00
154623	11/14/2024	Reconciled		11/25/2024	Accounts Payable	PORTLAND GENERAL ELECTRIC	\$118,764.70	\$118,764.70	\$0.00
154624	11/14/2024	Reconciled		11/15/2024	Accounts Payable	POWERS, BRIAN	\$354.01	\$354.01	\$0.00
154625	11/14/2024	Reconciled		11/19/2024	Accounts Payable	PRAXIS POLITICAL LLC	\$3,500.00	\$3,500.00	\$0.00
154626	11/14/2024	Reconciled		12/09/2024	Accounts Payable	PREGAME INC	\$6,500.00	\$6,500.00	\$0.00
154627	11/14/2024	Reconciled		11/22/2024	Accounts Payable	QUADIENT FINANCE USA, INC.	\$503.01	\$503.01	\$0.00
154628	11/14/2024	Reconciled		11/19/2024	Accounts Payable	R&R TREE AND LANDSCAPING INC	\$2,200.00	\$2,200.00	\$0.00
154629	11/14/2024	Reconciled		11/21/2024	Accounts Payable	RBC VIDEO	\$1,405.26	\$1,405.26	\$0.00



# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154630	11/14/2024	Reconciled		11/21/2024	Accounts Payable	RITZ SAFETY LLC	\$896.46	\$896.46	\$0.00
154631	11/14/2024	Reconciled		11/18/2024	Accounts Payable	ROSE CITY PHILANTHROPY	\$7,000.00	\$7,000.00	\$0.00
154632	11/14/2024	Reconciled		11/20/2024	Accounts Payable	ROW CONSULTANTS LLC	\$2,000.00	\$2,000.00	\$0.00
154633	11/14/2024	Reconciled		12/10/2024	Accounts Payable	S.O.S. LOCK SERVICE	\$781.00	\$781.00	\$0.00
154634	11/14/2024	Reconciled		11/21/2024	Accounts Payable	SIERRA SPRINGS	\$156.38	\$156.38	\$0.00
154635	11/14/2024	Reconciled		11/21/2024	Accounts Payable	SNAP-ON CREDIT LLC	\$62.41	\$62.41	\$0.00
154636	11/14/2024	Reconciled		11/18/2024	Accounts Payable	SOUTHLAND INDUSTRIES	\$1,134.00	\$1,134.00	\$0.00
154637	11/14/2024	Reconciled		11/22/2024	Accounts Payable	SPEAKWRITE LLC	\$133.34	\$133.34	\$0.00
154638	11/14/2024	Reconciled		11/19/2024	Accounts Payable	STEELE ELECTRIC LLC	\$2,456.10	\$2,456.10	\$0.00
154639	11/14/2024	Reconciled		11/19/2024	Accounts Payable	THE POOL & SPA HOUSE	\$387.70	\$387.70	\$0.00
154640	11/14/2024	Reconciled		12/02/2024	Accounts Payable	THOMAS SCIENTIFIC INC	\$345.80	\$345.80	\$0.00
154641	11/14/2024	Reconciled		11/22/2024	Accounts Payable	THOMSON REUTERS-WEST PAYMENT CENTER	\$996.93	\$996.93	\$0.00
154642	11/14/2024	Reconciled		11/14/2024	Accounts Payable	TIERNEY, EMILY	\$370.09	\$370.09	\$0.00
154643	11/14/2024	Reconciled		11/18/2024	Accounts Payable	TIMECLOCK PLUS, LLC	\$476.00	\$476.00	\$0.00
154644	11/14/2024	Reconciled		11/26/2024	Accounts Payable	TOVUTI, INC.	\$399.00	\$399.00	\$0.00
154645	11/14/2024	Reconciled		11/19/2024	Accounts Payable	TRUEPOINT SOLUTIONS, LLC	\$12,650.00	\$12,650.00	\$0.00
154646	11/14/2024	Reconciled		11/18/2024	Accounts Payable	TRUGREEN COMMERCIAL	\$669.70	\$669.70	\$0.00
154647	11/14/2024	Reconciled		11/21/2024	Accounts Payable	TYLER TECHNOLOGIES INC	\$1,197.33	\$1,197.33	\$0.00
154648	11/14/2024	Reconciled		11/21/2024	Accounts Payable	WAVE BROADBAND	\$300.83	\$300.83	\$0.00
154649	11/14/2024	Reconciled		11/20/2024	Accounts Payable	WINDOW SUPPLY WAREHOUSE LLC DBA WOODBURN RADIATOR	\$650.00	\$650.00	\$0.00
154650	11/14/2024	Reconciled		11/21/2024	Accounts Payable	WOODBURN SCHOOL DIST 103C	\$61,581.79	\$61,581.79	\$0.00
154651	11/14/2024	Reconciled		11/22/2024	Accounts Payable	XYLEM WATER SOLUTIONS USA INC	\$4,061.00	\$4,061.00	\$0.00
154652	11/14/2024	Reconciled		11/18/2024	Accounts Payable	YES GRAPHICS PRINTING CO. INC.	\$69.00	\$69.00	\$0.00
154653	11/14/2024	Reconciled		12/02/2024	Accounts Payable	FERRIN, JIM	\$525.00	\$525.00	\$0.00
154654	11/14/2024	Open			Accounts Payable	LES SCHWAB TIRE CENTERS	\$2,895.00		
154655	11/14/2024	Reconciled		11/18/2024	Accounts Payable	PLAZA MONTE ALBAN LLC	\$2,500.00	\$2,500.00	\$0.00
154656	11/19/2024	Reconciled		11/26/2024	Accounts Payable	GHARST, ELIZABETH , ANN	\$64.00	\$64.00	\$0.00
154657	11/19/2024	Reconciled		11/22/2024	Accounts Payable	GUILFOYLE, STEPHAN	\$64.00	\$64.00	\$0.00
154658	11/19/2024	Reconciled		11/25/2024	Accounts Payable	HARTENSTEIN, WILBUR, D.	\$137.00	\$137.00	\$0.00
154659	11/19/2024	Reconciled		11/25/2024	Accounts Payable	HAWK, LAUREN, GAIL	\$64.00	\$64.00	\$0.00
154660	11/19/2024	Reconciled		12/02/2024	Accounts Payable	JOHNSON, JUSTIN, DEREK	\$30.00	\$30.00	\$0.00
154661	11/19/2024	Open			Accounts Payable	LLANOS TAPIA , JOSUE	\$106.00		
154662	11/19/2024	Reconciled		12/02/2024	Accounts Payable	LUEPKE, MARCELLE , LOUISE	\$64.00	\$64.00	\$0.00
154663	11/19/2024	Reconciled		11/22/2024	Accounts Payable	MOSS, LINDA , KAY	\$137.00	\$137.00	\$0.00
154664	11/19/2024	Reconciled		11/26/2024	Accounts Payable	PHIPPS, BILLY , RAY	\$137.00	\$137.00	\$0.00
154665	11/19/2024	Reconciled		12/09/2024	Accounts Payable	ROBERTSON, DELMAR , GEORGE	\$212.00	\$212.00	\$0.00
154666	11/19/2024	Reconciled		12/27/2024	Accounts Payable	THOMPSON, RONALD , ELMER	\$191.00	\$191.00	\$0.00
154667	11/22/2024	Reconciled		12/04/2024	Accounts Payable	MARION COUNTY SHERIFFS OFFICE	\$50.00	\$50.00	\$0.00
154668	11/27/2024	Reconciled		12/02/2024	Accounts Payable	911 SUPPLY	\$1,732.83	\$1,732.83	\$0.00
154669	11/27/2024	Reconciled		12/02/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC	\$194.17	\$194.17	\$0.00
154670	11/27/2024	Reconciled		12/03/2024	Accounts Payable	BIO-MED TESTING SERVICE	\$149.00	\$149.00	\$0.00
154671	11/27/2024	Reconciled		12/05/2024	Accounts Payable	BRIDGE TOWER OPCO, LLC	\$227.48	\$227.48	\$0.00
154672	11/27/2024	Reconciled		12/10/2024	Accounts Payable	CANBY TROPHIES & AWARDS	\$140.00	\$140.00	\$0.00
154673	11/27/2024	Reconciled		12/11/2024	Accounts Payable	CANTU, JENNIFER	\$304.75	\$304.75	\$0.00
154674	11/27/2024	Reconciled		12/09/2024	Accounts Payable	CDW GOVERNMENT INC	\$9,831.33	\$9,831.33	\$0.00
154675	11/27/2024	Reconciled		12/03/2024	Accounts Payable	CELLEBRITE USA CORP	\$29,865.00	\$29,865.00	\$0.00

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154676	11/27/2024	Reconciled		12/05/2024	Accounts Payable	CENTURYLINK	\$622.62	\$622.62	\$0.00
154677	11/27/2024	Reconciled		12/09/2024	Accounts Payable	CINTAS CORPORATION - 463	\$238.69	\$238.69	\$0.00
154678	11/27/2024	Reconciled		12/02/2024	Accounts Payable	CIT BANK NA	\$2,485.64	\$2,485.64	\$0.00
154679	11/27/2024	Reconciled		12/02/2024	Accounts Payable	CLAIR COMPANY, INC	\$15,097.21	\$15,097.21	\$0.00
154680	11/27/2024	Reconciled		12/03/2024	Accounts Payable	CORVALLIS NEIGHBORHOOD HOUSING SERVICES INC	\$50,000.00	\$50,000.00	\$0.00
154681	11/27/2024	Reconciled		12/03/2024	Accounts Payable	CUOMO, JESSE	\$304.75	\$304.75	\$0.00
154682	11/27/2024	Reconciled		12/05/2024	Accounts Payable	DAVID DOUGHERTY dba DLA INC.	\$8,332.04	\$8,332.04	\$0.00
154683	11/27/2024	Reconciled		12/02/2024	Accounts Payable	DELTA SYSTEMS INTEGRATION INC	\$450.00	\$450.00	\$0.00
154684	11/27/2024	Reconciled		12/06/2024	Accounts Payable	DERICKSON, SCOTT	\$852.82	\$852.82	\$0.00
154685	11/27/2024	Reconciled		12/05/2024	Accounts Payable	DKS ASSOCIATES	\$270.00	\$270.00	\$0.00
154686	11/27/2024	Reconciled		12/02/2024	Accounts Payable	FARMERS STATE BANK OF CALHAN	\$91,426.00	\$91,426.00	\$0.00
154687	11/27/2024	Reconciled		12/09/2024	Accounts Payable	FEDERAL EXPRESS CORP	\$93.56	\$93.56	\$0.00
154688	11/27/2024	Reconciled		12/02/2024	Accounts Payable	GARTEN SERVICES INC	\$200.00	\$200.00	\$0.00
154689	11/27/2024	Reconciled		12/05/2024	Accounts Payable	GEORGE H. CROFF JR. dba WILLAMETTE RADON, LLC	\$400.00	\$400.00	\$0.00
154690	11/27/2024	Reconciled		11/27/2024	Accounts Payable	GR SMITH CONSTRUCTION CORPORATION	\$157,076.71	\$157,076.71	\$0.00
154691	11/27/2024	Reconciled		12/02/2024	Accounts Payable	HIGHWAY FUEL CO	\$680.60	\$680.60	\$0.00
154692	11/27/2024	Reconciled		12/10/2024	Accounts Payable	HOFFMAN PRESSURE WASHING	\$300.00	\$300.00	\$0.00
154693	11/27/2024	Reconciled		12/02/2024	Accounts Payable	JACK'S OVERHEAD DOOR INC	\$805.00	\$805.00	\$0.00
154694	11/27/2024	Reconciled		12/04/2024	Accounts Payable	JIMCO ELECTRICAL CONTRACTING INC	\$1,108.34	\$1,108.34	\$0.00
154695	11/27/2024	Reconciled		12/02/2024	Accounts Payable	JUBITZ CORPORATION	\$1,491.19	\$1,491.19	\$0.00
154696	11/27/2024	Reconciled		12/02/2024	Accounts Payable	KIMBERLY STANCHFIELD dba KNOWLEDGE IN MOBILITY, LL	\$3,000.00	\$3,000.00	\$0.00
154697	11/27/2024	Reconciled		12/02/2024	Accounts Payable	KONE INC 4156	\$633.66	\$633.66	\$0.00
154698	11/27/2024	Reconciled		12/02/2024	Accounts Payable	LANGUAGE LINE SERVICES INC	\$1,506.45	\$1,506.45	\$0.00
154699	11/27/2024	Reconciled		12/09/2024	Accounts Payable	LANGUAGE TESTING INTERNATIONAL INC	\$219.00	\$219.00	\$0.00
154700	11/27/2024	Reconciled		12/09/2024	Accounts Payable	LEXIPOL LLC	\$5,772.72	\$5,772.72	\$0.00
154701	11/27/2024	Reconciled		12/05/2024	Accounts Payable	LIVING WATER PLUMBING INC.	\$660.00	\$660.00	\$0.00
154702	11/27/2024	Reconciled		12/05/2024	Accounts Payable	LONERGAN, FRANK	\$364.79	\$364.79	\$0.00
154703	11/27/2024	Reconciled		12/03/2024	Accounts Payable	MANO A MANO FAMILY CENTER	\$500.00	\$500.00	\$0.00
154704	11/27/2024	Reconciled		12/05/2024	Accounts Payable	MCLIN, MATTHEW	\$200.00	\$200.00	\$0.00
154705	11/27/2024	Reconciled		12/02/2024	Accounts Payable	METRO PRESORT	\$2,373.25	\$2,373.25	\$0.00
154706	11/27/2024	Reconciled		12/13/2024	Accounts Payable	MITCHELL, JOSHUA	\$200.00	\$200.00	\$0.00
154707	11/27/2024	Reconciled		12/23/2024	Accounts Payable	MULTIVERSE INTERPRETING INC	\$442.00	\$442.00	\$0.00
154708	11/27/2024	Reconciled		12/06/2024	Accounts Payable	OFFICE DEPOT	\$179.80	\$179.80	\$0.00
154709	11/27/2024	Reconciled		12/02/2024	Accounts Payable	PEREZ 1 PEST CONTROL INC	\$950.00	\$950.00	\$0.00
154710	11/27/2024	Reconciled		12/02/2024	Accounts Payable	PETROCARD	\$2,279.54	\$2,279.54	\$0.00
154711	11/27/2024	Reconciled		12/09/2024	Accounts Payable	PETTY CASH	\$3,000.00	\$3,000.00	\$0.00
154712	11/27/2024	Reconciled		12/04/2024	Accounts Payable	POMP'S TIRE SERVICE INC.	\$1,776.91	\$1,776.91	\$0.00
154713	11/27/2024	Reconciled		12/02/2024	Accounts Payable	PORTLAND GENERAL ELECTRIC	\$75.71	\$75.71	\$0.00
154714	11/27/2024	Reconciled		12/09/2024	Accounts Payable	PREGAME INC	\$3,500.00	\$3,500.00	\$0.00
154715	11/27/2024	Reconciled		12/04/2024	Accounts Payable	QUADIENT LEASING USA, INC.	\$411.90	\$411.90	\$0.00
154716	11/27/2024	Reconciled		12/04/2024	Accounts Payable	REDFLEX TRAFFIC SYSTEMS INC	\$12,291.00	\$12,291.00	\$0.00
154717	11/27/2024	Reconciled		12/06/2024	Accounts Payable	RITZ SAFETY LLC	\$800.00	\$800.00	\$0.00
154718	11/27/2024	Reconciled		12/09/2024	Accounts Payable	RIVER BEND SAND & GRAVEL CO	\$261.68	\$261.68	\$0.00

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154719	11/27/2024	Reconciled		12/04/2024	Accounts Payable	RMT EQUIPMENT	\$118.72	\$118.72	\$0.00
154720	11/27/2024	Reconciled		12/04/2024	Accounts Payable	SALVADOR, STEPHANIE	\$145.84	\$145.84	\$0.00
154721	11/27/2024	Reconciled		12/05/2024	Accounts Payable	SNAP-ON CREDIT LLC	\$62.41	\$62.41	\$0.00
154722	11/27/2024	Reconciled		12/02/2024	Accounts Payable	STEPHEN G WEICHOLD	\$2,000.00	\$2,000.00	\$0.00
154723	11/27/2024	Reconciled		12/05/2024	Accounts Payable	STOP STICK LTD	\$185.00	\$185.00	\$0.00
154724	11/27/2024	Reconciled		12/02/2024	Accounts Payable	STRICTLY BUSINESS-ONLINE LLC	\$16,115.00	\$16,115.00	\$0.00
154725	11/27/2024	Reconciled		12/06/2024	Accounts Payable	SWICKARD CORP. dba MERCEDES BENZ OF WILSONVILLE	\$61,024.00	\$61,024.00	\$0.00
154726	11/27/2024	Reconciled		12/11/2024	Accounts Payable	TIMMONS GROUP, INC.	\$4,779.95	\$4,779.95	\$0.00
154727	11/27/2024	Reconciled		12/09/2024	Accounts Payable	UNION PACIFIC RAILROAD CO	\$552.74	\$552.74	\$0.00
154728	11/27/2024	Reconciled		12/05/2024	Accounts Payable	US BANK EQUIPMENT FINANCE	\$116.20	\$116.20	\$0.00
154729	11/27/2024	Reconciled		12/06/2024	Accounts Payable	VERIZON WIRELESS	\$7,993.44	\$7,993.44	\$0.00
154730	11/27/2024	Reconciled		12/09/2024	Accounts Payable	WARD, BENJAMIN , J	\$50.00	\$50.00	\$0.00
154731	11/27/2024	Reconciled		12/03/2024	Accounts Payable	WAXIE SANITARY SUPPLY	\$1,659.22	\$1,659.22	\$0.00
154732	11/27/2024	Reconciled		12/02/2024	Accounts Payable	WESTERN DISPLAY FIREWORKS LTD	\$3,150.00	\$3,150.00	\$0.00
154733	11/27/2024	Reconciled		12/20/2024	Accounts Payable	YES GRAPHICS PRINTING CO. INC.	\$649.00	\$649.00	\$0.00
154734	11/27/2024	Reconciled		12/02/2024	Accounts Payable	ZUMAR INDUSTRIES INC	\$2,354.50	\$2,354.50	\$0.00
154735	12/04/2024	Reconciled		12/11/2024	Utility Management Refund	DE LOS RIOS, JAY	\$39.55	\$39.55	\$0.00
154736	12/04/2024	Reconciled		12/09/2024	Utility Management Refund	DETOM LLC DBA PARR ACRES	\$38.43	\$38.43	\$0.00
154737	12/04/2024	Reconciled		12/12/2024	Utility Management Refund	GARCIA, SAMUEL	\$60.26	\$60.26	\$0.00
154738	12/04/2024	Reconciled		12/09/2024	Utility Management Refund	GUTIERREZ, MARIA , GUADALUPE	\$60.78	\$60.78	\$0.00
154739	12/04/2024	Reconciled		12/11/2024	Utility Management Refund	GUZMAN, MASSIEL	\$35.12	\$35.12	\$0.00
154740	12/04/2024	Open			Utility Management Refund	HAWELY, LYNDA, K	\$20.45		
154741	12/04/2024	Reconciled		12/09/2024	Utility Management Refund	JACINTO SANTOS, VICTORIA	\$67.35	\$67.35	\$0.00
154742	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$22.73	\$22.73	\$0.00
154743	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$19.06	\$19.06	\$0.00
154744	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$56.01	\$56.01	\$0.00
154745	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$37.55	\$37.55	\$0.00
154746	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$35.88	\$35.88	\$0.00
154747	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$47.16	\$47.16	\$0.00
154748	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$37.15	\$37.15	\$0.00
154749	12/04/2024	Reconciled		12/17/2024	Utility Management Refund	LENNAR NW LLC	\$29.03	\$29.03	\$0.00
154750	12/04/2024	Reconciled		12/12/2024	Utility Management Refund	MONTGOMERY, CRAIG & LALONI	\$61.48	\$61.48	\$0.00

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154751	12/04/2024	Open			Utility Management Refund	TRAPALA MARQUEZ, SEVERO	\$25.63		
154752	12/12/2024	Reconciled		12/17/2024	Accounts Payable	911 SUPPLY	\$331.84	\$331.84	\$0.00
154753	12/12/2024	Reconciled		12/16/2024	Accounts Payable	A & A PEST CONTROL INC	\$216.00	\$216.00	\$0.00
154754	12/12/2024	Reconciled		12/18/2024	Accounts Payable	AARON N DEVOE	\$750.00	\$750.00	\$0.00
154755	12/12/2024	Reconciled		12/16/2024	Accounts Payable	ACRANET CBS BRANCH	\$13.50	\$13.50	\$0.00
154756	12/12/2024	Reconciled		12/16/2024	Accounts Payable	ADDIELOISE INC. dba CITY WIDE FACILITY SOLUTIONS	\$2,397.84	\$2,397.84	\$0.00
154757	12/12/2024	Reconciled		12/19/2024	Accounts Payable	ADVANCED RV PAINTING & REP LLC	\$69.69	\$69.69	\$0.00
154758	12/12/2024	Reconciled		12/17/2024	Accounts Payable	AIRGAS USA LLC	\$2,097.58	\$2,097.58	\$0.00
154759	12/12/2024	Reconciled		12/16/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC	\$336.74	\$336.74	\$0.00
154760	12/12/2024	Reconciled		12/17/2024	Accounts Payable	APEX LABORATORIES LLC	\$1,751.00	\$1,751.00	\$0.00
154761	12/12/2024	Reconciled		01/03/2025	Accounts Payable	ASHLAND BROTHERS LANDSCAPES IN	\$705.00	\$705.00	\$0.00
154762	12/12/2024	Open			Accounts Payable	AVILA, FABRIZZIO	\$500.00		
154763	12/12/2024	Reconciled		12/23/2024	Accounts Payable	AZTECA SYSTEMS, LLC	\$45,000.00	\$45,000.00	\$0.00
154764	12/12/2024	Reconciled		12/16/2024	Accounts Payable	BAKER, LOGAN	\$750.00	\$750.00	\$0.00
154765	12/12/2024	Reconciled		12/18/2024	Accounts Payable	BASJ LLC dba QUICK TRIM GRAPHICS	\$1,350.00	\$1,350.00	\$0.00
154766	12/12/2024	Reconciled		12/17/2024	Accounts Payable	BEAVERTON DENTAL EQUIP & SVC CO	\$596.50	\$596.50	\$0.00
154767	12/12/2024	Reconciled		12/23/2024	Accounts Payable	BMI BROADCAST MUSIC INC	\$435.00	\$435.00	\$0.00
154768	12/12/2024	Reconciled		12/16/2024	Accounts Payable	CASCADE COLUMBIA DIST CO	\$1,349.03	\$1,349.03	\$0.00
154769	12/12/2024	Reconciled		12/17/2024	Accounts Payable	CASCADE ONLINE LLC	\$3,400.00	\$3,400.00	\$0.00
154770	12/12/2024	Reconciled		12/18/2024	Accounts Payable	CASCADE WATER WORKS INC	\$39,364.23	\$39,364.23	\$0.00
154771	12/12/2024	Reconciled		12/23/2024	Accounts Payable	CINTAS CORPORATION - 463	\$2,461.70	\$2,461.70	\$0.00
154772	12/12/2024	Reconciled		12/20/2024	Accounts Payable	CLIMA-TECH INC	\$825.00	\$825.00	\$0.00
154773	12/12/2024	Reconciled		12/23/2024	Accounts Payable	COMLIGO USA, INC. dba COMLIGO	\$210.00	\$210.00	\$0.00
154774	12/12/2024	Reconciled		12/16/2024	Accounts Payable	COMPLETE WIRELESS SOLUTNS INC	\$4,393.32	\$4,393.32	\$0.00
154775	12/12/2024	Reconciled		12/17/2024	Accounts Payable	CONSOR NORTH AMERICA, INC.	\$48,472.57	\$48,472.57	\$0.00
154776	12/12/2024	Reconciled		12/17/2024	Accounts Payable	CORE & MAIN LP	\$5,350.14	\$5,350.14	\$0.00
154777	12/12/2024	Reconciled		12/12/2024	Accounts Payable	CORNWELL, MARYBETH	\$374.75	\$374.75	\$0.00
154778	12/12/2024	Reconciled		12/17/2024	Accounts Payable	DATAVISION COMMUNICATIONS	\$1,458.34	\$1,458.34	\$0.00
154779	12/12/2024	Reconciled		12/16/2024	Accounts Payable	DAVISON AUTO PARTS, INC.	\$672.52	\$672.52	\$0.00
154780	12/12/2024	Reconciled		12/16/2024	Accounts Payable	DONOVAN ENTERPRISES, INC.	\$2,800.00	\$2,800.00	\$0.00
154781	12/12/2024	Reconciled		12/16/2024	Accounts Payable	EBSCO INDUSTRIES, INC. dba ESCO INFO SERVICES LLC	\$52.24	\$52.24	\$0.00
154782	12/12/2024	Reconciled		12/24/2024	Accounts Payable	FEDERAL EXPRESS CORP	\$134.72	\$134.72	\$0.00
154783	12/12/2024	Open			Accounts Payable	FORTRES GRAND CORP	\$300.00		
154784	12/12/2024	Reconciled		12/16/2024	Accounts Payable	G&G AUTO CARE SUPPLY INC dba G&G SUPPLY CO	\$44.84	\$44.84	\$0.00
154785	12/12/2024	Reconciled		12/20/2024	Accounts Payable	GALE/CENGAGE LEARNING	\$178.43	\$178.43	\$0.00
154786	12/12/2024	Reconciled		12/18/2024	Accounts Payable	GR SMITH CONSTRUCTION CORPORATION	\$23,700.93	\$23,700.93	\$0.00
154787	12/12/2024	Reconciled		12/26/2024	Accounts Payable	GRANITE TELECOMMUNICATIONS, LLC	\$2,681.48	\$2,681.48	\$0.00
154788	12/12/2024	Reconciled		12/19/2024	Accounts Payable	GREYSTONE PARTNERS. INC. dba GREYSTONE TACTICAL	\$1,396.50	\$1,396.50	\$0.00
154789	12/12/2024	Reconciled		12/20/2024	Accounts Payable	HARDY DIAGNOSTICS	\$76.73	\$76.73	\$0.00



# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154790	12/12/2024	Reconciled		12/20/2024	Accounts Payable	HERC RENTALS INC	\$15.63	\$15.63	\$0.00
154791	12/12/2024	Reconciled		12/17/2024	Accounts Payable	HILLTOP REFRIGERATION INC	\$2,054.53	\$2,054.53	\$0.00
154792	12/12/2024	Reconciled		12/18/2024	Accounts Payable	HILLYER'S MID CITY FORD	\$1,616.07	\$1,616.07	\$0.00
154793	12/12/2024	Reconciled		12/17/2024	Accounts Payable	HOFFMAN PRESSURE WASHING	\$300.00	\$300.00	\$0.00
154794	12/12/2024	Reconciled		12/16/2024	Accounts Payable	HUBBARD CHEVROLET	\$233.23	\$233.23	\$0.00
154795	12/12/2024	Reconciled		12/16/2024	Accounts Payable	INDUSTRIAL WELDING SUPPLY	\$65.00	\$65.00	\$0.00
154796	12/12/2024	Reconciled		12/17/2024	Accounts Payable	INGRAM LIBRARY SERVICES	\$2,835.18	\$2,835.18	\$0.00
154797	12/12/2024	Reconciled		12/18/2024	Accounts Payable	JEFF STAPLES INVESTIGATIONS AND CONSULTING	\$12,534.32	\$12,534.32	\$0.00
154798	12/12/2024	Reconciled		12/30/2024	Accounts Payable	JESSE PONCE	\$500.00	\$500.00	\$0.00
154799	12/12/2024	Reconciled		12/17/2024	Accounts Payable	JIMCO ELECTRICAL CONTRACTING INC	\$5,933.93	\$5,933.93	\$0.00
154800	12/12/2024	Reconciled		01/02/2025	Accounts Payable	JONATHAN ELLIS	\$750.00	\$750.00	\$0.00
154801	12/12/2024	Reconciled		12/17/2024	Accounts Payable	JORGE GASPAR	\$199.42	\$199.42	\$0.00
154802	12/12/2024	Reconciled		12/16/2024	Accounts Payable	JUBITZ CORPORATION	\$5,244.55	\$5,244.55	\$0.00
154803	12/12/2024	Reconciled		12/31/2024	Accounts Payable	KEIZER OUTDOOR POWER EQUIP	\$50.40	\$50.40	\$0.00
154804	12/12/2024	Reconciled		12/23/2024	Accounts Payable	KIMBALL MIDWEST	\$169.84	\$169.84	\$0.00
154805	12/12/2024	Reconciled		12/20/2024	Accounts Payable	KPA SERVICES LLC	\$235.87	\$235.87	\$0.00
154806	12/12/2024	Reconciled		12/23/2024	Accounts Payable	LIVING WATER PLUMBING INC.	\$695.00	\$695.00	\$0.00
154807	12/12/2024	Reconciled		12/19/2024	Accounts Payable	LOOMIS	\$346.87	\$346.87	\$0.00
154808	12/12/2024	Reconciled		12/17/2024	Accounts Payable	MACKIN & SON AUTOMOTIVE, INC.	\$1,965.30	\$1,965.30	\$0.00
154809	12/12/2024	Reconciled		12/20/2024	Accounts Payable	MARION COUNTY ENVIRONMENTAL HEALTH	\$1,088.00	\$1,088.00	\$0.00
154810	12/12/2024	Reconciled		12/18/2024	Accounts Payable	MARION COUNTY FINANCE	\$4,664.00	\$4,664.00	\$0.00
154811	12/12/2024	Reconciled		12/18/2024	Accounts Payable	MARION ENVIRONMENTAL SERV INC	\$26.25	\$26.25	\$0.00
154812	12/12/2024	Reconciled		12/17/2024	Accounts Payable	METRO PRESORT	\$1,241.30	\$1,241.30	\$0.00
154813	12/12/2024	Reconciled		12/16/2024	Accounts Payable	MICHAEL NELSON dba MID VALLEY EXCAVATION, LLC	\$8,000.00	\$8,000.00	\$0.00
154814	12/12/2024	Reconciled		12/20/2024	Accounts Payable	MIDWEST TAPE, LLC	\$112.44	\$112.44	\$0.00
154815	12/12/2024	Reconciled		12/23/2024	Accounts Payable	MULTIVERSE INTERPRETING INC	\$221.00	\$221.00	\$0.00
154816	12/12/2024	Reconciled		12/17/2024	Accounts Payable	NET ASSETS CORPORATION	\$615.00	\$615.00	\$0.00
154817	12/12/2024	Reconciled		12/18/2024	Accounts Payable	NICHOLAS TAYLOR dba TAYLORD LAWN CARE	\$975.00	\$975.00	\$0.00
154818	12/12/2024	Reconciled		12/16/2024	Accounts Payable	NORTHSTAR CHEMICAL INC	\$1,889.00	\$1,889.00	\$0.00
154819	12/12/2024	Reconciled		12/17/2024	Accounts Payable	NORTHWEST NATURAL GAS	\$18,048.44	\$18,048.44	\$0.00
154820	12/12/2024	Reconciled		12/17/2024	Accounts Payable	NURNBERG SCIENTIFIC	\$78.09	\$78.09	\$0.00
154821	12/12/2024	Reconciled		12/19/2024	Accounts Payable	OFFICE DEPOT	\$707.15	\$707.15	\$0.00
154822	12/12/2024	Reconciled		12/19/2024	Accounts Payable	ONE CALL CONCEPTS INC	\$321.84	\$321.84	\$0.00
154823	12/12/2024	Reconciled		12/31/2024	Accounts Payable	OR AMERICAN PLANNING ASSOC	\$270.00	\$270.00	\$0.00
154824	12/12/2024	Reconciled		12/17/2024	Accounts Payable	OR DEPT OF ENVIRONMENTAL QUALITY	\$154.67	\$154.67	\$0.00
154825	12/12/2024	Reconciled		12/16/2024	Accounts Payable	OR DEPT OF REVENUE	\$14,107.95	\$14,107.95	\$0.00
154826	12/12/2024	Reconciled		12/19/2024	Accounts Payable	OR DEPT OF TRANSPORTATION	\$90.52	\$90.52	\$0.00
154827	12/12/2024	Reconciled		01/07/2025	Accounts Payable	OR RECREATION & PARKS ASSOC	\$525.00	\$525.00	\$0.00
154828	12/12/2024	Reconciled		12/18/2024	Accounts Payable	OREGON BUILDING OFFICIALS	\$495.00	\$495.00	\$0.00
154829	12/12/2024	Reconciled		01/03/2025	Accounts Payable	OREGON PORTABLE TOILETS LLC	\$490.00	\$490.00	\$0.00
154830	12/12/2024	Reconciled		12/23/2024	Accounts Payable	OSCAR LUNDEEN INC	\$717.00	\$717.00	\$0.00
154831	12/12/2024	Reconciled		12/18/2024	Accounts Payable	OVCHINNIKOV, BILL	\$312.50	\$312.50	\$0.00
154832	12/12/2024	Reconciled		12/23/2024	Accounts Payable	OVERDRIVE, INC	\$234.97	\$234.97	\$0.00

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154833	12/12/2024	Reconciled		12/16/2024	Accounts Payable	PACIFIC MOBILE STRUCTURES, INC.	\$1,266.50	\$1,266.50	\$0.00
154834	12/12/2024	Reconciled		12/16/2024	Accounts Payable	PAPE' MACHINERY	\$2,425.93	\$2,425.93	\$0.00
154835	12/12/2024	Reconciled		01/02/2025	Accounts Payable	PEREZ 1 PEST CONTROL INC	\$1,190.00	\$1,190.00	\$0.00
154836	12/12/2024	Reconciled		12/17/2024	Accounts Payable	PETERSON MACHINERY	\$1,131.30	\$1,131.30	\$0.00
154837	12/12/2024	Reconciled		12/16/2024	Accounts Payable	PETROCARD	\$2,486.98	\$2,486.98	\$0.00
154838	12/12/2024	Reconciled		12/19/2024	Accounts Payable	POMP'S TIRE SERVICE INC.	\$158.22	\$158.22	\$0.00
154839	12/12/2024	Reconciled		12/19/2024	Accounts Payable	PORTLAND GENERAL ELECTRIC	\$97,663.61	\$97,663.61	\$0.00
154840	12/12/2024	Reconciled		12/18/2024	Accounts Payable	PRAXIS POLITICAL LLC	\$1,750.00	\$1,750.00	\$0.00
154841	12/12/2024	Reconciled		12/24/2024	Accounts Payable	QUADIENT FINANCE USA, INC.	\$500.00	\$500.00	\$0.00
154842	12/12/2024	Reconciled		12/17/2024	Accounts Payable	R&R TREE AND LANDSCAPING INC	\$2,250.00	\$2,250.00	\$0.00
154843	12/12/2024	Reconciled		12/16/2024	Accounts Payable	REDW LLC	\$16,000.00	\$16,000.00	\$0.00
154844	12/12/2024	Reconciled		12/20/2024	Accounts Payable	RITZ SAFETY LLC	\$2,684.89	\$2,684.89	\$0.00
154845	12/12/2024	Reconciled		12/19/2024	Accounts Payable	ROBERT HALF INC	\$2,162.83	\$2,162.83	\$0.00
154846	12/12/2024	Reconciled		12/17/2024	Accounts Payable	ROSE CITY PHILANTHROPY	\$7,000.00	\$7,000.00	\$0.00
154847	12/12/2024	Reconciled		01/03/2025	Accounts Payable	S.O.S. LOCK SERVICE	\$186.00	\$186.00	\$0.00
154848	12/12/2024	Reconciled		12/17/2024	Accounts Payable	SCHNEIDER EQUIPMENT INC	\$35,783.79	\$35,783.79	\$0.00
154849	12/12/2024	Voided	Wrong Vendor	12/16/2024	Accounts Payable	SIERRA PACIFIC SOFTWARE, LLC	\$44.75		
154850	12/12/2024	Reconciled		12/18/2024	Accounts Payable	SIERRA SPRINGS	\$174.87	\$174.87	\$0.00
154851	12/12/2024	Reconciled		12/16/2024	Accounts Payable	SOUTHLAND INDUSTRIES	\$3,168.00	\$3,168.00	\$0.00
154852	12/12/2024	Reconciled		12/17/2024	Accounts Payable	STEELE ELECTRIC LLC	\$337.10	\$337.10	\$0.00
154853	12/12/2024	Reconciled		12/19/2024	Accounts Payable	STEWART, ADAM	\$750.00	\$750.00	\$0.00
154854	12/12/2024	Reconciled		12/18/2024	Accounts Payable	STRICTLY BUSINESS-ONLINE LLC	\$510.00	\$510.00	\$0.00
154855	12/12/2024	Reconciled		12/16/2024	Accounts Payable	THE POOL & SPA HOUSE	\$701.20	\$701.20	\$0.00
154856	12/12/2024	Reconciled		12/20/2024	Accounts Payable	THOMSON REUTERS-WEST PAYMENT CENTER	\$996.93	\$996.93	\$0.00
154857	12/12/2024	Reconciled		12/18/2024	Accounts Payable	TIMECLOCK PLUS, LLC	\$476.00	\$476.00	\$0.00
154858	12/12/2024	Reconciled		12/20/2024	Accounts Payable	TOVUTI, INC.	\$399.00	\$399.00	\$0.00
154859	12/12/2024	Reconciled		12/17/2024	Accounts Payable	TOWN INC. dba SOUTH TOWN GLASS	\$764.00	\$764.00	\$0.00
154860	12/12/2024	Reconciled		12/19/2024	Accounts Payable	TRUGREEN COMMERCIAL	\$2,198.26	\$2,198.26	\$0.00
154861	12/12/2024	Reconciled		12/17/2024	Accounts Payable	UNION PACIFIC RAILROAD CO	\$5,920.77	\$5,920.77	\$0.00
154862	12/12/2024	Reconciled		12/19/2024	Accounts Payable	US BANCORP ASSET MNGMNT dba PFM ASSET MNGMNT	\$8,186.37	\$8,186.37	\$0.00
154863	12/12/2024	Reconciled		12/23/2024	Accounts Payable	VERIZON WIRELESS	\$8,003.64	\$8,003.64	\$0.00
154864	12/12/2024	Reconciled		12/19/2024	Accounts Payable	WALTER E NELSON CO	\$1,552.73	\$1,552.73	\$0.00
154865	12/12/2024	Reconciled		01/06/2025	Accounts Payable	WARD, BENJAMIN , J	\$750.00	\$750.00	\$0.00
154866	12/12/2024	Reconciled		12/17/2024	Accounts Payable	WILBUR ELLIS CO	\$1,654.17	\$1,654.17	\$0.00
154867	12/12/2024	Reconciled		12/18/2024	Accounts Payable	WILK, MARK	\$354.28	\$354.28	\$0.00
154868	12/12/2024	Reconciled		12/19/2024	Accounts Payable	WOODBURN SCHOOL DIST 103C	\$121,737.75	\$121,737.75	\$0.00
154869	12/12/2024	Reconciled		12/16/2024	Accounts Payable	YES GRAPHICS PRINTING CO. INC.	\$1,035.00	\$1,035.00	\$0.00
154870	12/12/2024	Reconciled		12/20/2024	Accounts Payable	ZAMRIN, JAMIE	\$25.19	\$25.19	\$0.00
154871	12/12/2024	Open			Accounts Payable	JOHNSON, KARYL , MARSHALL	\$64.00		
154872	12/12/2024	Reconciled		12/23/2024	Accounts Payable	KIM, WON	\$9,063.00	\$9,063.00	\$0.00
154873	12/12/2024	Reconciled		12/16/2024	Accounts Payable	MENDOZA, JOSE	\$21,450.00	\$21,450.00	\$0.00
154874	12/12/2024	Reconciled		12/27/2024	Accounts Payable	YODER, RODNEY , WAYNE	\$64.00	\$64.00	\$0.00
154875	12/13/2024	Reconciled		12/17/2024	Accounts Payable	OP SIS ARCHITECTURE, LLP	\$2,150.00	\$2,150.00	\$0.00
154876	12/27/2024	Reconciled		12/31/2024	Accounts Payable	911 SUPPLY	\$500.14	\$500.14	\$0.00
154877	12/27/2024	Reconciled		12/31/2024	Accounts Payable	A & A PEST CONTROL INC	\$108.00	\$108.00	\$0.00
154878	12/27/2024	Open			Accounts Payable	ACTIVE MEDIA INC	\$3,971.00		

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154879	12/27/2024	Reconciled		01/06/2025	Accounts Payable	ADVANCE AUTO PARTS	\$187.91	\$187.91	\$0.00
154880	12/27/2024	Reconciled		01/02/2025	Accounts Payable	AMAZON CAPITAL SERVICES, INC	\$139.96	\$139.96	\$0.00
154881	12/27/2024	Reconciled		12/30/2024	Accounts Payable	APEX LABORATORIES LLC	\$1,052.00	\$1,052.00	\$0.00
154882	12/27/2024	Reconciled		01/06/2025	Accounts Payable	AWWA	\$276.00	\$276.00	\$0.00
154883	12/27/2024	Reconciled		01/10/2025	Accounts Payable	AXON ENTERPRISE INC	\$1,799.10	\$1,799.10	\$0.00
154884	12/27/2024	Reconciled		01/03/2025	Accounts Payable	BBG, INC	\$3,000.00	\$3,000.00	\$0.00
154885	12/27/2024	Reconciled		12/31/2024	Accounts Payable	BIO-MED TESTING SERVICE	\$459.00	\$459.00	\$0.00
154886	12/27/2024	Reconciled		12/31/2024	Accounts Payable	BURKOVSKAYA, LOLA	\$260.00	\$260.00	\$0.00
154887	12/27/2024	Reconciled		12/31/2024	Accounts Payable	CAPITOL CITY DOOR	\$321.67	\$321.67	\$0.00
154888	12/27/2024	Reconciled		01/02/2025	Accounts Payable	CASCADE COLUMBIA DIST CO	\$4,606.00	\$4,606.00	\$0.00
154889	12/27/2024	Reconciled		12/31/2024	Accounts Payable	CASCADE WATER WORKS INC	\$59,000.00	\$59,000.00	\$0.00
154890	12/27/2024	Reconciled		01/07/2025	Accounts Payable	CDW GOVERNMENT INC	\$6,189.45	\$6,189.45	\$0.00
154891	12/27/2024	Reconciled		01/10/2025	Accounts Payable	CFM STRATEGIC COMMUNICATIONS, INC dba CFM ADVOCATE	\$5,000.00	\$5,000.00	\$0.00
154892	12/27/2024	Reconciled		01/09/2025	Accounts Payable	CINTAS CORPORATION - 463	\$1,514.68	\$1,514.68	\$0.00
154893	12/27/2024	Reconciled		01/03/2025	Accounts Payable	CIT BANK NA	\$2,450.66	\$2,450.66	\$0.00
154894	12/27/2024	Reconciled		01/02/2025	Accounts Payable	COLE INDUSTRIAL INC	\$26,293.00	\$26,293.00	\$0.00
154895	12/27/2024	Reconciled		12/30/2024	Accounts Payable	COLUMBIA CASCADE COMPANY	\$1,055.00	\$1,055.00	\$0.00
154896	12/27/2024	Reconciled		12/31/2024	Accounts Payable	CONSOR NORTH AMERICA, INC.	\$39,453.59	\$39,453.59	\$0.00
154897	12/27/2024	Reconciled		01/02/2025	Accounts Payable	CRIMINAL INFORMATION SERV INC	\$70.00	\$70.00	\$0.00
154898	12/27/2024	Reconciled		01/03/2025	Accounts Payable	D&H FLAGGING INC	\$20,030.00	\$20,030.00	\$0.00
154899	12/27/2024	Reconciled		01/09/2025	Accounts Payable	DAVID DOUGHERTY dba DLA INC.	\$7,786.36	\$7,786.36	\$0.00
154900	12/27/2024	Reconciled		12/31/2024	Accounts Payable	DECA ARCHITECTURE INC	\$190.00	\$190.00	\$0.00
154901	12/27/2024	Reconciled		01/02/2025	Accounts Payable	DKS ASSOCIATES	\$1,080.00	\$1,080.00	\$0.00
154902	12/27/2024	Reconciled		12/30/2024	Accounts Payable	ENGELMAN ELECTRIC INC	\$147.04	\$147.04	\$0.00
154903	12/27/2024	Reconciled		12/27/2024	Accounts Payable	FAULHABER, BETH	\$336.58	\$336.58	\$0.00
154904	12/27/2024	Reconciled		01/10/2025	Accounts Payable	FEDERAL EXPRESS CORP	\$8.78	\$8.78	\$0.00
154905	12/27/2024	Reconciled		01/03/2025	Accounts Payable	FERRARIS INVESTIGATIONS & CONSULTING, LLC	\$2,490.00	\$2,490.00	\$0.00
154906	12/27/2024	Reconciled		12/31/2024	Accounts Payable	GEORGE H. CROFF JR. dba WILLAMETTE RADON, LLC	\$1,100.00	\$1,100.00	\$0.00
154907	12/27/2024	Open			Accounts Payable	GMR LAWN MAINTENANCE	\$600.00		
154908	12/27/2024	Reconciled		01/07/2025	Accounts Payable	GRAINGER INC	\$1,235.94	\$1,235.94	\$0.00
154909	12/27/2024	Reconciled		01/08/2025	Accounts Payable	GREGG, MEL	\$252.76	\$252.76	\$0.00
154910	12/27/2024	Reconciled		01/06/2025	Accounts Payable	HACH CHEMICAL CO	\$68.99	\$68.99	\$0.00
154911	12/27/2024	Voided	Event Cancellation	01/15/2025	Accounts Payable	HD SUPPLY, INC dba USABUEBOOK	\$142.70		
154912	12/27/2024	Reconciled		01/10/2025	Accounts Payable	HILLTOP REFRIGERATION INC	\$1,725.48	\$1,725.48	\$0.00
154913	12/27/2024	Reconciled		01/03/2025	Accounts Payable	HOFFMAN PRESSURE WASHING	\$335.00	\$335.00	\$0.00
154914	12/27/2024	Reconciled		01/06/2025	Accounts Payable	IDEXX DISTRIBUTION CORP	\$100.55	\$100.55	\$0.00
154915	12/27/2024	Reconciled		12/30/2024	Accounts Payable	INDUSTRIAL WELDING SUPPLY	\$60.00	\$60.00	\$0.00
154916	12/27/2024	Reconciled		01/07/2025	Accounts Payable	INGRAM LIBRARY SERVICES	\$347.68	\$347.68	\$0.00
154917	12/27/2024	Reconciled		01/02/2025	Accounts Payable	JACK'S OVERHEAD DOOR INC	\$480.00	\$480.00	\$0.00
154918	12/27/2024	Reconciled		01/03/2025	Accounts Payable	JEFF ELLIS & ASSOC INC	\$165.00	\$165.00	\$0.00
154919	12/27/2024	Reconciled		01/06/2025	Accounts Payable	JEFF STAPLES INVESTIGATIONS AND CONSULTING	\$2,080.59	\$2,080.59	\$0.00
154920	12/27/2024	Reconciled		12/30/2024	Accounts Payable	JUBITZ CORPORATION	\$4,036.86	\$4,036.86	\$0.00
154921	12/27/2024	Open			Accounts Payable	KIWANIS CLUB OF WOODBURN	\$180.00		
154922	12/27/2024	Reconciled		01/03/2025	Accounts Payable	KONE INC 4156	\$4,084.73	\$4,084.73	\$0.00

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154923	12/27/2024	Reconciled		01/06/2025	Accounts Payable	LANGUAGE LINE SERVICES INC	\$2,445.30	\$2,445.30	\$0.00
154924	12/27/2024	Reconciled		12/31/2024	Accounts Payable	LAZCANO, GUIOVANNI	\$47.82	\$47.82	\$0.00
154925	12/27/2024	Reconciled		01/08/2025	Accounts Payable	LEAGUE OF OREGON CITIES	\$360.00	\$360.00	\$0.00
154926	12/27/2024	Reconciled		12/31/2024	Accounts Payable	LEGACY MEDICAL GROUP	\$133.00	\$133.00	\$0.00
154927	12/27/2024	Open			Accounts Payable	MARK KAUFMANN dba KAUFMANN K9	\$650.00		
154928	12/27/2024	Reconciled		01/06/2025	Accounts Payable	METRO PRESORT	\$4,771.15	\$4,771.15	\$0.00
154929	12/27/2024	Open			Accounts Payable	MULTIVERSE INTERPRETING INC	\$385.00		
154930	12/27/2024	Reconciled		01/03/2025	Accounts Payable	NATALYS CONSTRUCTION LLC	\$6,350.00	\$6,350.00	\$0.00
154931	12/27/2024	Reconciled		12/30/2024	Accounts Payable	NORTHWEST PUMP & EQUIPMENT CO	\$4,001.89	\$4,001.89	\$0.00
154932	12/27/2024	Open			Accounts Payable	OAMR	\$90.00		
154933	12/27/2024	Reconciled		01/07/2025	Accounts Payable	OFFICE DEPOT	\$982.99	\$982.99	\$0.00
154934	12/27/2024	Open			Accounts Payable	OR DEPT OF ENVIRONMENTAL QUALITY	\$156.16		
154935	12/27/2024	Reconciled		12/31/2024	Accounts Payable	OR DEPT OF REVENUE	\$297.00	\$297.00	\$0.00
154936	12/27/2024	Reconciled		01/03/2025	Accounts Payable	OR DEPT OF TRANSPORTATION	\$122.38	\$122.38	\$0.00
154937	12/27/2024	Reconciled		01/08/2025	Accounts Payable	OREGON CITY/COUNTY MANAGEMENT ASSOCIATION	\$250.00	\$250.00	\$0.00
154938	12/27/2024	Reconciled		01/08/2025	Accounts Payable	OREGON MAYORS ASSOCIATION	\$260.00	\$260.00	\$0.00
154939	12/27/2024	Reconciled		01/13/2025	Accounts Payable	OVERDRIVE, INC	\$245.50	\$245.50	\$0.00
154940	12/27/2024	Reconciled		01/02/2025	Accounts Payable	PEREZ 1 PEST CONTROL INC	\$1,920.00	\$1,920.00	\$0.00
154941	12/27/2024	Reconciled		01/03/2025	Accounts Payable	PETERSON MACHINERY	\$8.44	\$8.44	\$0.00
154942	12/27/2024	Reconciled		01/02/2025	Accounts Payable	PETROCARD	\$2,640.63	\$2,640.63	\$0.00
154943	12/27/2024	Reconciled		01/06/2025	Accounts Payable	PHENOVA INC	\$304.00	\$304.00	\$0.00
154944	12/27/2024	Open			Accounts Payable	PLAYAWAY PRODUCTS LLC	\$56.99		
154945	12/27/2024	Reconciled		01/07/2025	Accounts Payable	POMP'S TIRE SERVICE INC.	\$4,954.66	\$4,954.66	\$0.00
154946	12/27/2024	Reconciled		01/02/2025	Accounts Payable	PORTLAND GENERAL ELECTRIC	\$24,733.40	\$24,733.40	\$0.00
154947	12/27/2024	Reconciled		01/09/2025	Accounts Payable	PREGAME INC	\$2,310.00	\$2,310.00	\$0.00
154948	12/27/2024	Reconciled		01/07/2025	Accounts Payable	PROFESSIONAL INTERPRETERS, INC	\$525.00	\$525.00	\$0.00
154949	12/27/2024	Reconciled		01/06/2025	Accounts Payable	QUADIENT LEASING USA, INC.	\$1,056.55	\$1,056.55	\$0.00
154950	12/27/2024	Reconciled		01/03/2025	Accounts Payable	RINGCENTRAL, INC.	\$19.12	\$19.12	\$0.00
154951	12/27/2024	Reconciled		01/08/2025	Accounts Payable	RITZ SAFETY LLC	\$2,500.00	\$2,500.00	\$0.00
154952	12/27/2024	Reconciled		01/06/2025	Accounts Payable	ROBERT HALF INC	\$2,291.35	\$2,291.35	\$0.00
154953	12/27/2024	Reconciled		12/31/2024	Accounts Payable	SAR ENTERPRISES, INC. DBA COMMUNICATIONS NORTHWEST	\$420.00	\$420.00	\$0.00
154954	12/27/2024	Reconciled		01/08/2025	Accounts Payable	SASSAFRAS, LLC	\$2,140.00	\$2,140.00	\$0.00
154955	12/27/2024	Reconciled		01/07/2025	Accounts Payable	SIERRA SPRINGS	\$85.22	\$85.22	\$0.00
154956	12/27/2024	Reconciled		12/30/2024	Accounts Payable	SOLUTIONS YES, LLC	\$1,517.56	\$1,517.56	\$0.00
154957	12/27/2024	Reconciled		12/30/2024	Accounts Payable	SOUTHLAND INDUSTRIES	\$3,513.75	\$3,513.75	\$0.00
154958	12/27/2024	Reconciled		01/09/2025	Accounts Payable	TIMMONS GROUP, INC.	\$1,509.68	\$1,509.68	\$0.00
154959	12/27/2024	Reconciled		01/06/2025	Accounts Payable	TROJAN TECHNOLOGIES INC	\$25,479.00	\$25,479.00	\$0.00
154960	12/27/2024	Reconciled		01/13/2025	Accounts Payable	TRUGREEN COMMERCIAL	\$395.14	\$395.14	\$0.00
154961	12/27/2024	Reconciled		01/09/2025	Accounts Payable	US BANK EQUIPMENT FINANCE	\$194.84	\$194.84	\$0.00
154962	12/27/2024	Reconciled		01/07/2025	Accounts Payable	VALLEY FAB CORP.	\$4,000.00	\$4,000.00	\$0.00
154963	12/27/2024	Reconciled		01/03/2025	Accounts Payable	WALTER E NELSON CO	\$459.50	\$459.50	\$0.00
154964	12/27/2024	Reconciled		12/30/2024	Accounts Payable	WATERSHED LLC	\$342.16	\$342.16	\$0.00
154965	12/27/2024	Reconciled		01/06/2025	Accounts Payable	WAVE BROADBAND	\$300.83	\$300.83	\$0.00
154966	12/27/2024	Reconciled		01/06/2025	Accounts Payable	WILBUR ELLIS CO	\$659.01	\$659.01	\$0.00



# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
154967	12/27/2024	Reconciled		01/07/2025	Accounts Payable	WOODBURN VETERINARY CLINIC PC	\$71.00	\$71.00	\$0.00
154968	12/27/2024	Reconciled		01/02/2025	Accounts Payable	WURDINGER MANUFACTURING, INC	\$369.12	\$369.12	\$0.00
154969	12/27/2024	Reconciled		01/03/2025	Accounts Payable	YES GRAPHICS PRINTING CO. INC.	\$1,532.00	\$1,532.00	\$0.00
154970	12/27/2024	Reconciled		12/30/2024	Accounts Payable	ZAMRIN, JAMIE	\$45.90	\$45.90	\$0.00
154971	12/27/2024	Reconciled		12/30/2024	Accounts Payable	ZUMAR INDUSTRIES INC	\$550.95	\$550.95	\$0.00
154972	12/27/2024	Reconciled		01/03/2025	Accounts Payable	MELTON HEATING & AC	\$82.80	\$82.80	\$0.00
154973	12/27/2024	Open			Accounts Payable	WOODBURN POLICE ASSOCIATION	\$1,776.00		
Type Check Totals:						423 Transactions	\$1,908,812.37	\$1,896,298.69	\$0.00
EFT									
2354	11/18/2024	Reconciled		11/18/2024	Accounts Payable	FIDELITY NATIONAL TITLE	\$25,000.00	\$25,000.00	\$0.00
2355	11/21/2024	Reconciled		11/21/2024	Accounts Payable	*** PAYROLL ACCOUNTS ***	\$1,834.66	\$1,834.66	\$0.00
2356	11/21/2024	Reconciled		11/25/2024	Accounts Payable	*** PAYROLL ACCOUNTS ***	\$466.00	\$466.00	\$0.00
2357	11/21/2024	Reconciled		11/22/2024	Accounts Payable	ICMA RETIREMENT TRUST AGT 457	\$462.01	\$462.01	\$0.00
2358	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$150.00	\$150.00	\$0.00
2359	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$969.87	\$969.87	\$0.00
2360	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$1,454.72	\$1,454.72	\$0.00
2361	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$101.67	\$101.67	\$0.00
2362	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$5,928.30	\$5,928.30	\$0.00
2363	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$2,256.83	\$2,256.83	\$0.00
2364	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$2,469.27	\$2,469.27	\$0.00
2365	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$924.28	\$924.28	\$0.00
2366	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$40.00	\$40.00	\$0.00
2367	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$5,682.88	\$5,682.88	\$0.00
2368	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$1,521.42	\$1,521.42	\$0.00
2369	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$1,166.19	\$1,166.19	\$0.00
2370	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$1,419.24	\$1,419.24	\$0.00
2371	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$917.13	\$917.13	\$0.00
2372	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$3,698.03	\$3,698.03	\$0.00
2373	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$1,280.99	\$1,280.99	\$0.00
2374	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$606.77	\$606.77	\$0.00
2375	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$982.31	\$982.31	\$0.00
2376	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$3,103.73	\$3,103.73	\$0.00
2377	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$1,012.58	\$1,012.58	\$0.00
2378	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$3,249.83	\$3,249.83	\$0.00
2379	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$4,010.01	\$4,010.01	\$0.00
2380	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$3,143.12	\$3,143.12	\$0.00
2381	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$2,068.94	\$2,068.94	\$0.00
2382	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$3,009.35	\$3,009.35	\$0.00
2383	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$71.25	\$71.25	\$0.00
2384	11/29/2024	Reconciled		12/05/2024	Accounts Payable	US BANK	\$250.00	\$250.00	\$0.00
2386	12/30/2024	Reconciled		12/30/2024	Accounts Payable	FIDELITY NATIONAL TITLE	\$1,321,452.42	\$1,321,452.42	\$0.00
2387	12/30/2024	Reconciled		12/30/2024	Accounts Payable	FIDELITY NATIONAL TITLE	\$1,385.90	\$1,385.90	\$0.00
2388	12/30/2024	Reconciled		12/30/2024	Accounts Payable	TRUIST GOVERNMENT FINANCE	\$21,425.96	\$21,425.96	\$0.00
2389	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$4,879.04	\$4,879.04	\$0.00
2390	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$2,726.43	\$2,726.43	\$0.00
2391	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$721.15	\$721.15	\$0.00

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
2392	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,425.58	\$1,425.58	\$0.00
2393	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$6,711.18	\$6,711.18	\$0.00
2394	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$63.20	\$63.20	\$0.00
2395	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$2,937.92	\$2,937.92	\$0.00
2396	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$463.33	\$463.33	\$0.00
2397	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$238.84	\$238.84	\$0.00
2398	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,490.00	\$1,490.00	\$0.00
2399	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$129.00	\$129.00	\$0.00
2400	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$104.87	\$104.87	\$0.00
2401	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$655.16	\$655.16	\$0.00
2402	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,319.00	\$1,319.00	\$0.00
2403	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,329.97	\$1,329.97	\$0.00
2404	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$3,234.66	\$3,234.66	\$0.00
2405	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,214.53	\$1,214.53	\$0.00
2406	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$390.35	\$390.35	\$0.00
2407	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$721.38	\$721.38	\$0.00
2408	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,162.34	\$1,162.34	\$0.00
2409	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$922.14	\$922.14	\$0.00
2410	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,475.10	\$1,475.10	\$0.00
2411	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$466.48	\$466.48	\$0.00
2412	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$7,963.95	\$7,963.95	\$0.00
2413	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$395.00	\$395.00	\$0.00
2414	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$1,211.84	\$1,211.84	\$0.00
2415	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$3,513.67	\$3,513.67	\$0.00
2416	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$2,248.02	\$2,248.02	\$0.00
2417	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$204.95	\$204.95	\$0.00
2418	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$302.02	\$302.02	\$0.00
2419	12/31/2024	Reconciled		01/02/2025	Accounts Payable	US BANK	\$569.90	\$569.90	\$0.00
Type EFT Totals:									
AP-A/P - Accounts Payable Totals									
							\$1,474,706.66	\$1,474,706.66	\$0.00

Checks	Status	Count	Transaction Amount	Reconciled Amount
--------	--------	-------	--------------------	-------------------

# Payment Register

From Payment Date: 11/1/2024 - To Payment Date: 12/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Open		17	\$12,326.23	\$0.00
					Reconciled		404	\$1,896,298.69	\$1,896,298.69
					Voided		2	\$187.45	\$0.00
					Stopped		0	\$0.00	\$0.00
					<b>Total</b>		<b>423</b>	<b>\$1,908,812.37</b>	<b>\$1,896,298.69</b>
					<b>EFTs</b>				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		0	\$0.00	\$0.00
					Reconciled		65	\$1,474,706.66	\$1,474,706.66
					Voided		0	\$0.00	\$0.00
					<b>Total</b>		<b>65</b>	<b>\$1,474,706.66</b>	<b>\$1,474,706.66</b>
					<b>All</b>				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		17	\$12,326.23	\$0.00
					Reconciled		469	\$3,371,005.35	\$3,371,005.35
					Voided		2	\$187.45	\$0.00
					Stopped		0	\$0.00	\$0.00
					<b>Total</b>		<b>488</b>	<b>\$3,383,519.03</b>	<b>\$3,371,005.35</b>
<b>Grand Totals:</b>					<b>Checks</b>				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		17	\$12,326.23	\$0.00
					Reconciled		404	\$1,896,298.69	\$1,896,298.69
					Voided		2	\$187.45	\$0.00
					Stopped		0	\$0.00	\$0.00
					<b>Total</b>		<b>423</b>	<b>\$1,908,812.37</b>	<b>\$1,896,298.69</b>
					<b>EFTs</b>				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		0	\$0.00	\$0.00
					Reconciled		65	\$1,474,706.66	\$1,474,706.66
					Voided		0	\$0.00	\$0.00
					<b>Total</b>		<b>65</b>	<b>\$1,474,706.66</b>	<b>\$1,474,706.66</b>
					<b>All</b>				
					Status		Count	Transaction Amount	Reconciled Amount
					Open		17	\$12,326.23	\$0.00
					Reconciled		469	\$3,371,005.35	\$3,371,005.35
					Voided		2	\$187.45	\$0.00
					Stopped		0	\$0.00	\$0.00
					<b>Total</b>		<b>488</b>	<b>\$3,383,519.03</b>	<b>\$3,371,005.35</b>

# Cash and Investment Reconciliation Report

**City of Woodburn**  
**CASH & INVESTMENT RECONCILIATION November 30, 2024**  
(rounded to \$1,000's)

	Bank Accounts	LGIP	PFMAM Investment Portfolio	USB Retainage Escrow	Total
<b>Statement Balance 10/31/2024</b>	\$ 4,583,000	\$ 46,098,000	\$ 48,912,000	\$ 21,000	\$ 99,614,000
Change in Market Value & Gain/(Loss) on Maturity/Sale	\$ -	\$ -	\$ (5,000)	\$ -	\$ (5,000)
Deposits/Security Purchases	\$ 4,630,000	\$ 5,680,000	\$ 1,992,000	\$ 6,000	\$ 12,308,000
Interest	\$ -	\$ 199,000	\$ 337,000	\$ -	\$ 536,000
Withdrawals/Disbursements/Maturities	\$ (4,349,000)	\$ -	\$ (2,337,000)	\$ -	\$ (6,686,000)
<b>Statement Balance 11/30/2024</b>	\$ 4,864,000	\$ 51,977,000	\$ 48,899,000	\$ 27,000	\$ 105,767,000
Deposits in Transit	\$ 385,000				\$ 385,000
Outstanding Checks - A/P & Payroll	\$ (452,000)				\$ (452,000)
					-
<b>General Ledger Balance 11/30/2024</b>	\$ 4,797,000	\$ 51,977,000	\$ 48,899,000	\$ 27,000	\$ 105,700,000

**CASH & INVESTMENT CLASSIFICATION**

Unrestricted	\$ 41,170,000
Restricted	
Capital Construction	\$ 2,932,000
System Development Charges	\$ 38,416,000
Debt Reserve	\$ -
Other Restrictions	\$ 16,258,000
URA	\$ 1,200,000
SMR Reserve	\$ 5,687,000
Held in Trust	\$ 37,000
	<u>\$ 105,700,000</u>

**INVESTMENT REPORTING (in compliance with City policy)**

	Average Rate		11/30/2024 Balance
LGIP	4.85%	\$ 51,977,000	\$ 51,977,000
PFMAM Investment Portfolio	4.51%	\$ 48,899,000	\$ 48,899,000
		<u>\$ 51,977,000</u>	<u>\$ 100,876,000</u>

**City of Woodburn**  
**CASH & INVESTMENT RECONCILIATION December 31, 2024**  
(rouned to \$1,000's)

	Bank Accounts	LGIP	PFMAM Investment Portfolio	USB Retainage Escrow	Total
<b>Statement Balance 11/30/2024</b>	\$ 4,864,000	\$ 51,977,000	\$ 48,899,000	\$ 27,000	\$ 105,767,000
Change in Market Value & Gain/(Loss) on Maturity/Sale	\$ -	\$ -	\$ (13,000)	\$ -	\$ (13,000)
Deposits/Security Purchases	\$ 14,143,000	\$ 8,679,000	\$ 11,992,000	\$ 8,000	\$ 34,822,000
Interest	\$ -	\$ 217,000	\$ 126,000	\$ -	\$ 343,000
Withdrawals/Disbursements/Maturities	\$ (15,850,000)	\$ (10,000,000)	\$ (2,126,000)	\$ -	\$ (27,976,000)
<b>Statement Balance 12/31/2024</b>	\$ 3,157,000	\$ 50,873,000	\$ 58,878,000	\$ 35,000	\$ 112,943,000
Deposits in Transit	\$ 366,000				\$ 366,000
Outstanding Checks - A/P & Payroll	\$ (235,000)				\$ (235,000)
					-
<b>General Ledger Balance 12/31/2024</b>	\$ 3,288,000	\$ 50,873,000	\$ 58,878,000	\$ 35,000	\$ 113,074,000

**CASH & INVESTMENT CLASSIFICATION**

Unrestricted	\$ 48,352,000
Restricted	
Capital Construction	\$ 2,933,000
System Development Charges	\$ 39,032,000
Debt Reserve	\$ -
Other Restrictions	\$ 16,502,000
URA	\$ 531,000
SMR Reserve	\$ 5,687,000
Held in Trust	\$ 37,000
	<u>\$ 113,074,000</u>

**INVESTMENT REPORTING (in compliance with City policy)**

	Average Rate		12/31/2024 Balance
LGIP	4.85%	\$ 50,873,000	\$ 50,873,000
PFMAM Investment Portfolio	4.42%	\$ 58,878,000	\$ 58,878,000
		<u>\$ 50,873,000</u>	<u>\$ 109,751,000</u>



# Agenda Item

January 27, 2025

TO: Honorable Mayor and City Council through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Acceptance of Public Utility Easement at 1274 N 5<sup>th</sup> Street (Tax Lot 051W07DB00300)**

**RECOMMENDATION:**

Authorize the acceptance of one Public Utility Easement (PUE) from Farmworker Housing Development Corporation, for real property at 1274 N 5<sup>th</sup> Street, and identified as Tax Lot 051W07DB00300.

**BACKGROUND:**

Per the conditions of the Planning Commission's Final Decision for the Covers for Play Structure & Outdoor Event Area Project, dated June 13, 2024, the developer is required to grant a streetside PUE to the City.

**DISCUSSION:**

The easements under consideration are summarized in the table below:

DEDICATED USE	LOCATION	SIZE
Public Utility Easement	N 5 <sup>th</sup> Street Frontage	627 sq. ft.

The Woodburn Development Ordinance (WDO) section 3.02.01B requires a minimum five-foot wide PUE along each lot line abutting a public street. PUE's are reserved for the construction, reconstruction, operation, and maintenance of public utilities on private property.

**FINANCIAL IMPACT:**

There is no cost to the City for this easement.

---

Agenda Item Review: City Administrator  City Attorney  Finance



AFTER RECORDING RETURN TO:

Woodburn City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

**CITY OF WOODBURN, OREGON  
PUBLIC UTILITY EASEMENTS**

Farmworker Housing Development Corporation GRANTOR, grants to the CITY OF WOODBURN, OREGON, hereinafter called CITY, a permanent easement and right-of-way, including the permanent right to construct, reconstruct, operate, and maintain \_\_\_\_\_ on the following described land:

*See attached Exhibit "A" Legal Description of Permanent Easement and attached Exhibit "B" Sketch for Legal Description of Permanent Easement which are by this reference incorporated herein*

GRANTOR reserves the right to use the surface of the land for any purpose that will not be inconsistent or interfere with the use of the easement by CITY. No building or utility shall be placed upon, under, or within the property subject to the foregoing easement during the term thereof, however, without the written permission of CITY.

Upon completion of the construction, CITY shall restore the surface of the property to its original condition and shall indemnify and hold GRANTOR harmless against any and all loss, cost, or damage arising out of the exercise of the rights granted herein.

The true consideration of this conveyance is zero dollars (\$ 0 ), and other valuable consideration, the receipt of which is acknowledged by GRANTOR.

GRANTOR covenants to CITY that GRANTOR is lawfully seized in fee simple of the above-granted premises, free from all encumbrances and that GRANTOR and their heirs and personal representatives shall warrant and forever defend the said premises and every part thereof to CITY against the lawful claims and demands of all persons claiming by, through, or under GRANTOR.

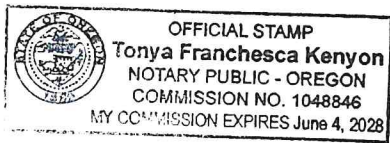
DATED this 16<sup>th</sup> day of December, 2024.

Farmworker Housing Development Corp.  
BY: Carmen Hernandez  
Housing Development Manager

CORPORATE ACKNOWLEDGEMENT

STATE OF OREGON, County of Marion) ss.

The foregoing instrument was acknowledged before me this 16th day of December 2024 by Carmen Fernandez, as Housing Development Manager of Farmworker Housing Development Corp a corporation and the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and each of them acknowledged said instrument to be its voluntary act and deed.



Tonya F Kenyon  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: 6/4/2028

City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

(Grantee's Name and Address)

By Signature below, the City of Woodburn, Oregon,  
Approves and Accepts this Conveyance Pursuant to  
ORS 93.808.

City Recorder:

\_\_\_\_\_  
Heather Pierson

## EXHIBIT A

LEGAL DESCRIPTION:  
EASEMENT AREA  
JUNE 13, 2024

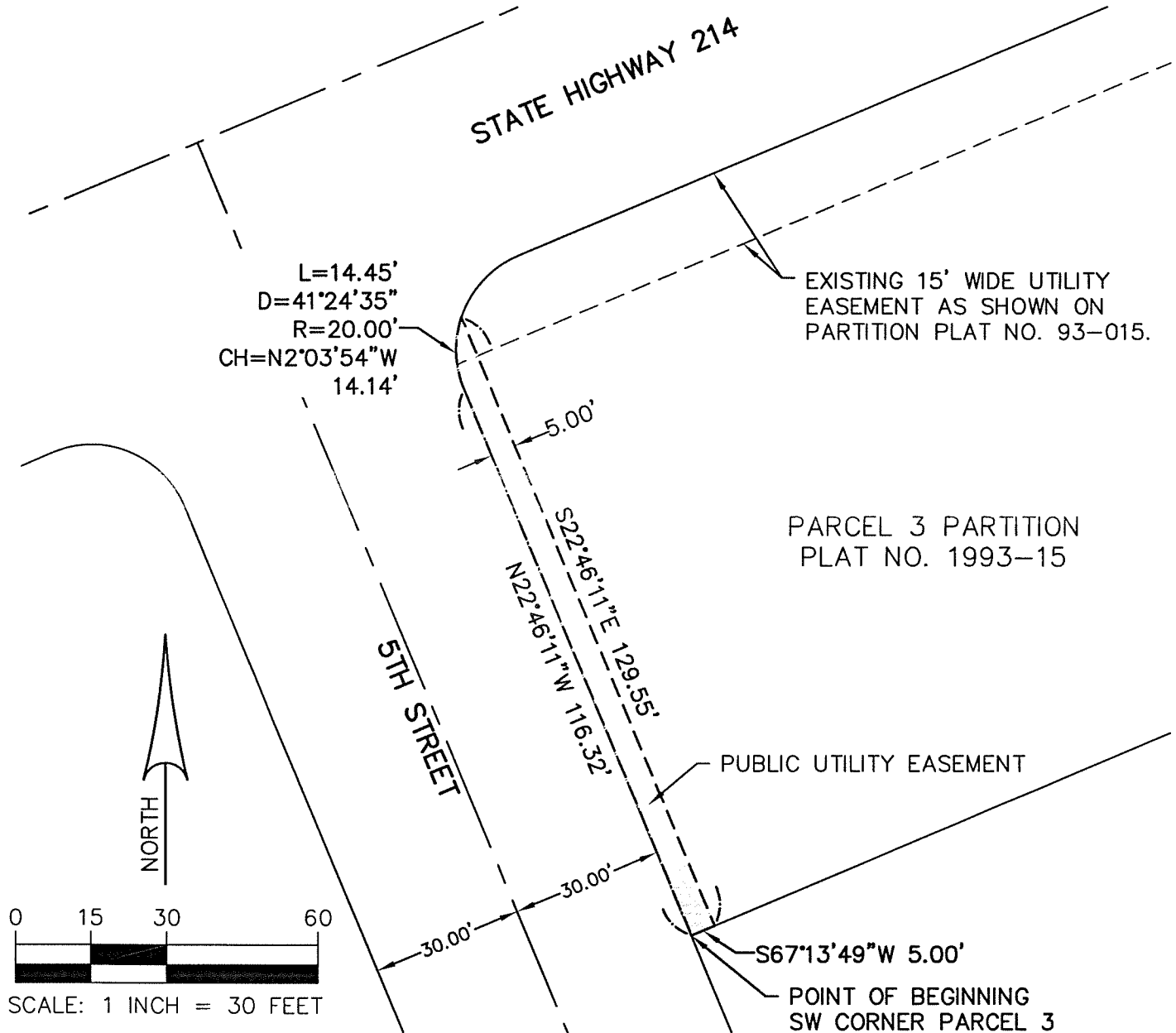
A PORTION OF PARCEL 3 OF PARTITION PLAT NO. 1993-15, RECORDED MARCH 2, 1993 IN REEL 1037, PAGE 403, MARION COUNTY DEED RECORDS, LOCATED IN THE SOUTHEAST 1/4 OF SECTION 7, TOWNSHIP 5 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, MARION COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE SOUTHWEST CORNER OF PARCEL 3 OF PARTITION PLAT NO. 1993-15, SAID POINT BEING ON THE EASTERLY RIGHT-OF-WAY LINE OF 5TH STREET AND BEING 30 FEET EASTERLY OF THE CENTERLINE THEREOF (WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID EASTERLY RIGHT-OF-WAY LINE NORTH 22°46'11" WEST 116.32 FEET TO THE POINT OF CURVATURE TO THE RIGHT; THENCE ALONG THE ARC OF A 20.00 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHEAST, THROUGH A CENTRAL ANGLE OF 41°24'35" (THE LONG CHORD BEARS NORTH 02°03'54" WEST 14.14 FEET, AN ARC DISTANCE OF 14.45 FEET TO A POINT THAT IS 35.00 FEET EASTERLY OF THE CENTERLINE OF 5TH STREET (WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG A LINE THAT IS PARALLEL WITH AND 35.00 FEET EASTERLY OF SAID CENTERLINE (WHEN MEASURED PERPENDICULAR THERETO) SOUTH 22°46'11" EAST 129.55 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID PARCEL 3; THENCE SOUTH 67°13'49" WEST 5.00 FEET TO THE **POINT OF BEGINNING**.

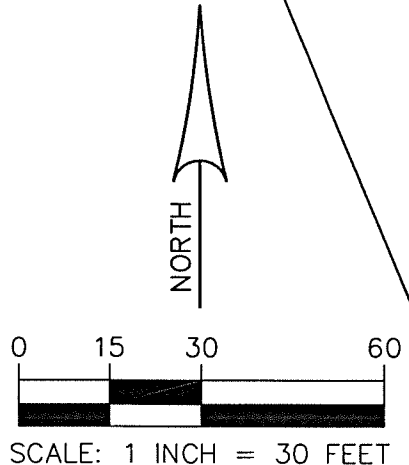
CONTAINS 627 SQUARE FEET, MORE OR LESS.

**EXHIBIT B**  
**PUBLIC UTILITY EASEMENT**  
 A PART OF PARCEL 3 OF PARTITION PLAT NO. 93-15  
 LOCATED IN THE SE 1/4 OF SECTION 7, T. 5 S., R. 1 W., W.M.  
 CITY OF WOODBURN, MARION COUNTY, OREGON

JUNE 13, 2024



L=14.45'  
 D=41°24'35"  
 R=20.00'  
 CH=N2°03'54"W  
 14.14'



REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Craig I. Newton*

OREGON  
 MARCH 12, 2019  
 CRAIG I. NEWTON  
 89441PLS

RENEWS 12-31-2024

PREPARED BY:

*TerraCalc*  
 Land Surveying Inc.  
 1615 N.E. Miller Street  
 McMinnville, OR 97128  
 (503) 857-0935  
 www.Terra-calc.com



# Agenda Item

January 27, 2025

TO: Honorable Mayor and City Council through City Administrator  
 FROM: Curtis Stultz, Public Works Director  
 SUBJECT: **Acceptance of Easements and Right of Way Associated with the Speculative Industrial Development Project (Tax Lot 052W140000800 & 052W140000801)**

**RECOMMENDATION:**

Authorize the acceptance of two Public Utility Easements (PUE), one sanitary sewer easement, and two right of way dedications from SPW2 LLC and Portland General Electric Company (PGE), for real property identified as Tax Lot 052W140000800 & 052W140000801.

**BACKGROUND:**

Per the conditions of the Planning Commission's Final Decision for the Speculative Industrial Development Project, dated January 12, 2023, the developer is required to grant several easements and right of way to the City.

**DISCUSSION:**

The easements under consideration are summarized in the table below:

DEDICATED USE	Grantor	LOCATION	SIZE
PUE	SPW2 LLC	Industrial Way & Evergreen Rd frontage	19,286 sq. ft.
PUE	PGE	Industrial Way frontage	184 sq. ft.
Sanitary Sewer Easement	PGE	Industrial Way	979 sq. ft.
Right of Way	SPW2 LLC	Industrial Way and Evergreen Rd	93,736 sq. ft.
Right of Way	PGE	Industrial Way	

The Woodburn Development Ordinance (WDO) section 3.02.01B requires a minimum five-foot wide PUE along each lot line abutting a public street. PUE's are reserved for the construction, reconstruction, operation, and maintenance of public utilities on private property.

Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_ Finance \_\_\_x\_\_\_

**FINANCIAL IMPACT:**

There is no cost to the City for this easement.



AFTER RECORDING RETURN TO:  
Woodburn City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

**CITY OF WOODBURN, OREGON  
PUBLIC UTILITY EASEMENTS**

SPW2 LLC, GRANTOR, grants to the CITY OF WOODBURN, OREGON, hereinafter called CITY, a permanent easement and right-of-way, including the permanent right to construct, reconstruct, operate, and maintain public utilities on the following described land:

*See attached Exhibit "A" Legal Description of Permanent Easement and attached Exhibit "B" Sketch for Legal Description of Permanent Easement which are by this reference incorporated herein*

GRANTOR reserves the right to use the surface of the land for any purpose that will not be inconsistent or interfere with the use of the easement by CITY. No building or utility shall be placed upon, under, or within the property subject to the foregoing easement during the term thereof, however, without the written permission of CITY.

Upon completion of the construction, CITY shall restore the surface of the property to its original condition and shall indemnify and hold GRANTOR harmless against any and all loss, cost, or damage arising out of the exercise of the rights granted herein.


The true consideration of this conveyance is none (\$0.00), and other valuable consideration, the receipt of which is acknowledged by GRANTOR.

GRANTOR covenants to CITY that GRANTOR is lawfully seized in fee simple of the above-granted premises, free from all encumbrances, except that certain Public Utility Easement in favor of the City of Woodburn recorded on February 26, 2010 in the real property records of Marion County, Oregon at Reel 3153, Page 465, and that GRANTOR and their heirs and personal representatives shall warrant and forever defend the said premises and every part thereof to CITY against the lawful claims and demands of all persons claiming by, through, or under GRANTOR.

DATED this 17<sup>th</sup> day of January, 2025.

SPW2 LLC

TR

  
BY: Specht Investments, Inc.  
ITS: Manager

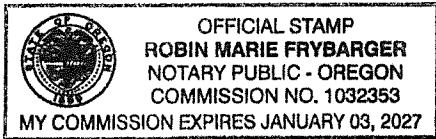
BY: Gregory L. Specht  
ITS: President



CORPORATE  
ACKNOWLEDGEMENT

STATE OF OREGON, County of Washington ) ss.

The foregoing instrument was acknowledged before me on             
JANUARY 17, 2025 by Gregory L. Specht, as President of Specht Investments,  
Inc., an Oregon corporation, the Manager of SPW2 LLC, an Oregon limited liability  
company, on behalf of said company.



Robin Marie Frybarger  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: JANUARY 03, 2027

City of Woodburn  
270 Montgomery Street  
Woodburn, OR

---

By Signature below, the City of  
Woodburn, Oregon, Approves and  
Accepts this Conveyance Pursuant  
to ORS 93.808.

City Recorder:

---

Heather Pierson

Public Utility  
Easements  
(Permanent) Page 2  
of 2



1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

RENEWS: 06/30/26

## Exhibit A

### Public Utility Easement – Parcel 2

October 16, 2024

NWS Project Number 1824

Page 1 of 2

A variable width easement being a portion of Parcel 2 of Partition Plat No. 2022-41, located in the northwest one-quarter and southwest one-quarter of Section 13 and the southeast one-quarter of Section 14, Township 5 South, Range 2 West, Willamette Meridian, City of Woodburn, Marion County, Oregon, and being more particularly described as follows:

Commencing at 5/8-inch iron rod with a yellow plastic cap stamped “Northwest Surveying, Inc” located that the southwest corner of said Parcel 2, said point bears North  $87^{\circ}57'22''$  West 1224.94 feet from a 5/8-inch iron rod with a yellow plastic cap stamped “Northwest Surveying, Inc” located that the most southerly southeast corner of said Parcel 2; Thence along the west line of said Parcel 2, North  $02^{\circ}02'38''$  East 34.50 feet to the Point of Beginning;

Thence parallel with and 34.50 feet northerly from the southerly line of said Parcel 2, when measured at right angle, South  $87^{\circ}57'22''$  East 1063.99 feet; Thence South  $89^{\circ}09'13''$  East 30.04 feet to a point of curvature; Thence 74.05 feet along the arc of a tangent circular curve to the left having a radius of 488.00 feet, a delta angle of  $8^{\circ}41'37''$ , and a long chord of North  $86^{\circ}29'58''$  East 73.98 feet to a point of compound curvature; Thence 24.35 feet along the arc of a tangent circular curve to the left having a radius of 88.00 feet, a delta angle of  $15^{\circ}51'25''$ , and a long chord of North  $74^{\circ}13'27''$  East 24.28 feet to a point of compound curvature; Thence 42.47 feet along the arc of a tangent circular curve to the left having a radius of 38.00 feet, a delta angle of  $64^{\circ}02'04''$ , and a long chord of North  $34^{\circ}16'43''$  East 40.29 feet to a point of tangency with a line located 43.00 feet westerly from the most easterly line of said Parcel 2, when measured at right angles; Thence parallel with and 43.00 feet westerly from the most easterly line of said Parcel 2, North  $02^{\circ}15'41''$  East 457.56 feet to a point of curvature; Thence 35.48 feet along the arc of a tangent circular curve to the left having a radius of 500.00 feet, a delta angle of  $4^{\circ}03'56''$ , and a long chord of North  $00^{\circ}13'43''$  East 35.47 feet to a point of tangency; Thence North  $01^{\circ}48'15''$  West 394.65 feet to a point of curvature; Thence 49.67 feet along the arc of a tangent circular curve to the right having a radius of 700.00 feet, a delta angle of  $4^{\circ}03'56''$ , and a long chord of North  $00^{\circ}13'43''$  East 49.66 feet to a point of tangency with a line located 74.00 feet westerly from the most easterly line of said Parcel 2, when measured at right angles; Thence parallel and 74.00 feet westerly from the most easterly line of said Parcel 2, North  $02^{\circ}15'41''$  East 5.32 feet to the northerly line of said Parcel 2; Thence along

## Public Utility Easement – Parcel 2

October 16, 2024

NWS Project Number 1824

Page 2 of 2

the northerly line of said Parcel 2, North  $87^{\circ}57'22''$  West 10.00 feet to a point located 84.00 feet westerly from the most easterly line of said Parcel 2, when measured at right angles; Thence parallel and 84.00 feet westerly from the most easterly line of said Parcel 2, South  $02^{\circ}15'41''$  East 5.28 feet to a point of curvature; Thence 50.38 feet along the arc of a tangent circular curve to the left having a radius of 710.00 feet, a delta angle of  $4^{\circ}03'56''$ , and a long chord of South  $00^{\circ}13'43''$  West 50.37 feet to a point; Thence South  $01^{\circ}48'15''$  East 394.65 feet to a point of curvature; Thence 34.77 feet along the arc of a tangent circular curve to the right having a radius of 490.00 feet, a delta angle of  $4^{\circ}03'56''$ , and a long chord of South  $00^{\circ}13'43''$  West 34.76 feet to a point of tangency with a line located 53.00 feet westerly from the most easterly line of said Parcel 2, when measured at right angles; Thence parallel with and 53.00 feet westerly from the most easterly line of said Parcel 2, South  $02^{\circ}15'41''$  West 459.77 feet to a point of curvature; Thence 31.82 feet along the arc of a tangent circular curve to the right having a radius of 28.00 feet, a delta angle of  $65^{\circ}06'10''$ , and a long chord of South  $34^{\circ}48'46''$  West 30.13 feet to a point of compound curvature; Thence 20.65 feet along the arc of a tangent circular curve to the right having a radius of 80.00 feet, a delta angle of  $14^{\circ}47'18''$ , and a long chord of South  $74^{\circ}45'30''$  West 20.59 feet to a point of compound curvature; Thence 72.83 feet along the arc of a tangent circular curve to the right having a radius of 480.00 feet, a delta angle of  $8^{\circ}41'37''$ , and a long chord of South  $86^{\circ}29'58''$  West 72.76 feet to a point of tangency; Thence North  $89^{\circ}09'13''$  West 29.95 feet to a point located 42.50 feet northerly from the southerly line of said Parcel 2, when measured at right angles; Thence parallel with and 42.50 feet northerly from the southerly line of said Parcel 2, when measured at right angle, North  $87^{\circ}57'22''$  West 1063.91 feet to a point on the west line of said Parcel 2; Thence along the west line of said Parcel 2, South  $02^{\circ}02'38''$  West 8.00 feet the Point of Beginning.

The above described easement contains 19,286 square feet, more or less.

The basis of bearings for this description is Partition Plat No. 2022-41.

**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

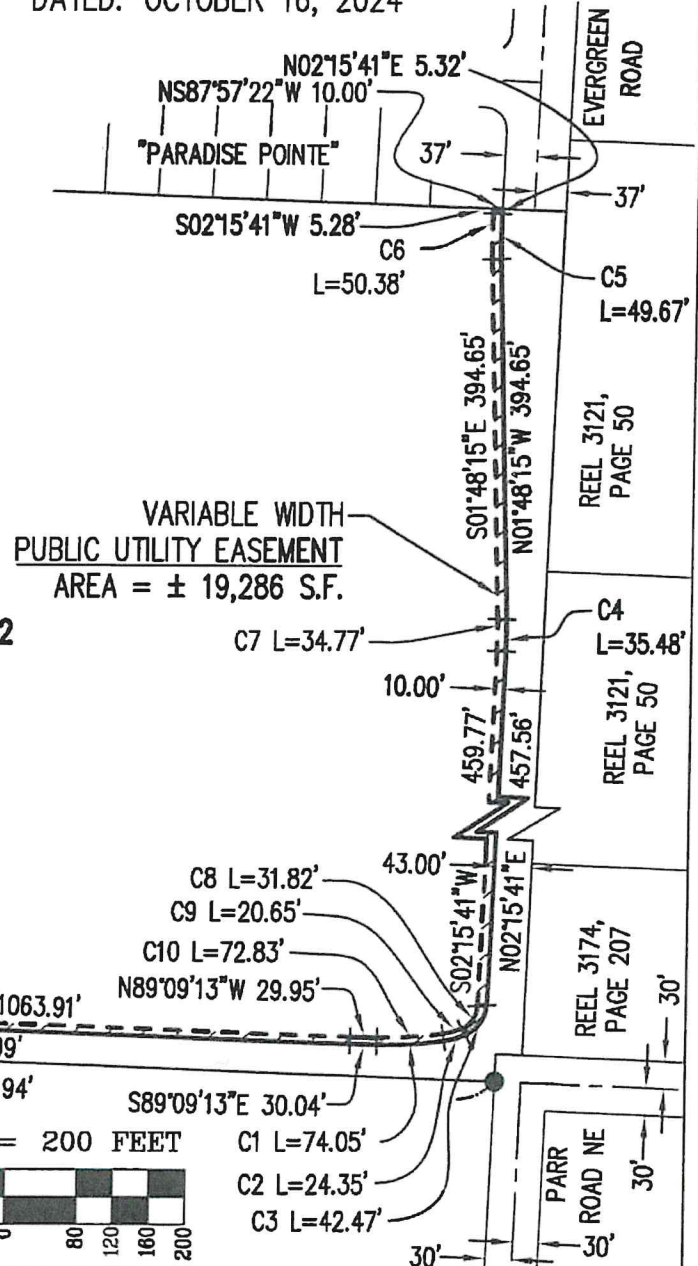
RENEWS: 06/30/26



# EXHIBIT B

A PORTION OF PARCEL 2 OF PARTITION PLAT NO. 2022-041  
IN THE NW AND SW 1/4 OF SECTION 13 AND  
THE SE 1/4 OF SECTION 14,  
TOWNSHIP 5 SOUTH, RANGE 2 WEST, W.M.,  
CITY OF WOODBURN, MARION COUNTY, OREGON  
DATED: OCTOBER 16, 2024

CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA	CHORD
C1	74.05'	488.00'	8°41'37"	N86°29'58"E 73.98'
C2	24.35'	88.00'	15°51'25"	N74°13'27"E 24.28'
C3	42.47'	38.00'	64°02'04"	N34°16'43"E 40.29'
C4	35.48'	500.00'	4°03'56"	N00°13'43"E 35.47'
C5	49.67'	700.00'	4°03'56"	N00°13'43"E 49.66'
C6	50.38'	710.00'	4°03'56"	S00°13'43"W 50.37'
C7	34.77'	490.00'	4°03'56"	S00°13'43"W 34.76'
C8	31.82'	28.00'	65°06'10"	S34°48'46"W 30.13'
C9	20.65'	80.00'	14°47'18"	S74°45'30"W 20.59'
C10	72.83'	480.00'	8°41'37"	S86°29'58"W 72.76'



PARTITION PLAT NO.  
2022-041

PARCEL 2

PARCEL 1

S02°02'38"W 8.00'

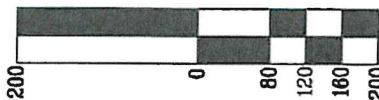
POINT OF BEGINNING

POINT OF COMMENCEMENT

N02°02'38"E 34.50'

PARCEL 12  
REEL 1666, PAGE 370

SCALE 1" = 200 FEET



PREPARED FOR:

SPECHT DEVELOPMENT INC.  
10260 SW GREENBURG ROAD  
SUITE 170  
PORTLAND, OR 97223

JOB NAME: SPECHT WOODBURN

JOB NUMBER: 1824

DRAWING NUMBER: 1824 EASE

DRAWN BY: BJA

CHECKED BY: CHS

**NORTHWEST  
SURVEYING, Inc.**

1815 NW 169th PLACE,  
SUITE 2090  
BEAVERTON, OR 97006  
PHONE: 503-848-2127  
FAX: 503-848-2179  
nwsurveying@nwsrvy.com



AFTER RECORDING RETURN TO:

Woodburn City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

**CITY OF WOODBURN, OREGON  
PUBLIC UTILITY EASEMENTS**

Portland General Electric Company, *GRANTOR*, grants to the CITY OF WOODBURN, OREGON, hereinafter called *CITY*, a permanent easement and right-of-way, including the permanent right to construct, reconstruct, operate, and maintain public utilities on the following described land:

*See attached Exhibit "A" Legal Description of Permanent Easement and attached Exhibit "B" Sketch for Legal Description of Permanent Easement which are by this reference incorporated herein*

*GRANTOR* reserves the right to use the surface of the land for any purpose that will not be inconsistent or interfere with the use of the easement by *CITY*. No building or utility shall be placed upon, under, or within the property subject to the foregoing easement during the term thereof, however, without the written permission of *CITY*.

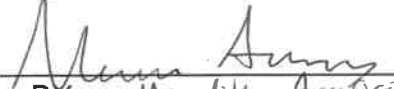
Upon completion of the construction, *CITY* shall restore the surface of the property to its original condition and shall indemnify and hold *GRANTOR* harmless against any and all loss, cost, or damage arising out of the exercise of the rights granted herein.

The true consideration of this conveyance is none (\$0.00), and other valuable consideration, the receipt of which is acknowledged by *GRANTOR*.

Grantor represents that it is the legal title owner of the respective property and has a lawful right to grant the easement hereunder.

DATED this 22 day of January, 2025.

Portland General Electric Company

  
BY: Meredith Armstrong  
TITLE: Manager, Property Rights

CORPORATE ACKNOWLEDGEMENT

STATE OF OREGON, County of Multnomah ss.

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of January 2025 by Meredith Armstrong, as Manager Property Rights of Portland General Electric Co. a corporation and the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and each of them acknowledged said instrument to be its voluntary act and deed.



[Signature]  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: 3/16/25

City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

By Signature below, the City of Woodburn, Oregon,  
Approves and Accepts this Conveyance Pursuant to  
ORS 93.808.

City Recorder:

Heather Pierson



1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127

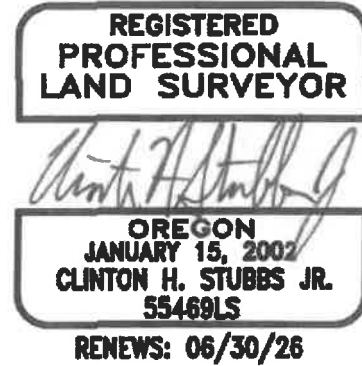


Exhibit A

**Public Utility Easement – Parcel 1**

October 15, 2024

NWS Project Number 1824

An 8.00 feet wide easement being a portion of Parcel 1 of Partition Plat No. 2022-41, located in the southeast one-quarter of Section 14, Township 5 South, Range 2 West, Willamette Meridian, City of Woodburn, Marion County, Oregon, and being more particularly described as follows:

Commencing at 5/8-inch iron rod with a yellow plastic cap stamped “Northwest Surveying, Inc” located at the southeast corner of said Parcel 1; Thence along the east line of said Parcel 1, North 02°02’38” East 34.50 feet to the Point of Beginning;

Thence parallel with and 34.50 feet northerly from the south line of said Parcel 1, when measured at right angles, North 87°57’22” West 23.00 feet; Thence North 02°02’38” East 8.00 feet to a point located 42.50 feet northerly from the south line of said Parcel 1, when measured at right angles; Thence parallel with and 42.50 feet northerly from the south line of said Parcel 1, when measured at right angles, South 87°57’22” East 23.00 feet to a point on the east line of said Parcel 1; Thence along the east line of said Parcel 1, South 02°02’38” West 8.00 feet to the Point of Beginning.

The above described easement contains 184 square feet, more or less.

The basis of bearings for this description is Partition Plat No. 2022-41.



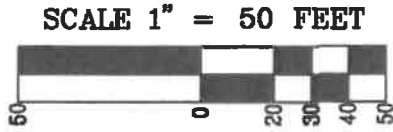
# EXHIBIT B

LOCATED IN THE SE 1/4 OF SECTION 14,  
TOWNSHIP 5 SOUTH, RANGE 2 WEST, W.M.,  
CITY OF WOODBURN, MARION COUNTY, OREGON  
DATED: OCTOBER 15, 2024

**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

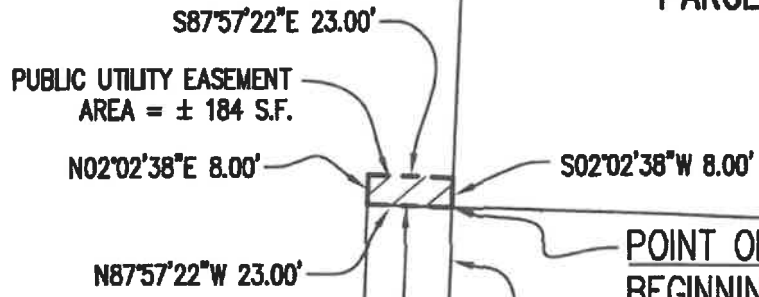
RENEWS: 06/30/26



PARTITION PLAT NO. 2022-041

PARCEL 1

PARCEL 2



POINT OF COMMENCEMENT

POINT OF BEGINNING

WEISZ FAMILY LLC  
PARCEL 12  
REEL 1666, PAGE 370

34.50' RIGHT-OF-WAY DEDICATION

<p><b>PREPARED FOR:</b></p> <p>SPECHT DEVELOPMENT INC. 10260 SW GREENBURG ROAD SUITE 170 PORTLAND, OR 97223</p>	<p><b>JOB NAME:</b> SPECHT WOODBURN</p>	<p><b>NORTHWEST SURVEYING, Inc.</b></p> <p>1815 NW 189th PLACE, SUITE 2090 BEAVERTON, OR 97006 PHONE: 503-848-2127 FAX: 503-848-2179 nwsurveying@nwsrvy.com</p>
	<p><b>JOB NUMBER:</b> 1824</p>	
	<p><b>DRAWING NUMBER:</b> 1824 EASE</p>	
	<p><b>DRAWN BY:</b> BJA</p>	
	<p><b>CHECKED BY:</b> CHS</p>	

AFTER RECORDING RETURN TO:

Woodburn City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

**CITY OF WOODBURN, OREGON  
SANITARY SEWER EASEMENT**

Portland General Electric Company, *GRANTOR*, grants to the CITY OF WOODBURN, OREGON, hereinafter called *CITY*, a permanent sanitary sewer easement and right of way, including the permanent right to construct, reconstruct, operate, and maintain sanitary sewer on the following described land:

*See attached Exhibit "A" Legal Description of Permanent Easement and attached Exhibit "B" Sketch for Legal Description of Permanent Easement which are by this reference incorporated herein*

*GRANTOR* reserves the right to use the surface of the land for any purpose that will not be inconsistent or interfere with the use of the easement by *CITY*. No building or utility shall be placed upon, under, or within the property subject to the foregoing easement during the term thereof, however, without the written permission of *CITY*.

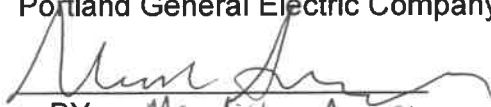
Upon completion of the construction, *CITY* shall restore the surface of the property to its original condition and shall indemnify and hold *GRANTOR* harmless against any and all loss, cost, or damage arising out of the exercise of the rights granted herein.

The true consideration of this conveyance is none (\$0.00), and other valuable consideration, the receipt of which is acknowledged by *GRANTOR*.

Grantor represents that it is the legal title owner of the respective property and has a lawful right to grant the easement hereunder.

DATED this 22 day of January, 2025.

Portland General Electric Company

  
BY: Meredith Armstrong  
TITLE: Manager, Property Rights

CORPORATE ACKNOWLEDGEMENT

STATE OF OREGON, County of Multnomah ss.

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of January 2025 by Meredith Armstrong, as Manager, Property Rights of Portland General Electric Co. a corporation and the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and each of them acknowledged said instrument to be its voluntary act and deed.



[Signature]  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: 3/16/25

City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

By Signature below, the City of Woodburn, Oregon,  
Approves and Accepts this Conveyance Pursuant to  
ORS 93.808.

City Recorder:

Heather Pierson



1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127

**Exhibit A**  
**Sanitary Sewer Easement**  
December 12, 2024  
NWS Project Number 1824

A 16.00 foot wide easement being a portion of Parcel 1 of Partition Plat No. 2022-41, located in the southeast one-quarter of Section 14, Township 5 South, Range 2 West, Willamette Meridian, City of Woodburn, Marion County, Oregon, and being more particularly described as follows:

Commencing at 5/8 inch iron rod with a yellow plastic cap stamped "Northwest Surveying, Inc" located that the southeast corner of said Parcel 1; Thence along the south line of said Parcel 1, North 87°57'22" West 23.00 feet; Thence departing the south line of said Parcel 1, North 02°02'38" East 6.50 feet to the Point of Beginning;

Thence parallel with and 6.50 feet northerly from the southerly line of said Parcel 1, North 87°57'22" West 61.18 feet; Thence North 02°02'28" East 16.00 feet to a point located 22.50 feet northerly from the south line of said Parcel 1, when measured at right angles; Thence parallel with and 22.50 feet northerly from the south line of said Parcel 1, when measured at right angles, South 87°57'22" East 61.18 feet; Thence South 02°02'38" West 16.00 feet to the Point of Beginning.

The above described easement contains 979 square feet, more or less.

The basis of bearings for this description is Partition Plat No. 2022-41.



# EXHIBIT B

A PORTION OF PARCEL 1,  
 PARTITION PLAT NO. 2022-41,  
 LOCATED IN THE SE 1/4 OF SECTION 14,  
 TOWNSHIP 5 SOUTH, RANGE 2 WEST, W.M.,  
 CITY OF WOODBURN, MARION COUNTY, OREGON  
 DATED: DECEMBER 12, 2024

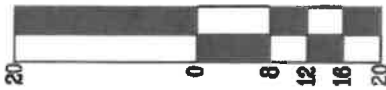


**REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR**

*Clinton H. Stubbs Jr.*  
**OREGON  
 JANUARY 15, 2002  
 CLINTON H. STUBBS JR.  
 55469LS**

RENEWS: 06/30/26

SCALE 1" = 20 FEET

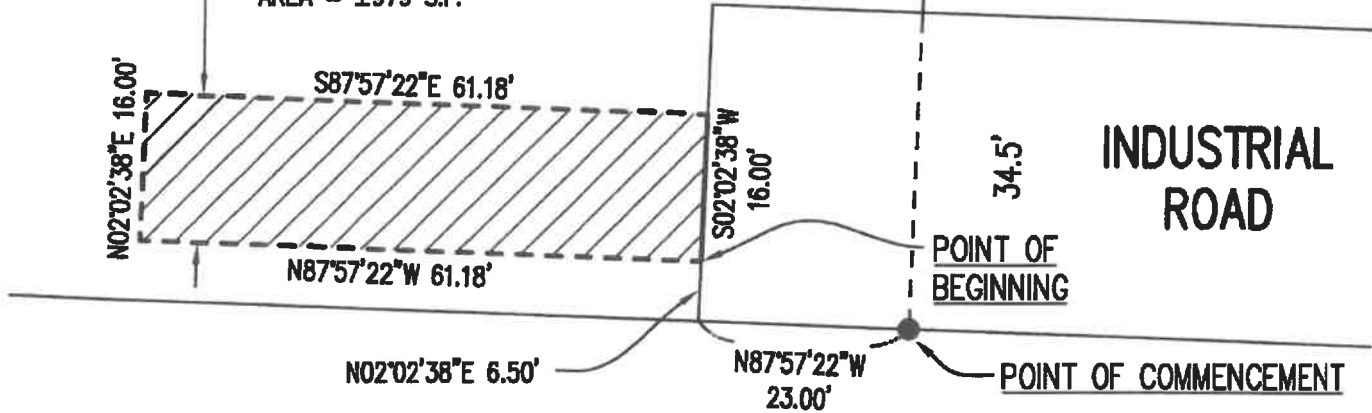


PARTITION PLAT NO. 2022-41

PARCEL 1

PARCEL 2

16.00' WIDE SANITARY  
 SEWER EASEMENT  
 AREA = ±979 S.F.



N02°02'38"E 6.50'

N87°57'22"W  
 23.00'

POINT OF  
 BEGINNING

POINT OF COMMENCEMENT

WEISZ FAMILY LLC  
 PARCEL 12  
 REEL 1666, PAGE 370

INDUSTRIAL  
 ROAD

34.5'

**PREPARED FOR:**

SPECHT DEVELOPMENT INC.  
 10260 SW GREENBURG ROAD  
 SUITE 170  
 PORTLAND, OR 97223

JOB NAME: SPECHT WOODBURN

JOB NUMBER: 1824

DRAWING NUMBER: 1824 EASE

DRAWN BY: ARS

CHECKED BY: CHS

**NORTHWEST**

**SURVEYING, Inc.**

1815 NW 169th PLACE,  
 SUITE 2090  
 BEAVERTON, OR 97006  
 PHONE: 503-848-2127  
 FAX: 503-848-2179  
 nwsurveying@nwsrvy.com

**After Recording Return to:**  
City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, Oregon 97071

**Send Tax Statements to:**  
City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, Oregon 97071

**DEDICATION DEED**  
(RIGHT OF WAY)

SPW2 LLC, **Grantor**, does hereby grant to the **CITY OF WOODBURN**, a municipal corporation of the State of Oregon, **Grantee**, the following real property situated in the County of Marion, State of Oregon, to be used and held by the City of Woodburn for public street, road, right-of-way, and utility purposes, bounded and described as follows:

See attached **EXHIBIT A** Legal Description; and

See attached **EXHIBIT B** Drawing for Legal Description.

The true consideration for this conveyance is: none \$0.00, the receipt and sufficiency of which is hereby acknowledged by GRANTOR.

GRANTOR hereby covenants to GRANTEE that GRANTOR is the fee title owner of the above described real property, free from all encumbrances except (i) that certain Public Utility Easement in favor of the City of Woodburn recorded on February 26, 2010 in the real property records of Marion County, Oregon at Reel 3153, Page 465, and (ii) the rights of the owner of the high-pressure natural gas line located within the above described real property, that GRANTOR has the right to convey the property to GRANTEE, and that GRANTOR and its successors and assigns shall warrant and forever defend the title to the property against all lawful claims and demands whatsoever.

Dated this 17<sup>th</sup> day of JANUARY, 2025

**GRANTOR**

**SPW2 LLC**

TR

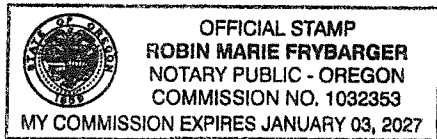
  
\_\_\_\_\_

By: Specht Investments, Inc. ITS: Manager

BY: Gregory L. Specht  
ITS: President

State of Oregon )  
 ) ss.  
County of Washington )

The foregoing instrument was acknowledged before me on JANUARY 17, 2025 by Gregory L. Specht, as President of Specht Investments, Inc., an Oregon corporation, the Manager of SPW2 LLC, an Oregon limited liability company, on behalf of said company.



Robin Marie Frybarger  
Notary Public for Oregon  
My Commission Expires JANUARY 03, 2027

**GRANTEE'S ACCEPTANCE**

By Signature below, the City of Woodburn, Oregon, hereby accepts this dedication pursuant to ORS 92.014.

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

State of Oregon )  
 ) ss.  
County of Marion )

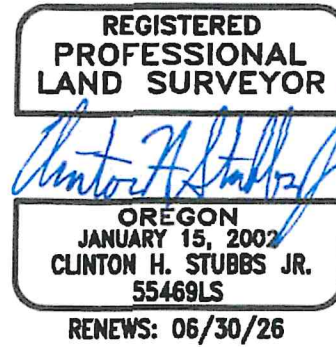
This instrument was acknowledged before me on \_\_\_\_\_, \_\_\_\_\_, by Scott Derickson, City Administrator of the City of Woodburn, acting under authority granted to him by the Woodburn City Council.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires \_\_\_\_\_





1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127



## Exhibit A

### Right-of-Way Dedication – Parcel 2

October 16, 2024

NWS Project Number 1824

*Page 1 of 2*

A tract of land being a portion of Parcel 2 of Partition Plat No. 2022-41, located in the northwest one-quarter and southwest one-quarter of Section 13 and the southeast one-quarter of Section 14, Township 5 South, Range 2 West, Willamette Meridian, City of Woodburn, Marion County, Oregon, and being more particularly described as follows:

Beginning at 5/8-inch iron rod with a yellow plastic cap stamped “Northwest Surveying, Inc” located that the most southerly southeast corner of said Parcel 2, said point being on the westerly right-of-way line of Parr Road NE (30.00 feet westerly from the centerline thereof, when measured at right angles); Thence along the southerly line of said Parcel 2, North 87°57’22” West 1224.94 feet to the southwest corner thereof, said point being marked by 5/8-inch iron rod with a yellow plastic cap stamped “Northwest Surveying, Inc”; Thence along the west line of said Parcel 2, North 02°02’38” East 34.50 feet to a point located 34.50 feet northerly from the southerly line of said Parcel 2, when measured at right angles; Thence parallel with and 34.50 feet northerly from the southerly line of said Parcel 2, when measured at right angle, South 87°57’22” East 1063.99 feet; Thence South 89°09’13” East 30.04 feet to a point of curvature; Thence 74.05 feet along the arc of a tangent circular curve to the left having a radius of 488.00 feet, a delta angle of 8°41’37”, and a long chord of North 86°29’58” East 73.98 feet to a point of compound curvature; Thence 24.35 feet along the arc of a tangent circular curve to the left having a radius of 88.00 feet, a delta angle of 15°51’25”, and a long chord of North 74°13’27” East 24.28 feet to a point of compound curvature; Thence 42.47 feet along the arc of a tangent circular curve to the left having a radius of 38.00 feet, a delta angle of 64°02’04”, and a long chord of North 34°16’43” East 40.29 feet to a point of tangency with a line located 43.00 feet westerly from the most easterly line of said Parcel 2, when measured at right angles; Thence parallel with and 43.00 feet westerly from the most easterly line of said Parcel 2, North 02°15’41” East 457.56 feet to a point of curvature; Thence 35.48 feet along the arc of a tangent circular curve to the left having a radius of 500.00 feet, a delta angle of 4°03’56”, and a long chord of North 00°13’43” East 35.47 feet to a point of tangency; Thence North 01°48’15” West 394.65 feet to a point of curvature; Thence 49.67 feet along the arc of a tangent circular curve to the right having a radius of 700.00 feet, a delta angle of 4°03’56”, and a long chord of North 00°13’43” East 49.66 feet to a point of tangency with a line located 74.00 feet westerly from the most easterly line of said Parcel 2, when measured at right angles; Thence parallel and

Exhibit A

Right-of-Way Dedication – Parcel 2

October 16, 2024

NWS Project Number 1824

*Page 2 of 2*

74.00 feet westerly from the most easterly line of said Parcel 2, North 02°15'41" East 5.32 feet to the northerly line of said Parcel 2; Thence along the northerly line of said Parcel 2, South 87°57'22" East 74.00 feet to the northeast corner thereof; Thence along the most easterly line of said Parcel 2, South 02°15'41" West 995.51 feet to the most easterly southeast corner of said Parcel 2, said point being located on the northerly right-of-way line of Parr Road NE (30.00 feet northerly from the centerline thereof, when measured at right angles); Thence along the northerly right-of-way line of said Parr Road NE, North 88°00'02" West 30.03 feet to an angle point thereon; Thence along the westerly right-of-way line of said Parr Road NE, South 02°12'29" West 29.98 feet to the Point of Beginning.

The above described tract of land contains 93,736 square feet, more or less.

The basis of bearings for this description is Partition Plat No. 2022-41.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

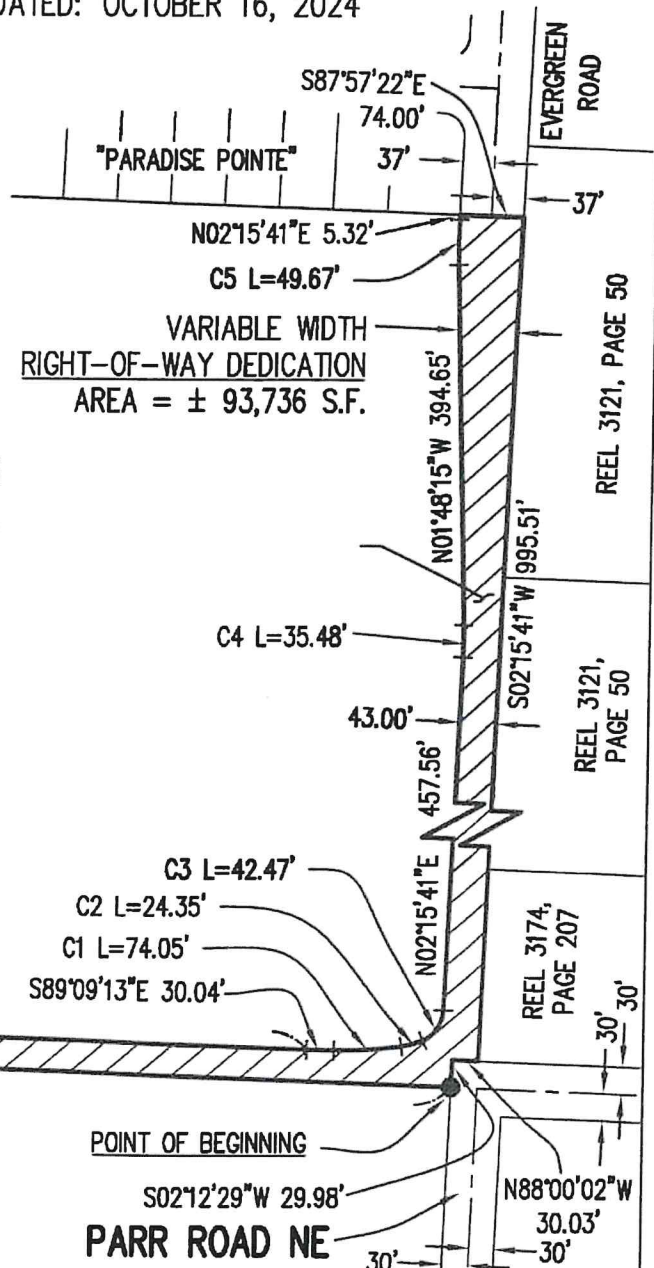
RENEWS: 06/30/26



# EXHIBIT B

A PORTION OF PARCELS 1 & 2 OF PARTITION PLAT NO. 2022-041  
IN THE NW AND SW 1/4 OF SECTION 13 AND  
THE SE 1/4 OF SECTION 14,  
TOWNSHIP 5 SOUTH, RANGE 2 WEST, W.M.,  
CITY OF WOODBURN, MARION COUNTY, OREGON  
DATED: OCTOBER 16, 2024

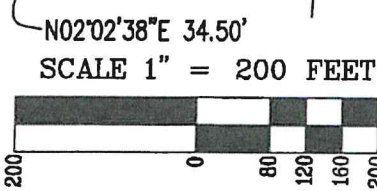
CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA	CHORD
C1	74.05'	488.00'	8°41'37"	N86°29'58"E 73.98'
C2	24.35'	88.00'	15°51'25"	N74°13'27"E 24.28'
C3	42.47'	38.00'	64°02'04"	N34°16'43"E 40.29'
C4	35.48'	500.00'	4°03'56"	N00°13'43"E 35.47'
C5	49.67'	700.00'	4°03'56"	N00°13'43"E 49.66'



PARCEL 2

PARTITION PLAT NO.  
2022-041

PARCEL 1



PARCEL 12  
REEL 1666, PAGE 370

POINT OF BEGINNING

PARR ROAD NE

PREPARED FOR:  
  
SPECHT DEVELOPMENT INC.  
10260 SW GREENBURG ROAD  
SUITE 170  
PORTLAND, OR 97223

JOB NAME: SPECHT WOODBURN  
JOB NUMBER: 1824  
DRAWING NUMBER: 1824 EASE  
DRAWN BY: BJA  
CHECKED BY: CHS

**NORTHWEST**  
**SURVEYING, Inc.**

1815 NW 169th PLACE,  
SUITE 2090  
BEAVERTON, OR 97006  
PHONE: 503-848-2127  
FAX: 503-848-2179  
nwsurveying@nwsrvy.com

*After Recording Return to:*  
City Recorder  
City of  
Woodburn  
270 Montgomery Street  
Woodburn, Oregon 97071

*Send Tax Statements to:*  
City Recorder  
City of  
Woodburn  
270 Montgomery Street  
Woodburn, Oregon 97071

**DEDICATION DEED  
(RIGHT OF WAY)**

Portland General Electric Company, **Grantor**, does hereby grant to the **CITY OF WOODBURN**, a municipal corporation of the State of Oregon, **Grantee**, the following real property situated in the County of Marion, State of Oregon, to be used and held by the City of Woodburn for public street, road, right-of-way, and utility purposes, bounded and described as follows:

See attached **EXHIBIT A** Legal Description; and

See attached **EXHIBIT B** Drawing for Legal Description.

The true consideration for this conveyance is: none \$0.00, the receipt and sufficiency of which is hereby acknowledged by GRANTOR.

Grantee accepts the property in its present condition, "AS IS", without any representation or warranty concerning the fitness or viability of the property for any particular purpose. This property is subject to all easements, interests, encumbrances, liens, and all other limitations and exceptions of record applicable to the subject property. Notwithstanding anything to the contrary contained herein, Grantor and Grantee understand and agree that Grantor's property is encumbered by that certain Indenture of Mortgage and Deed of Trust dated July 1, 1945 to Wells Fargo Bank, N.A. (as successor to HSBC Bank USA, N.A., which was successor to The Marine Midland Trust Company of New York), as supplemented (the "Mortgage Indenture") and Grantor will cause the lien of the Mortgage Indenture to be released subsequent to the execution and recording hereof. Any rights acquired by Grantee pursuant hereto are subject to the necessary approval of all applicable governmental entities and shall not be construed as consent of governmental entities.

Dated this 22 day of January, 2025



GRANTOR

**Portland General Electric Company**

Meredith Armstrong

BY: Meredith Armstrong  
TITLE: Manager, Property Rights

State of Oregon )  
County of Multnomah ) ss.

This instrument was acknowledged before me on this 22<sup>nd</sup> day of January, 2025,  
(day) (month) (year)  
by Meredith Armstrong, as Manager, Property Rights  
(Signer's Name) (Title; write N/A if not applicable)  
of Portland General Electric Co.  
(Name of Entity of whose behalf record is executed; write N/A if not applicable)



[Signature]  
Notary Public for Oregon  
My Commission Expires 3/16/25

**GRANTEE'S ACCEPTANCE**

By Signature below, the City of Woodburn, Oregon, hereby accepts this dedication pursuant to ORS 92.014.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

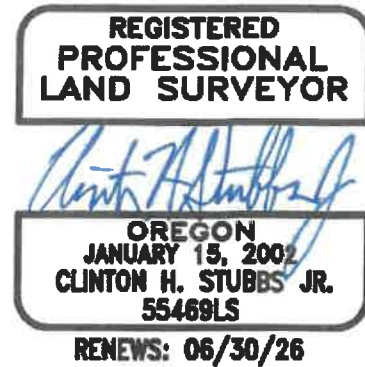
State of Oregon )  
County of Marion ) ss.

This instrument was acknowledged before me on \_\_\_\_\_, \_\_\_\_\_, by Scott Derickson, City Administrator of the City of Woodburn, acting under authority granted to him by the Woodburn City Council.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires \_\_\_\_\_



1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127



**Exhibit A**

**Right-of-Way Dedication – Parcel 1**

October 15, 2024

NWS Project Number 1824

A tract of land being a portion of Parcel 1 of Partition Plat No. 2022-41, located in the southeast one-quarter of Section 14, Township 5 South, Range 2 West, Willamette Meridian, City of Woodburn, Marion County, Oregon, and being more particularly described as follows:

Beginning at 5/8 inch iron rod with a yellow plastic cap stamped “Northwest Surveying, Inc” located at the southeast corner of said Parcel 1; Thence along the south line of said Parcel 1, North 87°57’22” West 23.00 feet; Thence departing the south line of said Parcel 1, North 02°02’38” East 34.50 feet to a point located 34.50 feet northerly from the south line of said Parcel 1, when measured at right angles; Thence parallel with and 34.50 feet northerly from the south line of said Parcel 1, when measured at right angles, South 87°57’22” East 23.00 feet to a point on the east line of said Parcel 1; Thence along the east line of said Parcel 1, South 02°02’38” West 34.50 feet to the Point of Beginning.

The above described tract of land contains 794 square feet, more or less.

The basis of bearings for this description is Partition Plat No. 2022-41.

# EXHIBIT B

LOCATED IN THE SE 1/4 OF SECTION 14,  
TOWNSHIP 5 SOUTH, RANGE 2 WEST, W.M.,  
CITY OF WOODBURN, MARION COUNTY, OREGON  
DATED: OCTOBER 15, 2024



**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

*Clinton H. Stubbs Jr.*

OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

RENEWS: 06/30/26

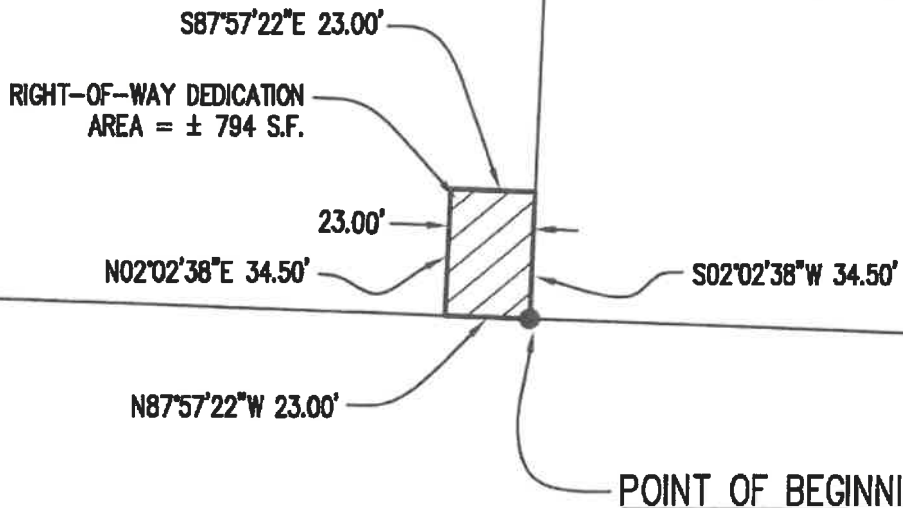
SCALE 1" = 50 FEET



PARCEL 1

PARCEL 2

PARTITION PLAT NO. 2022-041



WEISZ FAMILY LLC  
PARCEL 12  
REEL 1666, PAGE 370

**PREPARED FOR:**

SPECHT DEVELOPMENT INC.  
10260 SW GREENBURG ROAD  
SUITE 170  
PORTLAND, OR 97223

JOB NAME: SPECHT WOODBURN

JOB NUMBER: 1824

DRAWING NUMBER: 1824 EASE

DRAWN BY: BJA

CHECKED BY: CHS

**NORTHWEST  
SURVEYING, Inc.**

1815 NW 169th PLACE,  
SUITE 2090  
BEAVERTON, OR 97006  
PHONE: 503-848-2127  
FAX: 503-848-2179  
nwsurveying@nwsrvy.com





# Agenda Item

January 27, 2025

TO: Honorable Mayor and City Council through City Administrator  
THRU: Jason Millican, Chief of Police  
FROM: Keith Kimberlin, Lieutenant  
SUBJECT: **Liquor License Application for Romero's Cantina LLC**

**RECOMMENDATION:**

Recommend that the OLCC approve the Liquor License Application for Romero's Cantina LLC.

**BACKGROUND:**

Applicant: Romero's Cantina LLC  
1600 Industrial Avenue  
Woodburn, OR 97071  
503-980-8431

Point of Contact: Cassandra Nicole Romero-Bautista  
11470 SW 12<sup>th</sup> Street  
Beaverton, OR 97005  
503-980-8431

Business: Romero's Cantina  
1600 Industrial Avenue  
Woodburn, OR 97071  
503-980-8431

Owner(s): Casandra Romero-Bautista  
503-984-0913

License Type(s):

**Full On-Premises, Commercial** - May sell and serve distilled spirits, malt beverages, wine, and cider for consumption at the business location. May sell malt beverages for off-site consumption in securely covered containers provided by the customer. May sell cocktails and wine to-go in sealed containers as of June 11, 2021. Food service required. Must purchase distilled liquor only from an Oregon Liquor store, or from another full On-Premises Sales licensee who has purchased the distilled liquor from an Oregon Liquor store.

On December 16, 2024, the Woodburn Police Department received an application for Full On-Premises commercial sales for Romero's Cantina LLC. The business is opening as a new Bar Cart with an outside seating area, but no separation from other food carts or the parking lot at 1600 Industrial Avenue. The seating capacity shows 24, with an additional 96 available if they use the other food cart seating areas, to include inside and outside seating areas at those food carts.

The hours of operation are 11AM to 11PM Wednesday through Sunday, with a seasonal possibility of being open 7 days a week in the summer with the same hours of operation. There is noted entertainment possibility of streaming sports and fighting matches at the business. It should be noted that minors are allowed within the area of the business according to their application. The Woodburn Police Department has not received any communication from the public or surrounding businesses in support of or against the proposed change.

**DISCUSSION:**

The Police Department has completed a background investigation of Romero's Cantina LLC., and the listed owner, Cassandra Romero-Bautista, through various police databases and business-related databases. Cassandra Romero-Bautista has a valid driver license in Oregon. Nothing of concern was located for Romero-Bautista.

The Police Department has great concern for the business, as it is open to the entire public, to include minors, with no barriers to keep people from leaving while consuming alcohol. Vehicles are even allowed in the area where the alcohol is being sold with no plans on how they are to monitor who is drinking and where the alcohol is being consumed once it is sold. Despite this, under ORS 471.313, Grounds for refusing a license, the Police Department could not find grounds for refusing a license.

**FINANCIAL IMPACT:**

None.



# Agenda Item

January 27, 2025

TO: Honorable Mayor and City Council through City Administrator

FROM: Chris Kerr, Community Development Director *CK*,  
Colin Cortes, AICP, CNU-A, Senior Planner

SUBJECT: **Appeal of the Planning Commission approval with conditions of the US Market gas station development at 2540 & 2600 Newberg Hwy at the southwest corner of Newberg Hwy & Oregon Way (CU 24-02)**

**RECOMMENDATION:**

Conduct a public hearing and make a motion to affirm the Planning Commission approval with conditions (Attachment 2), directing staff to prepare a final land use decision for consideration at the next City Council meeting.

**BACKGROUND:**

The item before the Council is an appeal of the Planning Commission's approval with conditions of Conditional Use CU 24-02 and corollary applications Design Review 24-02, Phasing Plan PP 24-01, & Adjustment to Street Improvement Requirements ("Street Adjustment") SA 24-01, for the US Market gas station development at 2540 & 2600 Newberg Highway, which is at the southwest corner of the intersection of the highway and Oregon Way.

The subject property of approximately 1.42 gross acres is zoned Commercial General (CG) and is currently vacant land.

The applicant is architect Ronald "Ron" Ped, acting on behalf of property owner Lal "Don" Sidhu of Woodburn Petroleum LLC. The party appealing the Planning Commission decision (appellant) is Paula Kilgore of 636 Oregon Way, represented by attorney David Petersen of Tonkon Torp LLP . A copy of the appellant's letter received November 12, 2024, requesting an appeal is included as Attachment 1.

*Project Summary*

---

Agenda Item Review: City Administrator  City Attorney  Finance

The proposal is to develop a gas station with convenience store and speculative commercial office area on two lots. (There is no lot consolidation.) A colored site plan is included on a later page.

The site plan that the Planning Commission approved for development includes the following features:

- The east, corner lot, which has the one driveway along Oregon Way, would have a single northeast building with a convenience store of 4,110 square feet (sq ft) at the north end and a speculative commercial office of 1,863 sq ft at the south end.
- The west lot, which has the one driveway along the highway, would have a north fuel pump canopy and a south commercial office building of 5,000 sq ft.

### *Development Applications*

A gas station is a conditional use (CU) in the CG zoning district where it would be located within 200 feet of residentially zoned property.

A "conditional" use is called such because (1) it's conditional upon discrete approval by the City, and (2) the City can condition physical or operational aspects of a proposal, including on issues particular to the case at hand and above and beyond what Woodburn Development Ordinance (WDO) provisions directly address. Consistent with the CU purpose statement in WDO 5.03.01A, the Commission approved with conditions that offset the effects of development and make a gas station as compatible as practical with existing residential uses in the vicinity.

Incidentally, commercial office and retail are permitted uses in the CG zoning district, in other words, are allowed by right.

There are associated development applications submitted as part of the consolidated application package:

- Design Review DR 24-02: This relates to the site plan and the overall physical site development.
- Adjustment to Street Improvement Requirements ("Street Adjustment") SA 24-01: SA is a discretionary land use application type allowing developers to lessen or adjust street improvement requirements and standards.
- Phasing Plan PP 24-01: A phasing plan is a discretionary land use application type allowing developers to divide development across space and time, the

main purpose being that the City and a developer define increments of public improvement obligations for each phase so that the developer can better manage financial obligations through completion of the project. A phasing plan can also be a tool to accommodate different development options or scenarios. In this case, Phase 2 is the southwest office building and adjacent parking aisle.

See below and the next pages for an aerial photo and a site plan.



*Subject property outlined in green*

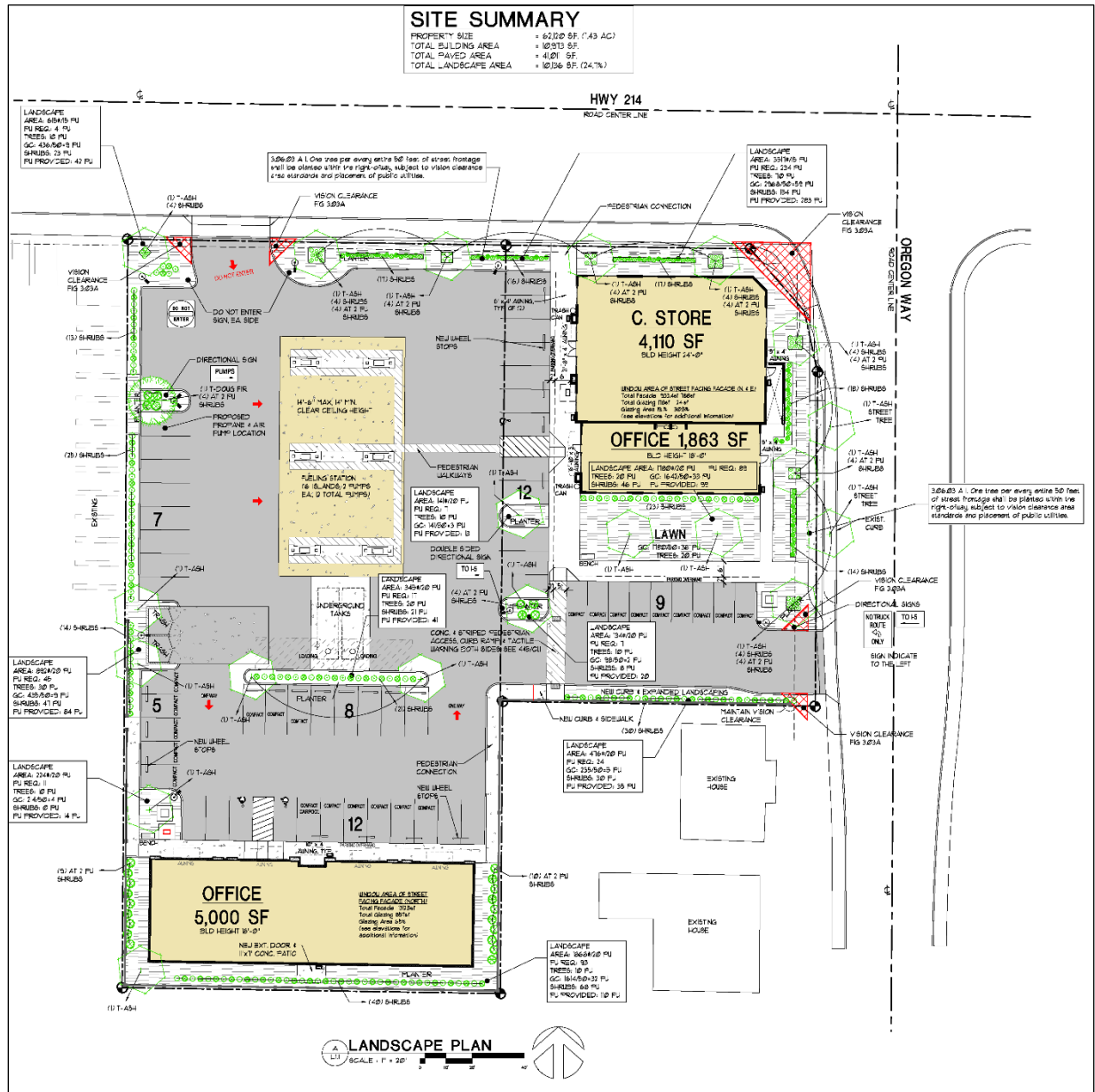


Exhibit L1.1: Landscape plan excerpt from Sheet L1.1 submitted February 8, 2024 and with building tan coloring by staff

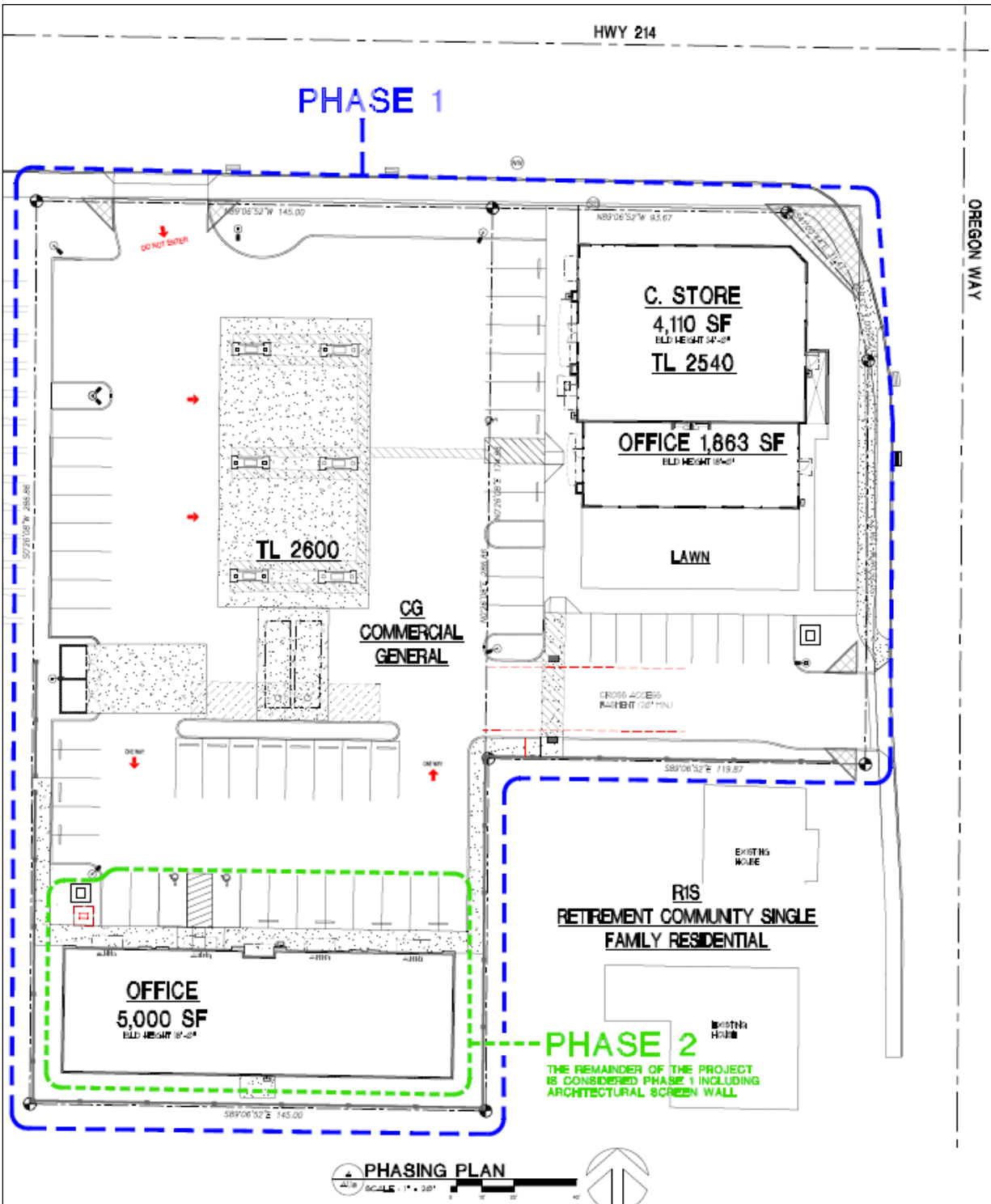


Exhibit PP1: Phasing plan excerpt from Sheet A1.1a submitted February 8, 2024





*Proposed convenience storefront (west elevation)*

### *Commission Decision*

The Planning Commission held a public hearing on August 22, 2024. The applicant requested to keep the record open for 30 days. Because that would fall on a weekend, it fell on the next business day, Monday, September 23.

On October 24, the Commission deliberated upon the additional evidence and written testimony received after the hearing, as well as written arguments based on the closed record submitted by both an opposition attorney as well as the applicant's attorney, and by a 5-2 vote approved the consolidated applications package (Type III) with the conditions recommended by staff through the staff report published August 22, except for one revision with two parts:

1. Striking Condition CU8d that would have required a median barrier to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site and that referenced Commission staff report Attachment 102A, Public Works comments, item 6.
2. Deleting Attachment 102A, Public Works comments, item 6 that read, "A median barrier is required to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site. The median barrier design and location will be part of the civil plans reviewed through the building permit application and construction of the median is due at the same time as Condition G4a (WDO 3.01.02E)." Items 7-12 became renumbered to 6-11.

### *Testimony*

Commission: The list of testifiers is on final decision pages 29 & 30 (Attachment 2). Testimony topics raised generally included concerns about:

- Gas fumes smell
- Light pollution
- Noise
- Traffic; and
- Unsavory convenience store customers.

Council: Neither the applicant nor the applicant's attorney had submitted anything by the time of staff report publication. Two pieces of public testimony came, one for and one against the project (Attachments 4 & 5).

### **DISCUSSION:**

On November 12, 2024, the appellant submitted a Notice of Intent to Appeal the Commission decision on consolidated application CU 24-02 pursuant to WDO 4.02.01. Staff thereafter scheduled this public hearing of the City Council in accordance with WDO 4.01.15.

The appellant's notice of appeal letter sets out two bases or grounds for its appeal (Attachment 1). Neither the applicant nor the applicant's attorney had submitted anything in defense of the Commission approval by the time of Council staff report publication.

While the City Council appeal hearing on the consolidated applications may consider or include discussion on any number of issues regarding the consolidated applications, including those raised in the appellant's appeal letter or by other parties that testified during the Planning Commission hearing, staff includes below a brief response to the appellant's two points:

1. *Appellant's Argument related to Compatibility*

One of the appellant's issues is alleged "serious incompatibility of the applicant's project with the surrounding residential neighborhood".

Staff affirms the Commission approval is with conditions that make the development compatible physically and operationally and mitigate unpleasant aspects of neighboring and patronizing a gas station and convenience store, primarily through a buffer/screen wall, landscaping including street trees new to Oregon Way, directional signage for motorists leaving the site, and limited hours of operation of the gas station (Monday through Saturday 6:00 a.m. to midnight and Sunday 6:00 a.m. to 11:00 p.m.) and specifically of any vacuums (Monday through Saturday 7:00 a.m. to 9:00 p.m. and Sunday 9:00 a.m. to 6:00 p.m.).

Additionally, the applicant had submitted evidence and argument rebutting opposition points, including those of the now-appellant, and the Commission had reviewed and decided upon the record.

In short, the appellant had already made his points at the Commission's public hearing, and the applicant's revised and additional application materials and the conditions of approval, which staff had recommended and the Commission approved, addressed compatibility through the conditional use criteria and factors in WDO 5.03.01B.

2. *Appellant's Argument related to Staff Analyses & Findings*

The appellant's first bullet alleges that there are findings without analyses or missing findings; but, the appellant specifies no one or more findings in particular to which staff can respond.

The appellant's second bullet point implies that in cases where staff applied a condition of approval, it was somehow improper in that staff did not describe in enough detail how application of a condition of approval would ensure that code criteria is met. The Commission had approved the proposal with the vast majority of conditions staff had recommended. Staff frequently develops and recommends imposition of conditions of approval that staff concludes are necessary to approve subject applications. Often conditions are self-evident, and the corresponding findings in the approval detail and

explain, either explicitly or implicitly, how or why certain conditions of approval render the proposal consistent with applicable criteria.

The appellant's third bullet point alleges that staff concedes in the findings that, "the applicant will later need to revise the site plan with no further opportunity for public review."

Yes, the applicant will need to revise certain components of the site plan.

Revisions are needed to bring about conformance with conditions that will apply through construction and operations. The proposal and conditions went through a public hearing leading to Commission approval, satisfying public review. The Commission "final decision" document makes apparent the nature of the revisions needed by the applicant. Staff can administer limited, technical review by the time of building permit issuance.

A site revision example is Condition CU8c(1)(a):

"CU8. Gas station operations: ...

c. Vehicular circulation: The Director may administratively establish locations, details, specifications, and revisions to administer this condition part during building permit review. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.

(1) Fuel pump queueing:

(a) General: The developer shall stripe directional arrows and lines to direct motorists into fuel pump queues and distinguish the queues from driving routes around the fuel pump canopy."

The site-revision condition highlighted above is not one that requires further opportunity for public review because the condition clearly delineates what is required of the applicant in relation to his current site plan (i.e. establishing queuing directional striping), and it merely stipulates that the Community Development Director will ensure that revisions accurately reflect or conform to what is conditioned. The Director's review is neither discretionary nor a deferral of the criteria determination itself.

The appellant's fourth bullet alleges that staff failed to, "analyze relevant Comprehensive Plan policies or cite to any facts in evidence as to how those policies are met." This is incorrect because the August 22 Commission staff report analyses and findings on pages 33-39 did just that. Further, the appellant's attorney raised no specific Comprehensive Plan policies he

believes to apply to the application and have not been addressed through adopted findings.

The appellant's fifth and last bullet alleges that staff, "improperly employ conditions of approval that defer determination of compliance to administrative staff." This is a rehash of the second and third bullets (applying conditions and requiring revisions), which staff addressed above.

### *Next Steps*

The Council may act on the consolidated land use application package – the project – to:

1. Approve per staff recommendation (with conditions),
2. Approve with modified conditions, or
3. Deny, based on WDO criteria or other City provisions.

Staff will prepare the final decision based on the action taken by the City Council and return with a written decision document on February 10 or 24, 2025.

### **Financial Impact:**

n/a

### **Attachment(s):**

1. Appellant's letter of appeal (November 12, 2024; 2 pages)
2. Planning Commission October 24, 2024 final decision and attachments:
  101. Marked Tax Map
  - 102A. Public Works comments (Revised October 28, 2024; 2 pages)
  103. Application materials / site plans / elevations (June 10, 2024; 6 sheets)
  104. Transportation System Plan (TSP) Fig. 2 "Functional Roadway Classification"
  - 201.\* CU 24-02 US Market Gas Station: Dictionary & Glossary
  202. CU 24-02 US Market Gas Station: Conditioned Fees

\*The 200 series of attachments are details for the conditions of approval.
3. Planning Commission August 22, 2024 Staff Report and attachment not attached to the final decision:

102. Analyses & Findings

4. Testimony by the Boltons (received January 15, 2024; 1 page)
5. Testimony by Don Zehrung (received January 21, 2024; 1 page)



David J. Petersen  
david.petersen@tonkon.com  
Admitted to Practice in Oregon and California

503.802.2054 direct  
503.221.1440 main

November 12, 2024

**VIA HAND DELIVERY**

Woodburn City Council  
c/o Chris Kerr, Community Development Director  
270 Montgomery Street  
Woodburn, OR 97071

Re: 2540-2600 Newberg Highway, Woodburn, OR  
City File No. CU 24-02  
Planning Commission Final Order dated October 31, 2024

Dear City Council:

This firm's client, Paula Kilgore, appeals the above-referenced decision of the Woodburn Planning Commission. This letter is attached to the appellants' appeal notice pursuant to WDO 4.02.01. The underlying land use matter is a Type III decision. The appellant has standing to appeal under WDO 4.02.01.A.3 because she participated in writing in the Planning Commission proceedings below.

The grounds for appeal are as follows:

1. The Planning Commission's order fails to recognize the serious incompatibility of the applicant's project with the surrounding residential neighborhood. This is the same project that the City Council rejected in 2022 due to that incompatibility, except that the new proposal directs even more site traffic onto Oregon Way to the detriment of nearby residential areas. The vast majority of neighborhood testimony has been in opposition to this project because Oregon Way is a residential street and a large volume of traffic generated from the site, particularly trucks, would be incompatible with residential uses. The City Council recognized this in its 2022 decision. Unfortunately, this new application will only affect these residents in more negative and unacceptable ways.

Furthermore, the approved internal site layout contains serious site circulation issues. Experienced gas station operators know that delivery trucks do not always come when scheduled, and that fuel deliveries can come more than once per day, and at any time. They also know that not every customer drives a small car and always gets into the shortest available line – it only takes one extra car (or one long truck or RV) queuing at the

RECEIVED

NOV 12 2024

COMMUNITY DEVELOPMENT

RECEIVED

City of Woodburn  
11/12/2024



northernmost fuel position to block all entry into the site. Moreover, without physical barriers, no plan to prevent drivers from exiting onto Hwy. 214 will be successful. And the diagram provided by the applicant's traffic consultant showing traffic flow during fuel delivery (Fig. 14 of the September 23, 2024 Transight Consulting report) is highly unrealistic, since (A) it is physically impossible for a large fuel delivery truck to park as close to the curb as indicated; (B) the diagram does not account for the truck's hoses and coned-off area while filling the underground tanks; and (C) it requires inbound traffic from Oregon Way to travel counter-clockwise around the fuel islands, opposite of the intended flow of traffic, or through the office parking lot. This project attempts to squeeze too much onto a site that cannot accommodate everything while maintaining safe and efficient traffic operations, both on site and on adjacent streets.

For these reasons, this project does not satisfy WDO 5.03.01.B.3 requiring that the use be compatible with surrounding properties, and should be denied.

2. The Planning Commission relied on a staff report that proposed legally inadequate findings that improperly defer determinations of compliance and fail to explain how compliance is feasible with the imposition of conditions. As discussed in the letter in the record from this firm dated August 21, 2024, the findings proposed in the staff report and adopted by the Planning Commission are inadequate because they:
  - make certain conclusory findings without the required analysis, or in some cases make no finding at all;
  - in some instances, find that a criterion is not met but provide no analysis whatsoever that it is feasible to meet the criterion, instead just stating that a condition will be imposed to insure compliance;
  - concede in the findings that the applicant will later need to revise the site plan with no further opportunity for public review;
  - fail to analyze relevant Comprehensive Plan policies or cite to any facts in evidence as to how those policies are met; and
  - improperly employ conditions of approval that defer the determination of compliance to administrative staff.

These shortcomings require that the Planning Commission be overturned and the application be denied.





# Final Decision

## Planning Commission

**File number(s):** CU 24-02, DR 24-02, PP 24-01, & SA 24-01

**Project name:** US Market gas station

**Date of decision:** October 24, 2024

**Applicant:** Ronald “Ron” Ped, President/Architect, Ronald James Ped Architect, PC, 1220 20th Street SE, Suite 125, Salem, OR 97302-1205

**Landowner:** Lal Din Sidhu (“Don” Sidhu), Woodburn Petroleum LLC, 1311 Lancaster Dr NE, Salem, OR 97301-1907

**Site location:** 2540 & 2600 Newberg Hwy (Tax Lots 052W12DB03600 [primary] & 3700)

**Summary:** The Planning Commission held a public hearing on August 22, 2024. The applicant requested to keep the record open for 30 days. Because that would fall on a weekend, it fell on the next business day, Monday, September 23. On October 24, the Commission deliberated upon the additional evidence and written testimony received after the hearing, as well as written arguments based on the closed record submitted by both an opposition attorney as well as the applicant’s attorney, and by a 5-2 vote approved the consolidated applications package (Type III) with the conditions recommended by staff through the staff report published August 22, except for one revision with two parts:

1. Striking Condition CU8d that would have required a median barrier to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site and that referenced Attachment 102A, Public Works comments, item 6.
2. Deleting Attachment 102A, Public Works comments, item 6 that read, “A median barrier is required to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site. The median barrier design and location will be part of the civil plans reviewed through the building permit application and construction of the median is due at the same time as Condition G4a (WDO 3.01.02E).” Items 7-12 became renumbered to 6-11.

They are shown below in strikethrough-and-underline text and in Attachment 102A as a clean version.

City Council  
January 27, 2025  
**Attachment 2**

The request is for conditional use (for a gas station), design review, phasing plan, and Street Adjustment application types to develop a site of two lots totaling approximately 1.42 acres into a gas station as follows:

1. On Tax Lot 3600 (east, corner lot), a convenience store of 4,110 square feet (sq ft), 6 pump islands with 12 pumps, a commercial office tenant space of 1,863 sq ft attached to the south side of the convenience store, and;
2. On Tax Lot 3700 (west, interior lot), as Phase 2 a southwest commercial office building of 5,000 sq ft.

The subject property is in the Commercial General (CG) zoning district.

Many parties testified. The table below in the “Testifiers” section lists testifiers.

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

## Conditions of Approval:

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance. The applicant shall submit a cover letter indicating what specific plans sheets or document page numbers demonstrate how the submittal meets each condition.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: Attachment 201 serves as a dictionary or glossary defining certain abbreviations, acronyms, phrases, terms, and words in the context of the conditions of approval. The 200 series of attachments are as binding as the conditions of approval in the main body of the final decision.

G4. Due dates / public improvements:

- a. When public street improvements, and any fees in lieu of public improvements, are due shall be per WDO 3.01.02E and 4.02.12 unless if and where a condition of approval has more restrictive timing. By this condition, there is more restrictive timing: In any case, they are due no later than by Building Division issuance of first certificate of occupancy (C of O), regardless of deferral, if any, that Public Works (PW) might have approved through 3.01.02E. This condition is not deferring to C of O; it is saying that if there were to be PW deferral, then the department could not defer to later than C of O.
- b. ROW/easements: Correct recordation of required right-of-way (ROW) and public easements is due per WDO 2.01.05A – by building permit issuance. See Note A below.
- c. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located. Where an improvement spans phases and cannot be functionally divided by phase, it shall be due by the earliest phase.

- d. Where changes to street addresses are necessary, the developer shall apply through the Planning Division for and obtain approval of an [Address Assignment Request](#). This is due prior to building permit application, and if property line adjustment or lot consolidation were to become relevant, then also after recordation with County. (See the Notes to the Applicant section following the conditions of approval, Note to the Applicant 17.)

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than 6 months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than 3 years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G6. Administration:

- a. Conformance: That a land use approval does not reiterate any and each particular detail, provision, requirement, rule, spec, or standard from any of the WDO, other ordinances, resolutions, public works construction code, or department policies does not exempt development from conformance with them.
- b. Copies: Per WDO 2.01.05B, the developer, including any succeeding contractor, shall provide copies of documentation that a City staff person requests regardless if the documentation source is another City staff person or department.
- c. Fees: The developer shall pay fees per Attachment 202.

Note A: Absent platting or re-platting, dedication of ROW and granting of public easements necessitates a process through Public Works (PW) and City Council acceptance separate from land use approval, which could take several weeks. Upon tentative land use approval by the Planning Commission, contact PW to begin and finish dedication and granting sooner. The City Council meets most second and fourth Mondays, and agenda packet materials are due to the City Recorder by the prior Tuesday at noon.



*Phasing Plan 24-01*

PP1. Phasing Plan:

- a. Basic Description:
  - (1) Phase 1: On Tax Lot 3600 (east, corner lot), a single northeast (NE) building of with convenience store of 4,110 sq ft and an attached commercial office tenant space of 1,863 sq ft. On Tax Lot 3700 (west, interior lot), a fuel pump canopy. Minimum off-street parking and other corollary improvements for these uses.
  - (2) Phase 2: On Tax Lot 3700 (west, interior lot), a southwest (SW) commercial office building of 5,000 sq ft and its parking and other corollary improvements.
- b. Phasing: The developer may choose to develop Phase 2, the SW office building and necessary corollary improvements, per land use review Sheet A1.1a later than the Phase 1 gas station complex of convenience store, NE commercial office, and fuel pump canopy and necessary corollary improvements.
- c. Phase 2 expiration:
  - (1) Phase 1 substantial construction would keep land use approval with conditions valid longer than the baseline 3 years per WDO 4.02.04B (or longer than baseline per subsection D if there will have been an appeal). However, in reference to condition part b. above, there must be building permit application for Phase 2 by 8 years past the date that the Planning Commission motioned to tentatively approve CU 24-02.
  - (2) If Phase 1 fails to achieve substantial construction by 5 years past the date of the hearing at which the Planning Commission motioned tentative approval, WDO 4.02.04B.1 & 2 would not be met and – absent the City granting a time extension as subsection B.3 references – the land use approval with conditions would expire for both phases.
- d. Phase 2 interim: If Phase 2 does develop later than Phase 1, then – regarding the area where the SW office building and its corollary improvements would be – until Phase 2 develops:
  - (1) The landowner shall pour curb or affix a linear obstruction to motor vehicles from driving and parking beyond the boundary of Phase 1 improvements and maintain such obstruction. Exhibit PP1 is an aerial photo of the area in 2023.
  - (2) The landowner shall maintain its grounds in conformance with [City Ordinance No. 2338](#) (June 9, 2003; amended regarding lighting by Ordinance No. 2522 September 22, 2014). Staff draws attention to Sections 5-9 about noxious vegetation, “attractive nuisances”, junked vehicle nuisances, open storage of junk, and scattering rubbish.
  - (3) Vehicular circulation and parking within the undeveloped Phase 2 area is permissible only if the landowner upgrades as needed for conformance with WDO 3.05.02A, F, & K and 3.04.04. Together they prohibit gravel.



*Exhibit PP1-1*

- e. All conditions apply to any phasing, unless worded or under a header such that a condition applies more specifically. Where something is due by building permit application or issuance, it means the first of any phase, any building, unless a condition is more specific.



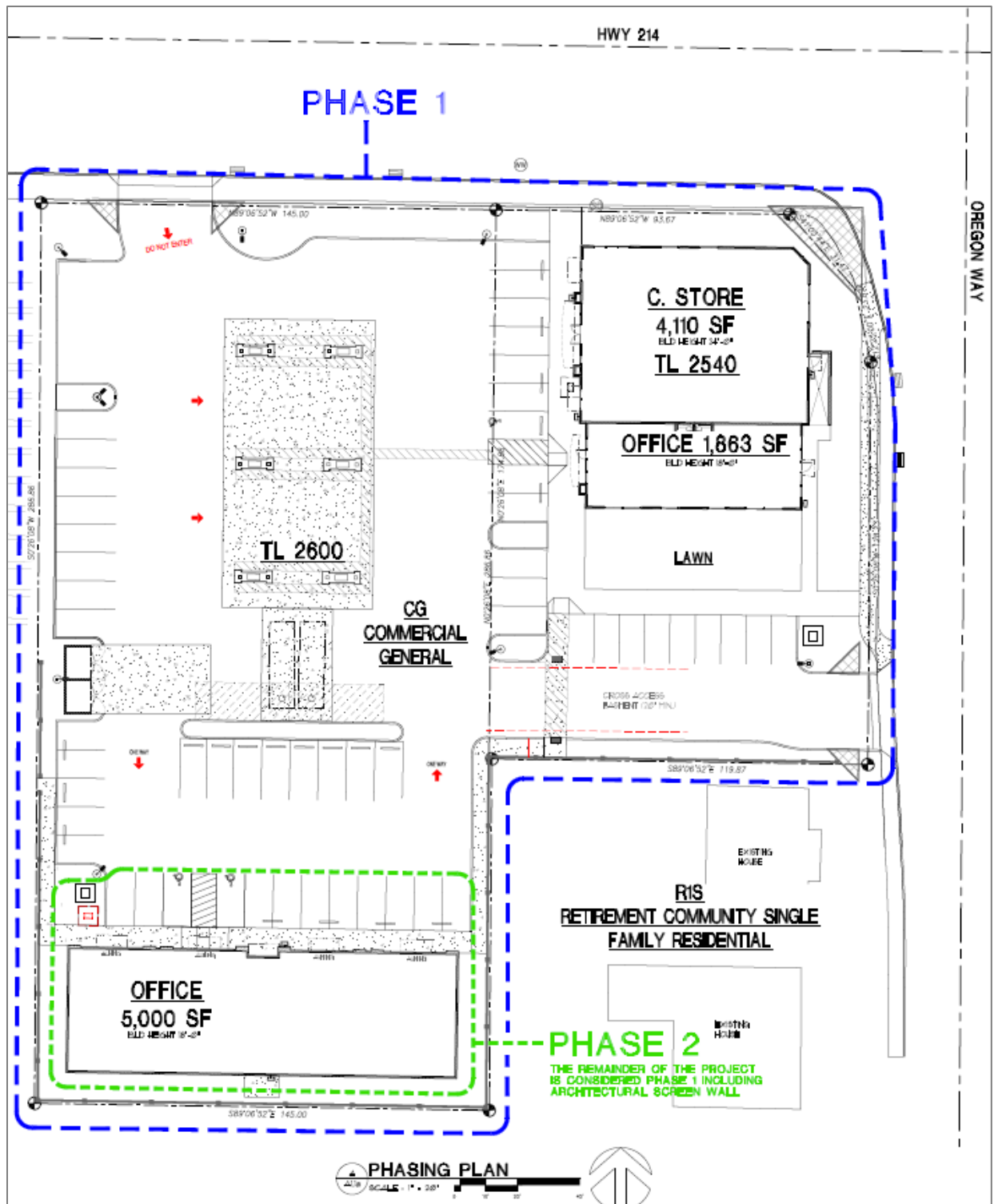


Exhibit PP1-2: Phasing plan excerpt from Sheet A1.1a dated February 5, 2024 and submitted February 8, 2024

Design Review 24-02

D1. ROW:

- a. Highway: To conform with WDO Figure 3.01B "Major Arterial", as part of recordation the developer shall dedicate ROW if and as necessary to result in half-street ROW that is uniform min width of 50 ft measured from centerline. This is due by building permit application.
- b. Oregon Way: To conform with WDO Figure 3.01E "Access Street", as part of recordation the developer shall dedicate variable width ROW resulting in half-street ROW that is uniform min width measured from centerline of 33 ft plus additional width along the northerly extent to accommodate the half-street width of the existing northbound left turn lane that the Figure 3.01E, which assumes a mid-block cross section, does not make explicit for telescoping width at intersections. The developer may take and report field measurement of the lane width or assume a lane width of 12 ft, yielding a total minimum width from centerline of  $33 + (12 / 2) = 39$  ft. "Northerly extent" shall extend minimum 140 ft south from a point in line with the highway ROW boundary; it is probable that the total half-street dedication along this extent would equal or approximate a min of  $3 + (12 / 2) = 9$  ft. Dedication is due by building permit application.

D2. PUE: If streetside public utility easements (PUEs) do not yet exist along any of the highway per the minimum of WDO Figure 3.01B and Oregon Way per the minimum and maximum of WDO 3.02.01B & F.2, then the developer shall grant the one or both PUEs.

D3. Driveways:

- a. Number & widths: To conform with WDO 3.04.03B.5 regarding access management, driveways shall be limited as follows:
  - (1) Highway: 1, max width per WDO Table 3.04A: 20 ft for one-way. If one-way inbound, there shall be min one *MUTCD*-compliant do-not-enter sign facing the site, one the east side of the driveway throat, and the pavement shall be striped to indicate no exit.
  - (2) Oregon Way: 1, max width 24 ft for two-way, except 26 ft for two-way if the developer through WDO Table 3.04A footnote 7 provides the same kind of documentation as condition part (1) above describes.
- b. Approach / apron / curb cut: Driveways shall conform to PW SS&Ds, Section [4150](#), unless documented as overridden by ODOT choosing to apply its standards.

D4. Access management: cross access: To conform with WDO 3.02.01E, 3.04.01A.2, 3.04.03B.3 & 5, 3.04.03C.1, 3, & 4, and 3.04.03D.2, the developer shall provide for what is termed any of cross access, ingress/egress, or shared access revocable only with the written concurrence of the Director and as follows:

- a. Properties:
  - (1) Subject property: Grant cross access (A) across Tax Lot 3600 (2540 Newberg Hwy) to the benefit of 3700 (2600 Newberg Hwy) and (B) across Tax Lot 3700 to the benefit of 3600. (Instead of cross access for the subject property, which is comprised of both Tax Lots 3600 & 3700, the developer may opt to consolidate lots by applying and paying for as well as obtaining City approval of a Property Line Adjustment [PLA], which would be a land use review Type II per WDO 5.01.08 and so a staff decision, and record with the County the lot consolidation, all prior to building permit application.) This is due by building permit application per WDO 2.01.05A.
  - (2) Adjacent property: Grant cross access across Tax Lots 3600 & 3700 to the benefit of Tax Lot 052W12DB03800 (2620 Newberg Hwy; Dairy Queen). This is due by building permit application per WDO 2.01.05A.
- b. Alignment: Applicable to both the subject property and the Tax Lot 3800, follow a drive aisle or aisles and connect each of the highway driveway, the common lot line between Tax Lots 3700 & 3800 somewhere within the segment 60 ft south of the north property line, the common lot line between Tax Lots 3600 & 3700, and the Oregon Way driveway.
- c. Drive aisle stub: Extend a drive aisle stub conforming with WDO 3.04.03C.4b to Tax Lot 3800 (2620 Newberg Hwy; Dairy Queen) within the above-specified alignment.
- d. Barriers: At the interface of a property line and a drive aisle stub, WDO 3.04.03C.4b prohibits curb and fixed barriers mounted to the drive aisle. (The developer may instead place signed barricades atop the pavement.) While fencing a property line remains permissible per WDO 2.06.02, were the developer or property manager to install fencing, then the segment over the drive aisle shall have vehicular gates.
- e. Bicycle/pedestrian: The developer shall grant cross access not only for driving, but also walking and cycling, with alignment along each of the two wide walkways that WDO 3.04.06B requires and connecting with each of the highway and Oregon Way sidewalks.
- f. Instrument: Regarding recordation of the cross access easement (CAE) or other types of legal instruments and how, the developer shall conform to the conditions in ways that satisfy the County. This is due by building permit application.

- g. Shared parking: Because Tax Lot 3600 (2540 Newberg Hwy) would lack minimum off-street parking ratio for all land uses on the lot per WDO Table 3.05A, then the developer shall either (1) revise site plans to conform with WDO 3.05.02 & Table 3.05A or (2) create a shared parking agreement, for which cross access is a pre-requisite, per WDO 3.05.05. (A shared parking agreement would be due per WDO 3.05.05D.3: by building permit issuance.) Minimum agreement attachments or exhibits shall be a County tax map, a revised site plan, and if such would exist, a recorded plat.
- h. ODOT factor:
  - (1) The developer shall apply to and obtain from ODOT the relevant approval(s) by building permit application to conform with the access management condition.
  - (2) If after City land use decision ODOT objects specifically to how the City administers or the developer conforms to other parts of the condition or to other conditions concerning vehicular access, then the developer may request and the Director may administratively approve in writing changes to administration or conformance to accommodate the ODOT factor while still having the development meet the WDO and conditions of approval to the max extent remaining. The Director may require developer application for any of Extension of a Development Decision per WDO 4.02.05 or Modification of Conditions per WDO 4.02.07.
  - (3) If after City land use decision ODOT directs access management in conflict with other parts of the condition or to other conditions concerning vehicular access, then the developer shall forward the written direction from ODOT to the attention of the Director; describe the conflict(s); describe the minimum deviation from conformance necessary to comply with ODOT direction while also conforming to the remainder of the condition to the maximum, including plan view illustrations where helpful; and request Director approval through a dated document that cites the land use case file and condition numbers. The Director may approve what the developer first requests or a modified request. The City intends that if the developer were to make use of this part (d) of the condition, he would do so once.

D5: Parking:

- a. Wheel stops: To conform with WDO 3.05.02H, the compact parking spaces along the northeast (NE) office south lawn shall have wheel stops, either 5 shared among the spaces or one per each of the nine spaces, to prevent any overhang of the wide walkway.
- b. Vehicular circulation directional markings/signage: To conform to WDO 3.05.02J, during building permit review the Director may administratively establish details, specifications, and revisions to administer the WDO section. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
- c. C/V: Carpool/vanpool (C/V) parking shall conform with Table 3.05C and 3.05.03H.
- d. EV: Electric vehicle (EV) parking shall conform with Table 3.05E and 3.05.03I.

D6. Electric power poles removal and lines burial: Development shall conform with WDO 3.02.04. The fee in-lieu shall be per Attachment 202. (Absent direction by the applicant otherwise, staff will proceed as if the developer intends to conform by paying the fee in-lieu and will assess it through the building permit.)

D7. Trash enclosure: Outdoor storage of trash and shall be enclosed in conformance with WDO 3.06.06B.5-7 and, regarding roofing, in conformance with Public Works Department Engineering Division administration of standards or directions regarding such, if any, in relation to keeping polluted water from entering drains.

## Conditional Use 24-02

CU1. Wide walkways: The wide walkways that WDO 3.04.06B requires shall have some width of some segments be decorative pavement, specifically, min width 6 ft and along the distance symbolized in green in Exhibit CU1 below. At the turn, the min width may narrow to avoid overlapping ADA ramp slopes. Decorative pavement means any of brick; concrete pavers; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.

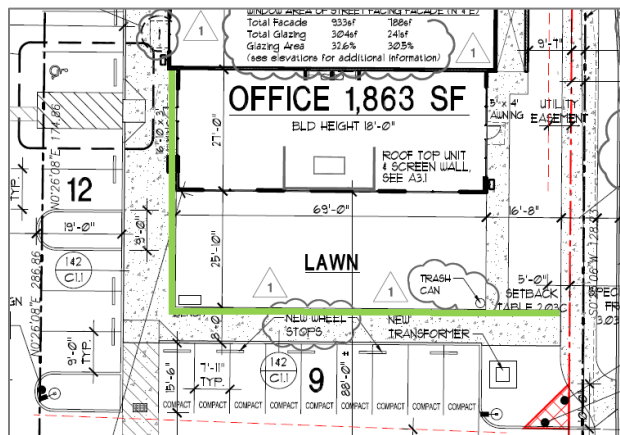


Exhibit CU1

CU2. Bicycle parking shall conform with 3.05.06 and be of min number:

- a. Convenience store: 2 (for example, 1 U-rack)
- b. NE commercial office: 2 (for example, 1 U-rack)
- c. SW commercial office: 4 (for example, 2 U-racks or a wave rack)

CU3. Landscaping generally:

- a. Bark dust: By the end of the time period per WDO 3.06.02C, 5.0% max of unpaved landscaped area may be non-living material such as bark dust, mulch, wood chips, cobbles, gravel, pebbles, or sand.
- b. Benches: Min 2.
  - (1) One in the landscaped open space at or near the NE commercial office space, along a wide walkway or in a plaza, install either a bench min width 6 ft or a picnic bench. Set back from walkway and pave the setback, min either 1.5 ft for a bench or 2 ft for a picnic bench.
  - (2) One bench min width 4 ft at or near the SW commercial office building and along a wide walkway.

- c. Buffering/screening: Evergreen hedge or shrubbery shall:
  - (1) Line Architectural Wall (AW) segments.
  - (2) Screen transformers and other at-grade electrical and mechanical equipment along min 2 sides.
  - (3) Serve as means of conformance with WDO 3.06.05B (parking screening).
- d. Coniferous/evergreen trees: Among newly planted trees, min 1 tree of the following coniferous or evergreen species:

Cedar, deodar	Madrone, Pacific
Cedar, incense	Oak, Oregon White
Cedar, Western Red	Pine, Lodgepole
Douglas-fir	Pine, Ponderosa
Fir, Grand	Pine, Western white; and
Hemlock, Western	Yew, Pacific

- e. Tree standards: The same as WDO Table 3.06A “Minimum Size” column – either 10 ft height or 2 inches caliper.

CU4. Front yard landscaping:

- a. Depth: The depth of landscaping from highway ROW south, in the yard west of the convenience store, shall be min 13 ft to vehicular circulation area back of curb to accommodate newly planted front yard trees outside of the streetside PUE. The min depth may instead be 6 ft if ODOT, such as through the Region 2 Development Review Coordinator, allows planting of trees within the PUE, the allowance is documented through building permit review and by building permit issuance with the applicant having submitted plans revised accordingly to both the agency and the City Community development Department, and the developer will have planted such trees by building permit inspection.
- b. Trees: Based on WDO 5.03.01B.3c5), the developer shall plant min:
  - (1) 7 trees in the yard along the highway max 20 ft from ROW; and
  - (2) 4 trees in the yard along Oregon Way max 20 ft from ROW, in a loose row with min 3 of them spaced offset from and complementing street trees.
- c. Hedge/shrubbery: In all areas not occupied by buildings and pavement, landscape per WDO 3.06.
  - (1) On Tax Lot 3700 in the yard along the highway, plant a hedge or row of continuous small or medium shrubbery extending between the driveway and east lot line. Plant min 5 ft from sidewalk and max 12 ft from ROW.
  - (2) On Tax Lot 3600 in the yard along the Oregon Way, line the convenience store rear east free-standing screen wall or wing wall with a hedge or row of continuous small or medium shrubbery, unless the developer declines to build the wing wall.
- d. Site interior:
  - (1) AW: Line each Architectural Wall (AW) segment with a hedge or row of continuous medium or large shrubbery.



- (2) Lawn large tree: Within open space within 30 ft of the NE commercial office, plant min 2 trees, either both large or min 1 medium and 1 large. Min 1 of these west or south of the plaza – see below.
- (3) Plaza: At or within 30 ft of the NE commercial office and adjacent to a wide walkway shall be a plaza min 56 sq ft, exc. walkway area, at 7.5 ft narrowest dimension, paved with brick; concrete pavers; field or flagstone; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.
- (4) South yard: Within 100 ft of the Tax Lot 3700 south lot line, plant min 2 trees.
- e. Parking area:
  - (1) Front yards: To conform with WDO 3.06.05B, within the yards abutting streets the site perimeter landscaped area shall have a hedge or shrubbery as a screen of parking and vehicular circulation area min height 3.5 ft. Such shall be planted to be min 2 ft from sidewalks and wide walkways.
  - (2) NE office: Min 1 large tree in the southwesterly area of the south yard lawn.
  - (3) SW office: For common use by tenants, have a south rear door and a patio of brick, pavers, or poured concrete min 7 ft north-south by 11 ft east-west. Align patio flush with door outer swing. Plant a small tree near the patio west side.

CU5: Architectural Wall (AW) / Fences / Fencing:

- a. Exemption: Where chain-link fence with slats already exists along the north and west lot lines of Tax Lot 3500 (953 Oregon Way), the developer may exempt these two lines from AW if the homeowner in writing consents to exemption and the developer submits documentation by and as part of building permit application.
- b. Extent: Min height shall be along the:
  - (1) North and west lot lines of Tax Lot 3500 6 ft, 1.5 inches (if CMU, equal to 9 courses of blocks plus 1.5-inch smooth concrete cap).
  - (2) North and east lot lines of Tax Lot 90000 (950 Evergreen Road), 9 ft including a 1.5-inch smooth concrete cap between piers or pilasters.
  - (3) Where fencing may substitute per other conditions, for part (1) above it shall be 6 ft, and for part (2) above, 8 ft.

- c. Height at AW ends: Min height shall drop where subject to stair-stepped height limits in yards abutting streets per WDO 2.06.02, within VCA or sight triangles per 3.03.06, and AW shall remain outside streetside PUEs. AW may cross an off-street PUE, if any exist, with written authorization by the Public Works Director, and the PW Director may instead direct that instead of a segment of wall that there be coated chain-link fencing with slats across an off-street PUE. For crossing of private easements, the developer similarly may instead fence.
- d. Gaps or rectangular openings:
  - (1) There shall be one along the east lot line of Tax Lot 90000, min 4 ft wide and 6 ft, 8 inches high above grade, and with the south end of the gap aligned with the Tax Lot 90000 north east-west drive aisle, south curb, north face.



*Exhibit CU5-1*



*Exhibit CU5-2*

- (2) If AW exemption per part a. above is not applicable, then there may be a gap along the west lot line of Tax Lot 3500, aligned with where there exist west backyard chain-link gates, minimum width equal to the width of the gates.

- e. Color: Masonry, whether dyed or painted, regarding WDO 3.06.06B.5 & 6 shall be a color or colors other than black, charcoal, or dark gray. For any other fence / fencing or free-standing wall, including gates if any, the coating and slats that WDO 2.06.02D requires and any wall shall be a color or colors other than black, charcoal, or dark gray. On free-standing walls with two or more colors, darker color shall be towards the bottom and lighter color towards the top.
- f. Material: Masonry; however, AW segments, other than those along the north and east lot lines of Tax Lot 90000 (950 Evergreen Road), may be partly made of opaque cedar wood fencing if the wall appears mostly masonry. Specifically, masonry must constitute the bottom extent of wall segment from grade up to min of 4 ft (for example, 6 CMU courses) above grade plus the height of a smooth concrete cap between the masonry and the wood, and there shall be piers, pillars, or pilasters per subsection "Pillars" below. Exhibit CU5-3 below illustrates a similar example (that does not exactly meet the condition) and serves as concrete masonry unit (CMU) model:

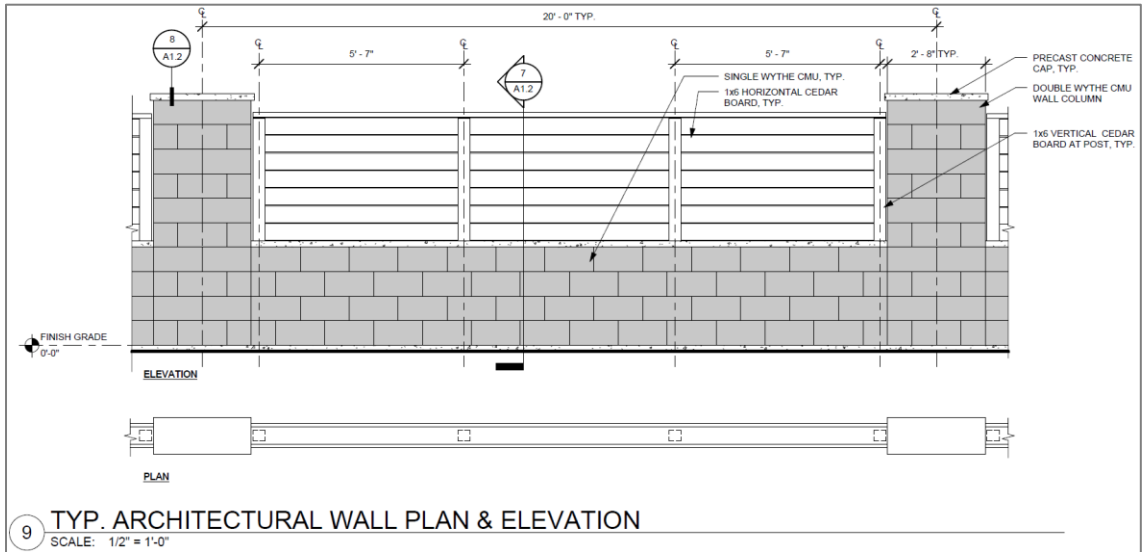


Exhibit CU5-3 (DR 2017-08)

- g. Texture: WDO 3.06.06B.7 is interpreted such that the standard for scoring, texture, or pattern on minimum 80.0% of the wall surface is applicable only to the WDO Table 3.06D minimum height of 6 ft – 80.0% being 7.2 of 9 CMU courses – not the conditioned minimum height of 9 ft, which equals 13.5 courses. In this context, the scored, textured, or split-face CMU courses shall start at or just beneath grade, and there shall be minimum 3 courses of ground or smooth-face CMU composing an upper band of the wall and minimum 1 course of ground or smooth-face CMU at approximately elbow height of an average height person standing at grade.

- h. Pillars: Whether the AW is solid masonry or incorporates wood fencing, each AW segment end shall have a pier, pillar, or pilaster min 16 inches wide relative to wall face and per WDO 3.06.06B.3 projecting min 3 inches each side of the wall.
  - (1) Number: Each segment shall have a min number of piers, pillars, or pilasters equal to a ratio of 1 per 40 ft of wall, and each segment end shall have a pier, pillar, or pilaster.
  - (2) Cap: Each pier or pilaster shall be capped with ornamental concrete in the form of any of a shallow-sloped pyramid or sphere or other finial atop such pyramid.
- i. This condition is due by the first building permit regardless of phase; that is, it is due regardless if Phase 2 is not developed at the same time as Phase 1.

CU6. Architecture:

- a. Canopies / fixed awnings:
  - (1) General: Min height clearance 9 ft.
  - (2) Fuel pump canopy: Max ceiling height 16 ft to either (a) ceiling or (b) ceiling-mounted lighting fixtures, whichever is lower.
  - (3) Convenience store and NE commercial office: The store and NE commercial office main entrances shall each have a canopy, fixed awning, building recess, or roof projection that shelters from precipitation, the former 4 ft narrowest dimension and 48 sq ft min area and the latter 4 ft and 32 sq ft. Each side or rear single staff door on the rest of the store and NE commercial office shall have the same, except 3 ft narrowest dimension and 18 sq ft min area, and for a set of double staff doors, 30 sq ft min area.
  - (4) SW commercial office: Each north entrance shall have a fixed awning, canopy, building wall projection, or secondary roof that shelters from the weather, min area 48 sq ft, min depth 4 ft. A fixed awning or canopy may be smaller if combined with a building recess and together they meet the min area. The south patio door elsewhere conditioned shall have the same, except min area 66 sq ft, min depth 6 ft.
- b. Cladding/materials: Convenience store and attached NE commercial office area:
  - (1) Base cladding min height 2 ft of brick, ceramic tile resembling stone, concrete masonry unit (CMU) block finished to resemble cut stone, or adhered stone. Otherwise, the desired materials provision of WDO 3.07.06B.2b(2) shall be a standard for all building elevations.
  - (2) The prohibited materials provision of WDO 3.07.06B.2b(3) shall be a standard.
  - (3) The proposed east CMU masonry screen wall or wing wall, if not precluded by streetside PUE, shall be max height 4 ft, 2 inches, have the bottom 2 courses be split face and the upper 4 courses ground face and be capped with smooth concrete. The NE corner angled wall shall have a window min area 15 sq ft, min 2.5 ft wide, and wholly within 8.5 ft of grade.
  - (4) Subsection (3) is void if the screen wall or wing wall would come to be in part or wholly within a streetside PUE because it would come closer to the building than the developer anticipates because of telescoping ROW width – see Conditions D1b & D2 – and if any of PW or ODOT directs and administers there not be a newly constructed free-standing wall within the Oregon Way streetside PUE, shortening or precluding the wall. Also, in this scenario, because PW has historically allowed chain-link fencing with streetside PUEs, the developer may in place of the intended wing wall install a chain-link fence that conforms with WDO 2.06.02D.1 & 2 and has slats of a color other than black, charcoal, or dark gray.

- c. Scuppers: Any building rainwater scuppers shall not to dump onto the pavement of a wide walkway.
- d. Setbacks:
  - (1) General: Site NE corner min setback shall equal streetside PUE.
  - (2) Convenience store / NE commercial office building: max 15 ft from highway ROW and max 20 ft from Oregon Way widened ROW (measured from straight line ROW, not the curved ROW near the intersection).
  - (3) SW commercial office: min 5 ft from Tax Lot 3700 east, south, and west lot lines.
- e. Windows:
  - (1) General: All windows shall be square, round, or vertically proportioned. Operable windows shall have insect screens.
  - (2) Min areas, which shall be transparent:
    - (A) Convenience store:
      - 1. West façade 30.0%; north 30.0%; east 36 sq ft. For the angled, NE façade in particular, min 18 of the 36 sq ft.
      - 2. NE commercial office: West and south façades 30.0%; east 132 sq ft.
    - (B) SW commercial office: North façade 30.0%; east 15.0%; south 20.0%; and west 20.0%.

CU7. Lighting: Besides conformance with WDO 3.11, including 3.11.02C color temperature:

- a. Buffer: Parking area or other pole-mounted fixtures are prohibited between the north lot line of 953 Oregon Way (Tax Lot 3500) and the east-west drive aisle.
- b. Fuel pump canopy:

- (1) Max 14 ceiling fixtures. Any ceiling fixture shall be no closer to ceiling outer edge than 4 ft. Neon lighting, or a lighting technology that mimics the appearance of neon lighting, is prohibited on the fuel pump canopy and on the southernmost primary building on Tax Lot 3700. The developer shall make so either of the following: (a) ceiling light fixtures shall not drop below the ceiling plane, or (b) for ceiling-mounted fixtures, the canopy roof edge perimeter shall as a shield drop or extend down to the same plane as the underside of the lowest fixture. In either case, fixtures that drop or extend down from the ceiling shall each have opaque housing on all sides.
  - (2) Based on the hours in Ordinance No. 2338, Section 5A Light Trespass, fuel pump canopy lights shall be off during the same hours as when the fuel pumps are closed.
- c. Max:
- (1) Convenience store: 1 wall fixture on the east rear and none on the north side.
  - (2) NE commercial office: 1 wall fixture each on the east and west and none on the south side.
  - (3) South commercial office: 1 wall fixture at the south rear and none at the east and west sides.

CU8. Gas station operations:

- a. Noise:
  - (1) Gas station and convenience store: The gas station and convenience store shall be open to customer use no earlier and later than Monday through Saturday 6:00 a.m. to midnight and Sunday 6:00 a.m. to 11:00 p.m.
  - (2) Fuel pumps: Audible audiovisual advertising, if any, is prohibited from sounding from fuel pump electronic display speakers. Such advertising shall be limited to sight only.
  - (3) Tire/vacuum: Addition of any vehicle interior vacuum facility outdoors, tire pump facility outdoors, or other similar mechanical facility outdoors for gas station customers that makes noise shall be located min 100 ft north of the south lot line of Tax Lot 3700. Any vacuum shall be open to customer use no earlier and later than Monday through Saturday 7:00 a.m. to 9:00 p.m. and Sunday 9:00 a.m. to 6:00 p.m.
- b. Trash: There shall be at least one trash receptacle along each of the walkways, at min 0.5 ft from walkway edge or outside wide walkway minimum width (8 ft), to and from the highway and Oregon Way sidewalks, within 25 ft of ROW, for intended use by convenience store customers, and remaining privately maintained and serviced.
- c. Vehicular circulation: The Director may administratively establish locations, details, specifications, and revisions to administer this condition part during building permit review. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
  - (1) Fuel pump queueing:
    - (a) General: The developer shall stripe directional arrows and lines to direct motorists into fuel pump queues and distinguish the queues from driving routes around the fuel pump canopy.
    - (b) Stacking: Of six queues, min 3 shall each fit stacking of min one car west of the fuel pump island behind cars parked at the pumps. Queueing may be obtusely angled relative to the pump islands.

- (c) Queuing shall not back up past face of curb in the highway right lane, and property management shall dispatch one or more employees to direct motorists as needed to prevent or correct such queuing.
- (2) Pump directional signage: There shall be directional signage that accomplishes directing on-site motorists where and how to queue, including pumps that are self-service and those served by an attendant.
- (3) I-5 directional signage: There shall be outside of ROW and streetside PUEs directional signage that accomplishes directing on-site motorists bound for I-5:
  - (A) On Tax Lot 3700 (west lot), min 2 signs, each min area 18 by 24 inches, mounted min 2 ft and max 7 ft above grade, text min 6 inches high, and including the standard Interstate 5 logo. Detail drawings of these specifications are due by building permit application.
  - (B) On Tax Lot 3600 (east lot), min 2 signs, the same dimensions and mounting as per part (A) above. One sign shall indicate trucks to turn left only, and the other sign shall indicate that left is to I-5 by using a left arrow and the standard Interstate 5 logo. The two signs may be mounted together on the same support.

Sign detail drawings – in color – are due by building permit application.

~~d. Median: A median barrier is required to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site; refer to Attachment 102A, Public Works comments, item 6.~~

CU9. Signage: Electronic changing image: In addition to WDO 3.10.12, based on the hours in Ordinance No. 2338, Section 5A Light Trespass, any sign electronic changing image, if and where WDO 3.10 allows such, other than fuel price displays, shall be off during the same hours as when the convenience store is closed.




CU10. Modification: Because the WDO, including 5.03.01, does not specify how changes to an approved conditional use (CU) and related site improvements might trigger another CU or modification of a CU approval, for Director determination the following serve as criteria and – where noted – as factors:

- a. Significant expansion of the use(s), factors being an increase in any of: total GFA by 25.0% or more or by an absolute value of 1,000 sq ft or more, and, the number of buildings by 1 or more;
- b. Increase in off-street parking by 6 or more stalls, even if the existing supply were in excess of the minimum required ratio(s);
- c. Net increase in impervious surface totaling at least 1,000 sq ft;
- d. Adding the land uses of automotive maintenance and repair, whether or not including through service bay structures.
- e. Development as defined in WDO 1.02 within twenty (20) feet of a property boundary and not already conditioned through the subject approval;
- f. Any proposal necessitating a request for Adjustment to Street Right-of-Way and Improvement Requirements (“Street Adjustment”);
- g. Any proposal necessitating a request to vary from the WDO, that is, a variance;
- h. Any proposal necessitating a Type III or IV land use application type;
- i. City adoption of a unified development ordinance replacing the WDO were to have intervened;
- j. A request for major modification, as the Director determines, of the phasing plan; and
- k. Conversion of any NE or SW commercial office GFA to fast-food restaurant or limited-service eating place, for which WDO Table 3.05A row 11 has a minimum parking ratio higher than for general retail or food and drinking places. Exemptions from this condition are the creation of (1) a food or drinking place that is a permitted use within the CG zoning district, max 400 sq ft GFA, and accessory to the primary use of commercial office, and (2) fast-food restaurant or limited-service eating place that is a permitted use within the CG zoning district, has no drive-through, and is any of max 400 sq ft GFA within the NE commercial office and max 1,200 sq ft GFA within the SW commercial office building. Exemptions do not exempt permitted uses from some or all of the off-street parking minimum ratios per WDO Table 3.05A.
- l. Shared parking change: Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, the shared parking agreement, shall require review and authorization not only through any of, “a subsequent Design Review or Modification of Conditions” per WDO 3.05.05D.1, but also with the option of being through a Conditional Use (CU).

Modification of a specific condition of approval remains pursuant to WDO 4.02.07. Were the City to have amended the WDO to establish modification provisions for conditional uses, the Director may decide that the provisions supersede this condition of approval.

CU11. Discontinuance/revocation: Because the WDO does not specify if and when a conditional use approval would expire were a use to cease, based on WDO 4.02.04B the approval shall expire if the WDO Table 2.03A, B.2 use of “gasoline station” ceases and 3 years pass without the use recommencing. This CU approval excludes the uses “automotive maintenance” and “repair services” from the group of uses as the WDO terms. Violation of one or more conditions of approval may serve as a basis for City revocation.



*Conditional Use 24-02: Transportation*

T-A1:

- a. OR 214 & Oregon Way: The developer shall pay a fee per Attachment 202 to fund a transportation study, specifically to investigate in coordination with ODOT (1) corridor signal timing and coordination adjustments and (2) improving safety by reducing vehicle turning or angle crashes. This is due by building permit issuance. [TSP R11 & revised TIA p. 14]
- b. I-5 interchange with OR 214: To reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R8 & R9 & revised TIA p. 14]
- c. OR 214 & Evergreen Rd: To mitigate effect on the intersection and reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R10 & revised TIA p. 14]

T-T. Bus transit: Bus stop improvements: To further TDM through bus transit, regarding the WTS Oregon Way northbound stop that is adjacent to 966 & 980 Oregon Way, where because ROW and streetside PUE are too narrow relative to the street to accommodate installation, the developer shall pay a fee in-lieu as well as a fee in lieu of a bus stop bicycle rack per Attachment 202.



*Street Adjustment 24-01*

SA1. Frontage/street improvements: Highway: No min surface improvements are required other than either elsewhere conditioned or necessary to conform to Public Works (PW) direction or comply with ODOT engineering guidance. The developer may let existing improvements lie, excepting conforming upgrade of the driveway apron as the WDO and other conditions require, but also shall pay fees in lieu of highway improvements per Attachment 202.

SA2. Frontage/street improvements: Oregon Way: These shall be as follows:

- a. Parking: No on-street parallel parking lane 8-feet wide is required, this being an adjustment from what WDO Figure 3.01E would have required. The developer shall pay a fee in-lieu per Attachment 202.
- b. Landscape strip: Min width 6.5 ft wide inc. curb width and with min street trees per WDO 3.06.03A.1 (1:30), equaling 6 trees. For max 4 of the trees, the developer may pay a fee in-lieu per Attachment 202. Landscaping of area remaining after tree planting and irrigation shall be per the WDO 3.01.04B last paragraph.
- c. Sidewalk: Min width 8 ft.

Overlap: Wider sidewalk shall not narrow the landscape strip. The extra width of planter strip and sidewalk shall either (1) be within additional ROW that accommodates them, or (2) overlap outside ROW into streetside PUE, the PUE or other recorded legal instrument granting public access to the overlap. If (2), then the developer shall submit a draft of the legal instrument for Planning and PW review by either civil engineering plan (CEP) review application to PW or, if PW performs CEP review through building permit review, then by building permit application. Per WDO 2.01.05A, the developer shall submit copies of correctly recorded documents to the Planning Division.

SA3. ROW & PUE: There is no street adjustment to narrow below the minimum requirements; instead, see Conditions D1 & D2.

**Expiration:** Per Woodburn Development Ordinance (WDO) 4.02.04B., a final decision expires within three years of the date of the final decision unless:

1. A building permit to exercise the right granted by the decision has been issued;
2. The activity approved in the decision has commenced; or
3. A time extension, Section 4.02.05, has been approved.

Regarding subsection B.1 above, if by 10 years past the final decision date there is no substantial construction as Section 1.02 defines following issuance of a building permit, the final decision shall expire and fail to vest.

Regarding subsection B.2 above as applies to Property Line Adjustment, Consolidation of Lots, and Partition and Subdivision Final Plat Approval application, the developer shall complete recordation no later than the land use expiration date.

### Notes to the Applicant:

1. Records: Staff recommends that the applicant retain a copy of the subject approval.
2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
3. Signage: The approval excludes any private signage, which is subject to WDO 3.10 and the permit process of 5.01.10.
4. PLA Time Limit: WDO 4.02.04B. specifies that, "A final decision on any application shall expire within three years of the date of the final decision unless: 1. a building permit to exercise the right granted by the decision has been issued; 2. the activity approved in the decision has commenced; or 3. a time extension, Section 4.02.05, has been approved. Because unrecorded re-plats lingering indefinitely have burdened staff, a condition sets sooner time limits for subsection 2. to begin and finish recordation.
5. Mylar signature: The Community Development Director is the authority that signs plat Mylars and not any of the mayor, City Administrator, Public Works Director, or City Engineer. Only one City signature title block is necessary.
6. PLA Plat Tracker: Marion County maintains a plat tracking tool at <http://apps.co.marion.or.us/plattracker/>. Use it to check on the status of a recordation request to the County. City staff does not track County plat recordation.
7. Technical standards:
  - a. Context: A reader shall not construe a land use condition of approval that reiterates a City technical standard, such as a PW standard, to exclude remaining standards or to assert that conditions of approval should have reiterated every standard the City has in order for those standards to be met.
  - b. Utilities: A condition involving altered or additional sidewalk or other frontage/street improvement that would in the field result in displacement or relocation of any of utility boxes, cabinets, vaults, or vault covers does not exempt the developer from having to move or pay to move any of these as directed by the City Engineer and with guidance from franchise utilities.
8. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
9. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least 3 City business days prior to a

desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.

10. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.
11. Public Works Review: Regarding public infrastructure, consult the Public Works Department Engineering Division about when, where, and how to apply and implement [Public Works construction specifications, Standard Drawings, Standard Details](#), and general conditions of a permit type issued by the Public Works Department. Where the Oregon Dept. of Transportation (ODOT) has jurisdiction over a roadway, consult Public Works about role and process clarification. The [Engineering Division](#) can be reached at (503) 982-5240.
12. ROW:
  - a. Dedication: The Public Works Department Engineering Division has document templates for ROW and easement dedications that applicants are to use.  
  
ROW – and public utility easement (PUE) – dedications are due prior to building permit issuance per Public Works policy.
  - b. Work: All work within the public ROWs or easements within City jurisdiction must require plan approval and permit issuance from the Public Works Department. All public improvements construction work must be performed in accordance with the plans stamped “approved” by the City, and comply with the City’s Standard Specifications and Standard drawings.  
  
Where the Oregon Dept. of Transportation (ODOT) has jurisdiction over a roadway, consult Public Works about role and process clarification. The [Engineering Division](#) can be reached at (503) 982-5240.
13. Franchises: The applicant provides for the installation of all franchised utilities in any required easements.
14. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.
15. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in a communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.

16. Fire: Fire protection requirements must comply with Woodburn Fire District standards and requirements, including how the District interprets and applies Oregon Fire Code (OFC). Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.

17. Street address assignment: The CU 24-02 redevelopment necessitates changes to [street address assignment](#). Assume and request the following with the request form:

<i>Lot</i>	<i>Existing Address</i>	<i>Requested Address</i>
Tax Lot 3600	2540 Newberg Hwy	Convenience store: 2540 Newberg Hwy, Ste 1 NE attached commercial office area: 2540 Newberg Hwy, Ste 2
Tax Lot 3700	2600 Newberg Hwy	SW commercial office building: 2600 Newberg Hwy, with one suite number per tenant space for all tenant spaces west to east, e.g. Stes 1, 2, 3, etc.

18. [Planning Division fee schedule](#): Additional fees are or might become applicable per the schedule:

- Page 2, row “Bond or performance guarantee release or status letter”, Applicable to such held by the Planning Division, not any by the Public Works Department Engineering Division. (This usually means bonding through the Planning Division is limited to street trees and/or on-site landscaping.)
- Page 2, “Civil engineering plan(s) (CEP) review, Planning Division review of Public Works Department permit application materials”. Where CEP is done through building permit review instead of a separate process prior to building permit application, Planning Division assess the fee on the building permit, avoiding separate invoicing and allowing the applicant to pay the fee along with the other permit fees.
- Page 2, row “Exception to when all public improvements are due / delay or deferral of frontage/street improvements”, applicable if a developer obtains Public Works Department approval of exception (delay/deferral) through WDO 3.01.02E(1) & (2). The fee serves as an exception disincentive. If Planning Division staff see no evidence of improvements under construction or constructed based on the building permit application materials, staff will assume deferral and assess the fee on the building permit, avoiding separate invoicing and allowing the applicant to pay the fee along with the other permit fees.

19. SDCs: The developer pays system development charges prior to building permit issuance. Engineering Division staff will determine the water, sewer, storm, traffic, and parks SDCs after the developer

provides a complete Public Works Commercial/Industrial Development information sheet. The [Engineering Division](#) can be reached at (503) 982-5240.

**Appeals:** Per WDO 4.01.11E., the decision is final unless appealed pursuant to Oregon Revised Statutes (ORS), state administrative rules, and WDO [4.02.01](#). The appeal to City Council due date is twelve (12) days from the mailing date of this notice per 4.02.01B.1. A valid appeal must meet the requirements of 4.02.01.

A copy of the decision is available for inspection at no cost, and the City would provide a copy at reasonable cost at the Community Development Department, City Hall, 270 Montgomery Street, Woodburn, OR 97071. For questions or additional information, contact Cassandra Bassich (née Martinez), Administrative Specialist, at (503) 982-5246 or [cassandra.martinez@ci.woodburn.or.us](mailto:cassandra.martinez@ci.woodburn.or.us).



**Testifiers:**

Name	Address	Planning Commission		City Council	
		Written	Verbal	Written	Verbal
Mark D. Shipman (applicant's attorney)	250 Church St SE, Ste 200 Salem, Oregon 97301-3921	x	x	n/a	n/a
Vic & Sandy Alsbury	2227 Oregon Ct Woodburn, OR 97071	x		n/a	n/a
Rich & Trudy Fowlks	831 N. Cascade Dr Woodburn, OR 97071	x		n/a	n/a
Jim & Linda Hoover	1480 Thompson Rd Woodburn, OR 97071	x		n/a	n/a
Loretta Vittoria	2202 W. Hayes St Woodburn, OR 97071	x		n/a	n/a
Sharon Miller	2243 W Hayes St Woodburn, OR 97071	X		n/a	n/a
Malena Turner	400 S. Cascade Dr Woodburn, OR 97071	x		n/a	n/a
David J. Petersen (opposition attorney)	Tonkon Torp 888 SW Fifth Ave, Ste 1600 Portland, OR 97204-2099	x		n/a	n/a
Mick Harris (opposition attorney)	Tonkon Torp 888 SW Fifth Ave, Ste 1600 Portland, OR 97204-2099		x	n/a	n/a
Paula Kilgore	636 Oregon Way Woodburn, OR 97071	x	x	n/a	n/a
Norman Mabee	950 Evergreen Rd, Unit 219 Woodburn, OR 97071	x	x	n/a	n/a
Danny Draper	993 Lawson Ave Woodburn, OR 97071		x	n/a	n/a
Jan Duncum	980 Oregon Way Woodburn, OR 97071		x	n/a	n/a
Nancy Ferguson	950 Evergreen Rd, Unit 323 Woodburn, OR 97071		x	n/a	n/a
Bryan & Carla Galbraith	590 Troon Ave Woodburn, OR 97071		x	n/a	n/a
Michelle Harrison	924 Oregon Way Woodburn, OR 97071		x	n/a	n/a
Rick Hascall	2832 Olympic St Woodburn, OR 97071		x	n/a	n/a
Rebecca Hayes	950 Evergreen RD, Unit 205 Woodburn OR, 97071:		x	n/a	n/a
Susan Huggins	910 Oregon Way Woodburn, OR 97071		x	n/a	n/a
Todd Mitchell	377 Ironwood Terr Woodburn, OR 97071		x	n/a	n/a
Robert Moore	943 Oregon Way Woodburn, OR 97071		x	n/a	n/a

Anna Phillips	2329 Oregon Ct Woodburn, OR 97071		x	n/a	n/a
"Bobbi" (Louise Roberta) Reisner	950 Evergreen Rd, Unit 212 Woodburn, OR 97071		x	n/a	n/a
Anne Reslock	1375 Quinn Rd Woodburn, OR 97071		x	n/a	n/a
Marilyn Sbardellati	1675 Quinn Rd Woodburn, OR 97071		x	n/a	n/a
Alma Shevchenko	489 Turnberry Ave Woodburn, OR 97071		x	n/a	n/a
Amar Sidhu	7501 35 <sup>th</sup> Ave NE Salem, OR 97303		x	n/a	n/a
Don Zehring	966 Oregon Way Woodburn, OR 97071		x	n/a	n/a
Sam Charitar	2855 Hazelnut Dr Woodburn, OR 97071	x		n/a	n/a
Joyce Cutsforth	689 Troon Ave Woodburn, OR 97071	x		n/a	n/a
David Milam & Sonya Darling	484 Troon Ave Woodburn, OR 97071	x		n/a	n/a
Marvin & Katy Fessler	12668 Monitor McKee Rd NE Woodburn, OR 97071-8846	x		n/a	n/a
Carla Galbraith	590 Troon Ave Woodburn, OR 97071	x		n/a	n/a
Mike & Debbie Holland	405 Troon Ave Woodburn, OR 97071	x		n/a	n/a
Christina J. Mealue	2856 Olympic St Woodburn, OR 97071	x		n/a	n/a
Todd & Lisa Nelson	17280 Boones Ferry Rd NE Woodburn, OR 97071	x		n/a	n/a
Rosa Reyes	692 Troon Ave Woodburn, OR 97071	x		n/a	n/a
Alma Shevchenko	489 Turnberry Ave Woodburn, OR 97071	x		n/a	n/a
Carolyn Shindlebower	950 Evergreen Rd, Unit 206 Woodburn, OR 97071	x		n/a	n/a
Lorena Silva	P.O. Box 162 Hubbard, OR 97032	x		n/a	n/a
Panor 360 Homeowners Assoc. Attn Rosalie Carmen, Secretary	950 Evergreen Rd, Unit 204 Woodburn, OR 97071	x		n/a	n/a

**Attachments:**

- Planning Commission August 22, 2024 Staff Report Attachment 101. Marked Tax Map
- 102A. Public Works comments (Revised October 28, 2024; 2 pages)
- 103. Application materials / site plans / elevations (June 10, 2024; 6 sheets)
- 104. Transportation System Plan (TSP) Fig. 2 "Functional Roadway Classification"
- 201.\* CU 24-02 US Market Gas Station: Dictionary & Glossary
- 202. CU 24-02 US Market Gas Station: Conditioned Fees

\*The 200 series of attachments are details for the conditions of approval.

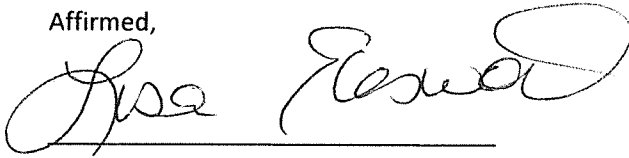
Sincerely,



Colin Cortes, AICP, CNU-A

Senior Planner

Affirmed,



Lisa Ellsworth, Planning Commission Chair

10/30/24

October 30, 2024

Date

cc: Chris Kerr, Community Development Director [e-mail]  
Curtis Stultz, Public Works Director [e-mail]  
Dago Garcia, P.E., City Engineer [e-mail]  
Melissa Gitt, Building Official [e-mail]  
Jason Space, GIS Technician [e-mail]  
Ronald "Ron" Ped, President/Architect, Ronald James Ped Architect, PC, 1220 20th Street SE, Suite 125, Salem, OR 97302-1205 [applicant] [mail & e-mail]  
Lal Din Sidhu ("Don" Sidhu), Woodburn Petroleum LLC, 1311 Lancaster Dr NE, Salem, OR 97301-1907 [landowner] [mail & e-mail]  
Testifiers: Per the table above. [mail]  
Brion Scott, PE, Development Review Coordinator, Oregon Dept. of Transportation (ODOT) Region 2 [mail & e-mail]  
Marion County Assessor's Office <assessor@co.marion.or.us>  
Marion County Geographic Information System (GIS) <gis@co.marion.or.us>  
Marion County Planning Division <planning@co.marion.or.us>  
Marion County Land Development Engineering & Permits <mcldep@co.marion.or.us>  
Marion County Public Works Dept. <mcdpw@co.marion.or.us>

05 2W 12DB

05 2W 12DB  
WOODBURN



MARION COUNTY, OREGON  
NW1/4 SE1/4 SEC12 T5S R2W W.M.  
SCALE 1" = 100'

LEGEND

- LINE TYPES**
- Taxlot Boundary
  - Road Right-of-Way
  - Railroad Right-of-Way
  - Private Road ROW
  - Subdivision/Plat Bndry
  - Waterline - Taxlot Bndry
  - Historical Boundary
  - Easement
  - Railroad Centerline
  - Taxcode Line
  - Map Boundary
  - Waterline - Non Bndry

- CORNER TYPES**
- + 1/16TH Section Cor.
  - ⊙ DLC Corner
  - ⊕ 1/4 Section Cor.
  - ⊕ Section Corner
  - 16 15 21 22

**NUMBERS**

Tax Code Number  
**00 00 0**

Acreege  
**0.25 AC**

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

**NOTES**

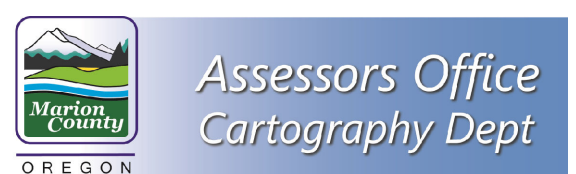
Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW

**CANCELLED NUMBERS**

3900A1			
--------	--	--	--

**Attachment 101**

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT [www.co.marion.or.us](http://www.co.marion.or.us)

PLOT DATE: 1/25/2024

**WOODBURN  
05 2W 12DB**

SEE MAP 052W12B

SEE MAP 052W12AC

SEE MAP 052W12AD

60  
LAWSON STREET

03 93 0

STATE HIGHWAY 214

ROAD

ALLISON WAY

SEE MAP 052W12C

03 03 0

03 03 0

WEST HAYES ST

05 2W 12DB

EVERGREEN

03 93 0

WEST HAYES ST.

OREGON COURT

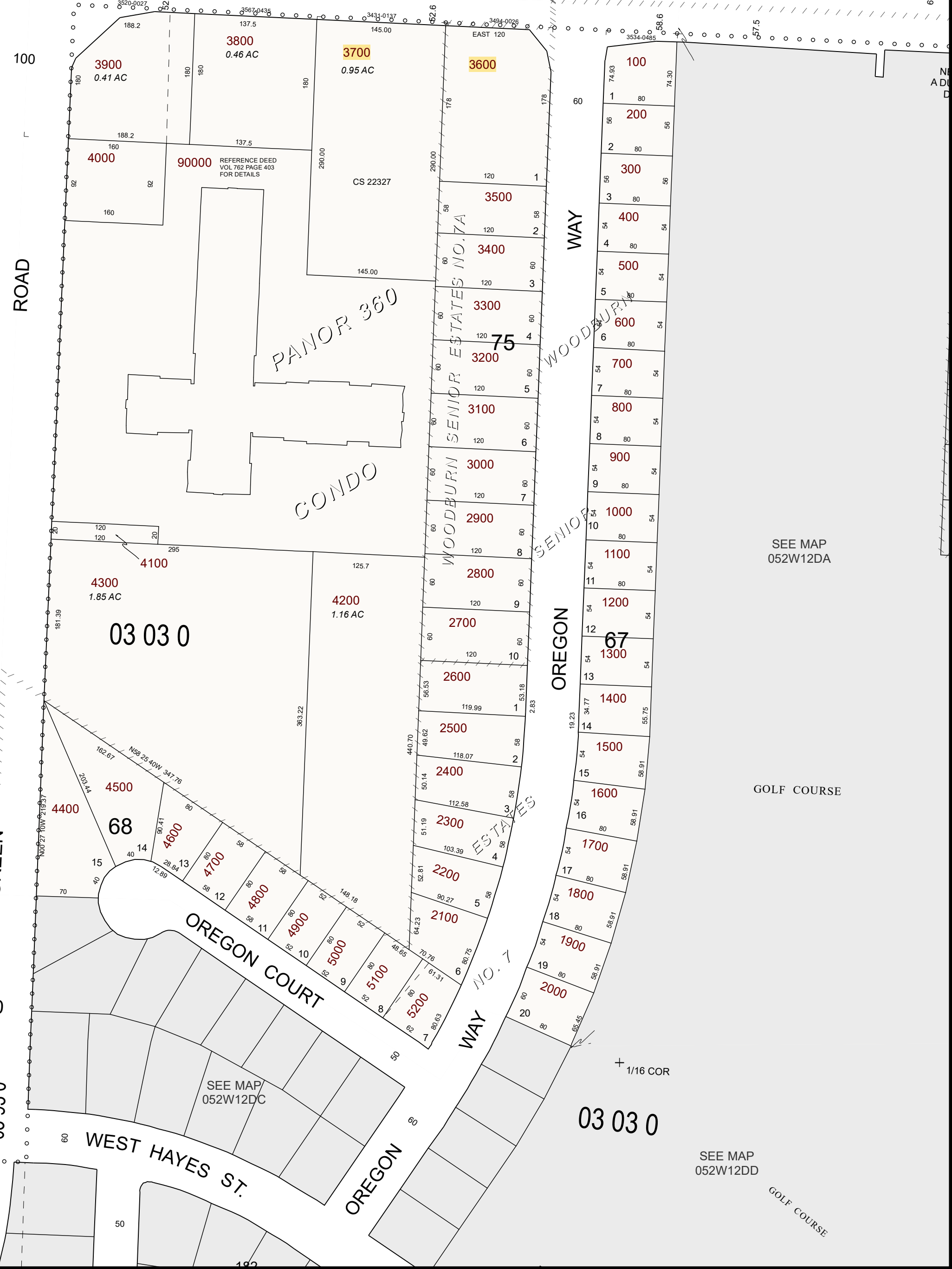
SEE MAP 052W12DC

OREGON WAY

03 03 0

SEE MAP 052W12DD

GOLF COURSE



REFERENCE DEED VOL 762 PAGE 403 FOR DETAILS

CONDOR 360

WOODBURN SENIOR ESTATES NO. 7A

WOODBURN SENIOR ESTATES NO. 7B

ESTATES

WAY NO. 7

SEE MAP 052W12DA

GOLF COURSE

1/16 COR

CTR SEC

1/16 COR

DRIVE

DRIVEWAY EASEMENT

1/16 COR

60

100

60

100

60

74

100

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

180

120

120

60

50

## CU 24-02: Analyses & Findings

This attachment to the staff report analyzes the application materials and finds through statements how the application materials relate to and meet applicable provisions such as criteria, requirements, and standards. They confirm that a given standard is met or if not met, they call attention to it, suggest a remedy, and have a corresponding recommended condition of approval. Symbols aid locating and understanding categories of findings:

<i>Symbol</i>	<i>Category</i>	<i>Indication</i>
✓	Requirement (or guideline) met	No action needed
✗	Requirement (or guideline) not met	Correction needed
⊖	Requirement (or guideline) not applicable	No action needed
▲	<ul style="list-style-type: none"> <li>Requirement (or guideline) met, but might become unmet because of condition applied to meet separate and related requirement that is not met</li> <li>Plan sheets and/or narrative inconsistent</li> <li>Other special circumstance benefitting from attention</li> </ul>	Revision needed for clear and consistent records
■	Deviation: Planned Unit Development, Zoning Adjustment, and/or Variance	Request to modify, adjust, or vary from a requirement

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

### Table of Contents

Project Name & Case File Numbers .....	2
Location.....	2
Land Use & Zoning .....	2
Statutory Dates .....	3
Design Review Provisions.....	4
Conditional Use Provisions .....	25
Adjustment to Street Improvement Requirements ("Street Adjustment") Provisions .....	45
Phasing Plan Provisions.....	55
Remaining Provisions.....	59

Recommendation.....	60
Applicant Identity.....	82
Notes to the Applicant.....	82

## Project Name & Case File Numbers

The applicant submitted the project name US Market. The land use application master/parent case file number is Conditional Use CU 24-02, and the children/corollary case file numbers are Design Review 24-02, Phasing Plan PP 24-01, & Adjustment to Street Improvement Requirements ("Street Adjustment") SA 24-01.

The subject property is composed of two lots, and the developer of the proposed strip commercial development proposes no Property Line Adjustment (PLA) or lot consolidation.

The gas station development is:

1. On Tax Lot 3600 (east, corner lot), a convenience store of 4,110 square feet (sq ft), 6 pump islands with 12 pumps, a commercial office tenant space of 1,863 sq ft attached to the south side of the convenience store, and;
2. On Tax Lot 3700 (west, interior lot), as Phase 2 a southwest commercial office building of 5,000 sq ft.

## Location

<i>Address(es)</i>	2540 & 2600 Newberg Hwy (SW corner of Oregon Hwy 214 / Newberg Hwy & Oregon Way)
<i>Tax Lot(s)</i>	052W12DB03700 (primary) & 3600; respectively 0.95 & 0.47 acres, totaling 1.42 acres
<i>Nearest intersection</i>	Oregon Hwy 214 / Newberg Hwy & Oregon Way

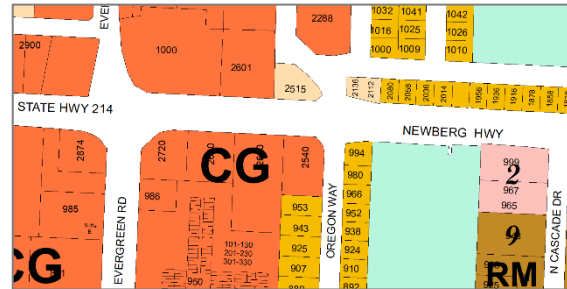
## Land Use & Zoning

<i>Comprehensive Plan Land Use Designation</i>	Commercial
<i>Zoning District</i>	Commercial General (CG)
<i>Overlay District(s)</i>	none
<i>Existing Use(s)</i>	None following demolition of two vacant bank buildings no later than 2022

For context, the comprehensive plan land use map designations and zoning are illustrated below with excerpts from the City geographic information system (GIS) and the zoning is tabulated further below:



Comprehensive Plan land use map excerpt



Zoning map excerpt

<i>Cardinal Direction</i>	<i>Adjacent Zoning</i>
North	Across OR Hwy 214: Commercial General (CG)
East	Across Oregon Way: Retirement Community Single Family Residential (R1S)
South	East to west: R1S (943 & 953 Oregon Way; houses) and CG (950 Evergreen Rd; Panor 360 condominiums)
West	CG (950 Evergreen Rd; Panor 360 condominiums; and 2620 Newberg Hwy; Dairy Queen)

## Statutory Dates

<i>Application Completeness</i>	July 3, 2024
<i>120-Day Final Decision Deadline</i>	October 31, 2024 per Oregon Revised Statutes (ORS) <a href="#">227.178</a> . (The nearest and prior regularly scheduled City Council date would be October 28, 2024.)

## Design Review Provisions

### DR Provisions

#### Volume 1 Organization and Structure

##### 1.04 Nonconforming Uses and Development

The developer already obtained demolition permits from the Building Division, and the site is cleared. Because the proposal is full redevelopment, nonconformance of private, on-site improvements is not an applicable concept and the development will conform to the WDO and conditions of approval. Regarding nonconforming public street improvements, staff further addresses this nonconformance under the Adjustment to Street Improvement Requirements ("Street Adjustment") section of this document.

⊖ Not applicable.

#### Volume 2 Land Use Zoning and Specified Use Standards

##### 2.03 Commercial Zones

##### 2.05 Overlay Districts

##### 2.06 Accessory Structures

##### 2.07 Special Uses

##### 2.08 Specific Conditional Uses

Uses Allowed in Commercial Zones Table 2.03A		
Use		Zone
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		CG
<b>B</b>	<b>Commercial Retail and Services</b>	
<b>2</b>	Automotive maintenance and gasoline stations, including repair services	CU <sup>3</sup>
<b>6</b>	Business services	P
<b>16</b>	Office and office services and supplies	P
<b>19</b>	Printing, publishing, copying, bonding, finance, insurance, medical, data processing, social assistance, legal services, management, and corporate offices	P
<b>20</b>	Professional services	P
<b>3. Allowed outright if not within 200 feet of residentially zoned properties</b>		



A proposed use is a gasoline station, hereafter referred to as gas station. Because it is within 200 ft of residentially zoned property – 943 & 953 Oregon Way to the southeast that is zoned R1S, for the subject property the use and its convenience store remain a conditional use. Commercial office is a permitted use.

<b>Commercial General (CG) - Site Development Standards</b>			
<b>Table 2.03C</b>			
<b>Lot Area, Minimum (square feet)</b>		<b>No minimum</b>	
<b>Lot Width, Minimum (feet)</b>		<b>No minimum</b>	
<b>Lot Depth, Minimum (feet)</b>		<b>No minimum</b>	
<b>Street Frontage, Minimum (feet)</b>		<b>No minimum</b>	
<b>Front Setback and Setback Abutting a Street, Minimum (feet)</b>		<b>5 <sup>1</sup></b>	
<b>Side or Rear Setback, Minimum (feet)</b>	<b>Abutting RS, R1S, or RM zone</b>	<b>10 <sup>4</sup></b>	
	<b>Abutting CO, CG, DDC, NNC, P/SP, IP, SWIR, or IL zone</b>	<b>0 or 5 <sup>4, 5</sup></b>	
<b>Setback to a Private Access Easement, Minimum (feet)</b>		<b>1</b>	
<b>Lot Coverage, Maximum</b>		<b>Not specified <sup>2</sup></b>	
<b>Building Height, Maximum (feet)</b>	<b>Primary or accessory structure</b>	<b>Outside Gateway subarea</b>	<b>70</b>
		<b>Western Gateway subarea</b>	<b>50</b>
		<b>Eastern Gateway subarea</b>	<b>40</b>
	<b>Features not used for habitation</b>		<b>100</b>
<ol style="list-style-type: none"> <li><b>1. Measured from the Street Widening Setback (Section 3.03.02), if any</b></li> <li><b>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</b></li> <li><b>3. Only allowed in the Gateway Overlay District</b></li> <li><b>4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</b></li> <li><b>5. A building may be constructed at the property line, or shall be set back at least five feet.</b></li> </ol>			

The site plans and elevations show that the proposed development conforms with the basic development standards that Table 2.03C contains.

## 2.05 Overlay Districts

### 2.05.02 Interchange Management Area Overlay District

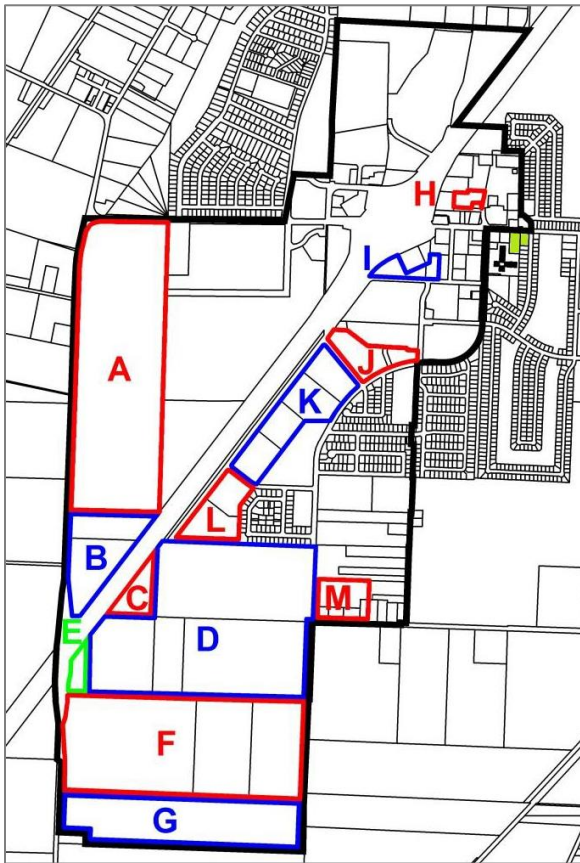


Figure 2.05B – Interchange Management Area Boundary and Subareas (with subject property at NE marked in green)

For those aware of the Interchange Management Area Overlay District (IMA), the above WDO figure marked to show the subject property confirms that the property lies just outside the IMA, that is, the property is *not* in the IMA. (Also, none of the other overlay districts are applicable.)

⊖ Not applicable.

## 2.06 Accessory Structures

### 2.06.02 Fences and Walls

Regarding the “Architectural Wall” as a buffer or screen wall per 3.06.05 to the standards of 3.06.06 and any fence or fencing the developer would build and install, a condition or conditions of approval would secure conformance, as well as a fence permit application type per 5.01.03 “Fence and Free Standing Wall”.

▲ In order to secure conformance to 2.06.02, staff applies a condition or conditions.

### **2.06.03 Structures**

Within the proposal, which is phased development, neither phase includes accessory structures such as sheds, making this WDO section not applicable; however, even if the fuel pump canopy were considered an accessory structure instead of a primary one, it remains proposed more than 5 ft away from a property line. (Other WDO sections address the proposed trash enclosure.)

– Not applicable.

### **2.07 Special Uses**

#### **2.07.08 Facilities During Construction**

This is not directly relevant to land use review. Contractor behavior is to conform during construction. No condition of approval is necessary to reiterate the requirement.

– Not applicable.

### **2.08 Specific Conditional Uses**

None relate to a gas station.

– Not applicable.

## **Volume 3 Development Guideline and Standards**

### **3.01 Streets**

Regarding public street improvements, staff further addresses this under the Adjustment to Street Improvement Requirements ("Street Adjustment") section of this document.

■ SA: Staff further addresses public street improvements further under the Street Adjustment Provisions section (under criterion 3, factor b).

### **3.02 Utilities and Easements**

#### **3.02.01 Public Utility Easements**

**A. The Director shall require dedication of specific easements for the construction and maintenance of municipal water, sewerage and storm drainage facilities located on private property.**

**B. Streetside:** A streetside public utility easement (PUE) shall be dedicated along each lot line abutting a public street at minimum width 5 feet. Partial exemption for townhouse corner lot: Where such lot is 18 to less than 20 feet wide, along the longer frontage, streetside PUE minimum width shall be 3 feet; or, where the lot is narrower than 18 feet, the longer side frontage is exempt from streetside PUE.

**C. Off-street:** The presumptive minimum width of an off-street PUE shall be 16 feet, and the Public Works Director in writing may establish a different width as a standard.

**E.** As a condition of approval for development, including property line adjustments, partitions, subdivisions, design reviews, Planned Unit Developments (PUDs), Street Adjustments, Zoning Adjustments, or Variances, the Director may require dedication of additional public easements, including off-street public utility easements and other easement types such as those that grant access termed any of bicycle/pedestrian access, cross access, ingress/egress, public access, or shared access, as well as those that identify, memorialize, and reserve future street corridors in place of ROW dedication.

**F. Streetside PUE maximum width:**

- 1. Purpose:** To prevent developers and franchise utilities from proposing wider than minimum streetside PUEs along tracts or small lots after land use final decision; to prevent particularly for a tract or lot abutting both a street and an alley; to encourage developers to communicate with franchise utilities and define streetside PUE widths during land use review and how to what is defined; to avoid overly constraining yards, and to avoid such PUEs precluding front roofed patios, porches, or stoops.
- 2. Standards:** Exempting any lot or tract subject to Figure 3.01B “Major Arterial”, the following standards are applicable to a lot or tract with:
  - a. No alley or shared rear lane:** 8 feet streetside.
  - b. Alley or shared rear lane:** Either 8 feet streetside and 5 feet along alley or shared rear lane, or, 5 feet streetside and 8 feet along alley or shared rear lane.

**Nothing in this section precludes a streetside PUE from variable width where necessary such as to expand around public fire hydrants.**

Regarding A, the Public Works Department handles this through its own conditions and processes. Additionally, one of the two frontages is a state highway, which involves the standards and permitting processes of the Oregon Department of Transportation (ODOT).

Regarding B, because the site plan calls out a streetside PUE along Oregon Way but does not indicate its width, staff applies a condition or conditions. The highway is subject to a superseding standard requiring a 10-ft wide easement: Figure 3.01B “Major Arterial”, and the site plan calls out a streetside PUE and indicates a 10-foot width.

Regarding C, the Public Works Department implements this through its own permit processes, standards, and specifications, and Planning Division also staff apply a condition or conditions for WDO conformance and to deal with existing context of public utilities. Additionally, one of the two frontages is a state highway, which involves ODOT standards and permitting processes.

▲ In order to secure conformance with Figure 3.01B and 3.02.01B & F.2, staff applies a condition or conditions.

### 3.02.02 Creeks and Watercourse Maintenance Easements

There are no creeks or watercourses.

⊖ Not applicable.

### 3.02.03 Street Lighting

The Public Works Department handles this through its own permit processes, standards, and specifications. Additionally, one of the two frontages is a state highway, which involves the standards and permitting processes of the Oregon Department of Transportation (ODOT).

▲ In order to secure conformance to 3.02.03, the Public Works Department might apply public works standards and specifications.

### 3.02.04 Underground Utilities

**B. Street: All permanent utility service within ROW resulting from development shall be underground, except where overhead high-voltage (35,000 volts or more) electric facilities exist as the electric utility documents and the developer submits such documentation.**

1. **Developments along Boundary Streets shall remove existing electric power poles and lines and bury or underground lines where the following apply:**
  - a. **A frontage with electric power poles and lines is or totals minimum 250 feet; and**
  - b. **Burial or undergrounding would either decrease or not increase the number of electric power poles. The developer shall submit documentation from the electric utility.**

**Where the above are not applicable, a developer shall pay a fee in-lieu, excepting residential development that has 4 or fewer dwellings and involves no land division.**

2. **Fees in-lieu: Per Section 4.02.12.**

Because the application materials fail to show that the development would conform along the highway where electric power poles and overhead electric power lines existing, staff applies a condition or conditions. (Absent direction by the applicant otherwise, staff will proceed as if the developer intends to conform by paying the fee in-lieu and will assess it through the building permit.)

▲ In order to secure conformance to 3.02.04, staff applies a condition or conditions.

### **3.03 Setbacks and Open Space**

#### **3.03.02 Special Setbacks**

This is a street widening setback. Because the development proposes and/or is conditioned to conform regarding ROW widths, the Special Setback is not applicable.

⊖ Not applicable.

#### **3.03.03 Projections into the Setback Abutting a Street**

#### **3.03.04 Projections into the Side Setback**

#### **3.03.05 Projections into the Rear Setback**

Because the development is strip commercial with conventional setbacks that meet or exceed zoning minimums, there are no projections. Were that to change later, the developer would still have to demonstrate conformance and the development conform.

⊖ Not applicable.

#### **3.03.06 Vision Clearance Area**

The application materials indicate that the applicant is aware of and intending to conform regarding driveways and the building closest to the site NE corner, which is the SW corner of the highway and Oregon Way, because the NE building (the convenience store and attached NE commercial office) is notched at the NE to keep out of the vision clearance area (VCA) or sight triangle. The building isn't near any driveway. (Were a site plan to fall out of conformance upon building permit application, staff would prompt the developer to correct during permit reviews.)

✓ The requirement is met.

### **3.04.01 Applicability and Permit**

#### **A. Street Access**

Every lot shall have:

- 1. Direct access to an abutting public street, or**
- 2. Access to a public street by means of a public access easement and private maintenance agreement to the satisfaction of the Director, revocable only with the concurrence of the Director, and that is recorded. The easement shall contain text that pursuant to Woodburn Development Ordinance (WDO) 3.04.03B.3, the public shared access (ingress and egress) right of this easement is revocable only with the written concurrence of the Community Development Director.**

This standard plus the highway being a state highway affects access management. A main reason the developer proposes the highway driveway as one-way inbound is because of an Oregon Department of Transportation (ODOT) "Conditional Approval of Grant of Access", file code 30-24 and "CHAMPS" No. 093457 dated January 23, 2024, of which the applicant submitted a copy to the City among the February 8, 2024 application materials. It states, "Traffic movements for the private approach at the subject location shall only allow right turns off Hillsboro-Silverton Highway."

In any case, there would be full physical access to and from the highway via the Oregon Way driveway and Oregon Way itself, which intersects the highway to the north of that driveway; however, because the subject property is two lots that the applicant proposes neither to adjust nor consolidate, and motorists would have to cross Tax Lot 3600 (2540 Newberg Hwy) to get from the fuel pump canopy on Tax Lot 3700 (2600 Newberg Hwy) onto Oregon Way as a means to get to the highway, the developer needs to grant what is termed any of cross access, ingress/egress, or shared access across the two lots revocable only with the written concurrence of the Community Development Director in order to conform with 3.04.01A.2.

▲ In order to secure conformance with 3.04.01A.2, staff applies a cross access condition to the two lots composing the subject property.

### **3.04.02 Drive-Throughs**

The strip commercial development includes none.

⊖ Not applicable.

### **3.04.03 Driveway Guidelines and Standards ...**

#### **B. Number of Driveways**

- 3. For nonresidential uses, the number of driveways should be minimized based on overall site design, including consideration of:**
  - a. The function classification of abutting streets;**
  - b. The on-site access pattern, including parking and circulation, joint access, turnarounds and building orientation;**
  - c. The access needs of the use in terms of volume, intensity and duration characteristics of trip generation.**
- 5. For all development and uses, the number of driveways shall be further limited through access management per subsections C & D below.**

#### **C. Joint Access**

- 1. Lots that access a Major Arterial, Minor Arterial, Service Collector, or Access Street should be accessed via a shared driveway or instead to an alley or shared rear lane.**

2. **A partition, subdivision, or PUD should be configured so that lots abutting a Major Arterial, Minor Arterial, Service Collector, or Access Street have access to a local street, alley, or shared rear lane. Access to lots with multiple street frontages should be from the street with the lowest functional class.**
3. **Every joint driveway or access between separate lots shall be per the same means as in Section 3.04.01A.2.**
4. **Standards: ...**

One of the two frontages is a state highway, which involves the standards and permitting processes of the Oregon Department of Transportation (ODOT). The developer wants to narrow the highway driveway from 30 to 20 ft, which involves ODOT permitting and standards. That width is within WDO maximum for a one-way driveway (per Table 3.04A). The Oregon Way driveway width is 24 ft. Section 3.04.03 encourages and in part requires joint or shared driveways, and because of the analysis and findings for 3.04.01A related to street access, cross access causes the Oregon Way driveway to be required as a joint or shared one. Through the conditional use process staff applies conditions limiting driveway widths for both frontages.

▲ In order to secure conformance to conditional use criteria, staff applies a condition or conditions.

**D. Access management:**

2. **Commercial: Any development within a commercial zoning district that Section 2.03A lists shall grant shared access to adjacent lots and tracts partly or wholly within any of the same districts. An alley or shared rear lane may substitute for meeting this standard if the alley provides equivalent public access. Zoning Adjustment is permissible.**



<b>Access Requirements</b>		
<b>Table 3.04A</b>		
		<b>Commercial or Industrial Use</b>
<b>Paved Width of Driveway (feet)</b> <small>3, 4, 7, 8</small>	<b>1-way</b>	<b>10 minimum</b> <b>20 maximum</b>
	<b>2-way</b>	<b>Commercial/Mixed-Use:</b> <b>20 minimum</b> <b>24 maximum*</b> <b>*(Add 12 ft maximum if a turn pocket is added)</b>
		<b>Industrial:</b> <b>22 minimum</b> <b>36 maximum*</b> <b>*(Add 8' if a turn pocket is added)</b>
<b>Throat Length (feet) <sup>5</sup></b>	<b>Major Arterial, Minor Arterial, Service Collector</b>	<b>Commercial:</b> <b>36 minimum;</b> <b>Industrial:</b> <b>50 minimum</b>
	<b>Access or Local Street</b>	<b>18 minimum</b>

<b>Access Requirements</b> <b>Table 3.04A</b>	
1.	The separation should be maximized.
2.	Driveways on abutting lots need not be separated from each other, and may be combined into a single shared driveway.
3.	Driveways over 40 feet long and serving one dwelling unit may have a paved surface minimum 8 feet wide.
4.	Notwithstanding the widths listed in this table, the minimum clearance around a fire hydrant shall be provided (See Figure 3.04D).
5.	Throat length is measured from the closest off-street parking or loading space to the right-of-way. A throat applies only at entrances (See Figure 3.05B).
6.	Maximum of 4 individual lots can be served from single shared driveway (See Figure 3.04A) except where and as Section 3.04.03D.3 "Flag Lots" supersedes.
7.	It is permissible that the Oregon Fire Code (OFC) as administered by the independent Woodburn Fire District may cause driveway widths to exceed minimums and maximums. It is a developer's responsibility to comply with the OFC.
8.	Width measurement excludes throat side curbing, if any.
9.	Refer to OFC Appendix D, Figure D103.1.

The site plan shows proposed driveways that conform.

✓ The requirement is met.

### 3.04.05 Transportation Impact Analysis

**B. A transportation study known as a transportation impact analysis (TIA) is required for any of the following:**

1. **Comprehensive Plan Map Change or Zone Change or rezoning that is quasi-judicial, excepting upon annexation designation of zoning consistent with the Comprehensive Plan.**
2. **A development would increase vehicle trip generation by 50 peak hour trips or more or 500 average daily trips (ADT) or more.**
3. **A development would raise the volume-to-capacity (V/C) ratio of an intersection to 0.96 or more during the PM peak hour.**

4. **Operational or safety concerns documented by the City or an agency with jurisdiction, such as ODOT or the County, and submitted no earlier than a pre-application conference and no later than as written testimony entered into the record before the City makes a land use decision.**
5. **A development involves or affects streets and intersections documented by ODOT as having a high crash rate, having a high injury rate of persons walking or cycling, having any cyclist and pedestrian deaths, or that partly or wholly pass through school zones that ODOT recognizes.**
6. **Where ODOT has jurisdiction and ORS or OAR, including OAR 734-051, compels the agency to require.**

The applicant submitted a revised traffic impact analysis (TIA) dated June 23, 2023 on May 1, 2024 as well as a supplement dated and submitted July 23, 2024.

Page 36, "Findings and Recommendations" proposed no mitigation measures. Staff addresses the TIA further under the Conditional Use Provisions section of this document.

#### **3.04.03E. Interconnected Parking Facilities.**

1. **All uses on a lot shall have common or interconnected off-street parking and circulation facilities.**
2. **Similar or compatible uses on abutting lots shall have interconnected access and parking facilities.**

Because the proposal is a single, integrated site development for several primary uses – a gas station, composed of the fuel pump canopy and convenience store – plus NE attached commercial office and a (Phase 2) SW commercial office building, it would be like a commercial strip mall. The site plan shows continuous drive aisles and obvious shared parking across the two lots composing the subject property.

✓ The requirement is met.

#### **3.04.04 Improvement Standards**

The site plans illustrate pavement that conforms.

✓ The requirement is met.

### 3.05 Off-Street Parking and Loading

#### 3.05.02 General Provisions

Because the application materials fail to show that the development would conform fully to the requirements, staff applies a condition or conditions.

▲ In order to secure conformance with the above subsections of 3.05.02, staff applies a condition or conditions.

#### E. Setback

1. In commercial and industrial zones, the parking, loading, and circulation areas shall be set back from a street a minimum of five feet.
2. Parking, loading, and circulation areas shall be set back from a property line a minimum of five feet, excepting any of (a) interior lot lines of lots in a development that have the same owner or that have outbuildings as part of a complex of buildings sited amid parking, such as in an office or industrial park or strip mall, (b) a shared access and use agreement between or among landowners per Section 3.04, and (c) shared access in the specific context of residential development of other than multiple-family dwellings.

Subsection 2(a) is applicable and, because of conditioning for other WDO sections related to cross access and shared parking, 2(b) will be applicable.

✓ The requirement is met.

#### J. All uses required to provide 20 or more off-street parking spaces shall have directional markings or signs to control vehicle movement.

The phrase, “directional markings or signs to control vehicle movement” leaves room for interpretation about what kinds of markings or signs, number, size, placements, and symbols and text. A gas station involves a lot of queuing and conflicts among vehicles moving across the site. The site plan shows some detail, but in staff opinion not enough to direct gas station motorists to pump queues and distinguish queuing areas from drive aisles.

Also, because of how access management would work, motorists returning to I-5 would exit to Oregon Way to turn left/north to then turn left/west at OR 214.

With ODOT highway access management as describe earlier above for 3.04.01A, Planning Division staff intends that markings and signage direct motorists seeking I-5 to go to Oregon Way. Because of the room for interpretation, and that the applicant will later refine the site plan, it is during building permit review that administratively establishing details, specifications, and revisions to administer the WDO section would be timely and fruitful.

**3.05.03 Off-Street Parking**

**3.05.03 Off-Street Parking**

**A. Number of Required Off-Street Parking Spaces**

1. Off-street vehicle parking spaces shall be provided in amounts not less than those set forth in this Section (Table 3.05A).
2. Off-street vehicle parking spaces shall not exceed two times the amount required in this Section (Table 3.05A).

...

C. A maximum of 20 percent of the required vehicle parking spaces may be satisfied by compact vehicle parking spaces.

D. Off-street vehicle parking spaces and drive aisles shall not be smaller than specified in this Section (Table 3.05C).

**F. Garages ...**

2. For multi-family dwellings, one-half of the parking spaces required by this Section (Table 3.05A) shall be in a garage or garages, whether conventional or tandem, or, in a carport or carports.

**Table 3.05A**

<b>Off-Street Parking Ratio Standards</b> <b>Table 3.05A</b>	
<b>Use<sup>1</sup></b>	<b>Parking Ratio - spaces per activity unit or square feet of gross floor area</b>
<b>COMMERCIAL / PUBLIC</b>	
<b>6. Motor vehicle service</b>	<b>1/ 200 retail area + 3/ service bay + 1/ pump island</b>
<b>12. Offices (such as professional, scientific and technical services, finance and insurance, real estate, administrative and support services, social assistance, and public administration – but not including ambulatory health services)</b>	<b>1/ 350 square feet</b>
<b>1. The Director may authorize parking for any use not specifically listed in this table. The applicant shall submit an analysis that identifies the parking needs, and a description of how the proposed use is similar to other uses permitted in the zone. The Director may require additional information, as needed, to document the parking needs of the proposed use.</b>	

Minimum required off-street parking is:

<i>Land use</i>	<i>Ratio</i>	<i>Square Footage</i>	<i>Spaces</i>
Gas station	1 per 200 sq ft of retail area (4 per 1,000) + 1 per island	4,110	20.6
Commercial office	1 per 350 sq ft (2.86 per 1,000)	1,863 (NE)	5.3
		5,000 (SW)	14.3
All sitewide			40.2 → 40

Even without counting any space under the fuel pump canopy, the site plan proposes 50 spaces sitewide, exceeding the minimum requirement sitewide, but not so much it would exceed the maximum parking or parking cap per 3.05.03A.2 above. (Staff concurs with the applicant assumption that that the “1/ pump island” parking minimum has no practical effect on minimum parking, the area under any gas station fuel pump canopy being its own minimum parking.) There are 12 compact parking spaces. Because there are 10 excess parking spaces, a fraction of the compact parking could be considered part of minimum parking. Of 40, 20% is 8 compact spaces, and with 10 extra spaces sitewide, the site plan minimum parking of 40 can be interpreted to meet the compact parking maximum of 8.

However, while Tax Lot 3700 (2600 Newberg Hwy) would meet minimum parking for the fuel pumps and exceed that for the SW commercial office building, Tax Lot 3600 (2540 Newberg Hwy) would have 19 or 20 spaces, short of the minimum 26 parking stalls for the convenience store and attached NE commercial office space. This raises the issue of shared parking, which staff addresses further below under 3.05.05.

✓ The requirement is met.

**Table 3.05.05 Parking Space and Drive Aisle Dimensions**

The site plan appears to conform. The applicant opted for standard size stalls to be 19 ft long, 1 ft longer than the minimum length of 18 ft.

**Carpool/Vanpool Parking  
Table 3.05C**



Development or Use	Description	Stall Minimum Number or Percent
1. Non-residential development within commercial zoning districts	Zero to 19 total minimum required off-street parking spaces	n/a
	20 to 33 total	1 stall
	34 to 65 total	2 stalls
1. Standard applies even if the site is not zoned P/SP. 2. See Section 3.05.03H for carpool/vanpool (C/V) development standards.		

The site plan shows the minimum 2 C/V spaces at the east central front corner of the SW office building, as indicated by "CARPOOL". Because there is no additional information about specifications such as for signage and striping per 3.05.03H, staff applies a condition to secure clarification and conformance during building permit review. Because the applicant will later refine the site plan, it is during building permit review that determining full conformance with the WDO specifications would be timely and fruitful.

▲ In order to secure conformance with Table 3.05.03H, staff applies a condition or conditions.

**3.05.05 Shared Parking ...**

**D. Shared parking may be allowed if the following standards are met:**

- 1. Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, a shared parking agreement, shall require review and authorization of a subsequent Design Review or Modification of Conditions.**
- 2. Legal documentation, to the satisfaction of the Director, shall be submitted verifying shared parking between the separate developments. Shared parking agreements may include provisions covering maintenance, liability, hours of use, and cross-access easements.**
- 3. The approved legal documentation shall be recorded by the applicant at the Marion County Recorder's Office and a copy of the recorded document shall be submitted to the Director, prior to issuance of a building or other land use permit.**


The subject property is two lots that the applicant proposes neither to adjust nor consolidate, with Tax Lot 3600 (2540 Newberg Hwy) having the convenience store and attached NE commercial office area and Tax Lot 3700 (2600 Newberg Hwy) having the fuel pump canopy and SW office building.

As mentioned earlier above regarding minimum parking, while Tax Lot 3700 (2600 Newberg Hwy) would meet minimum parking for the fuel pumps and exceed that for the SW commercial office building, Tax Lot 3600 (2540 Newberg Hwy) would have 19 or 20 spaces, short of the minimum 26 parking stalls for the convenience store and attached NE commercial office space.

For these reasons, shared parking is *de facto* proposed and a shared parking agreement becomes required.

The application materials lack a draft shared parking agreement. Staff applies a condition to secure conformance during building permit review.

▲ In order to secure conformance with 3.05.05D, staff applies a condition or conditions.

<b>Off-Street Bicycle Parking</b> <b>Table 3.05D</b>		
		
Development or Use	Description	Stall Minimum Number, Percent, or Ratio
<b>2. Non-residential development within commercial zoning districts</b>		<b>Whichever of the two rates is greater:</b> <b>(1) 2 stalls or 15% of total minimum required parking spaces, whichever is greater; or</b> <b>(2) 2 stalls or equal to 0.6/ 1,000 square feet GFA, whichever is greater.</b>
<b>3. The Director may authorize off-street bicycle parking for any use that the Development or Use column does not clearly include.</b>		
<b>4. See Section 3.05.06 for bicycle parking development standards.</b>		

Minimum bicycle parking is whichever of the two rates is greater:

- (1) 2 stalls or 15% of 25 parking spaces, whichever is greater; or
- (2) 2 stalls or equal to 0.6 x (4,394/1,000) square feet GFA of the convenience store, whichever is greater.

This is the same as:

- (1) 2 stalls or (40 x 0.15) → 6 stalls, whichever is greater; or
- (2) 2 stalls or equal to (0.6 x 6.863) = 4.1 stalls →, whichever is greater.




So, rate (2) is applicable, and of that, the second rate is applicable, yielding the minimum required bicycle parking of 6 stalls. The site plan shows 4 at the convenience store and 2 at the SW commercial office building.

Because the SW commercial office building of 5,000 sq ft per the site plan and elevations would have as many as 4-5 tenant spaces, staff believes more than 2 are necessary at that building and by conditional use requires a sitewide minimum of 8 with minimum 4 of these being at the SW office commercial building. For reasons why, see farther below under the Conditional Use Provisions section (Table CU-3, row CU2, third column).

The Table 3.05C minimum ratio is met, and conceptually the bicycle parking could conform with 3.05.06. Because there is no additional information about specifications, staff applies a condition to secure clarification and conformance during building permit review. Because the applicant will later refine the site plan, it is during building permit review that determining full conformance with the WDO specifications would be timely and fruitful.

▲ In order to secure conformance with 3.05.06, staff applies a condition or conditions.

<b>Electric Vehicle Parking</b> <b>Table 3.05E</b> 		
Development or Use	Description	Stall Minimum Number or Percent
<b>2. Non-residential development within commercial zoning districts</b>	<b>Zero to 19 total minimum required spaces</b>	<b>n/a</b>
	<b>20 to 39 total</b>	<b>2 stalls</b>
	<b>40 or more total</b>	<b>2 stalls or 5%, whichever is greater</b>
<b>2. The Director may authorize EV parking for any use that the Development or Use column does not clearly include.</b> <b>3. See Section 3.05.03I below for EV development standards.</b> <b>4. Administrative note: As of January 2022, electrical permitting remains through the County instead of the City by agreement between the City and County.</b>		

The site plan shows the minimum 2 EV spaces at the site northwest front of the SW commercial office building symbolized with “EV SPACE”, meeting Table 3.05E. (Regarding, “2 stalls or 5%, whichever is greater”, 5% of 40 minimum parking spaces equals 2.)

Because there is no additional information about specifications such as for charging level, signage, and striping per 3.05.03I, staff applies a condition to secure clarification and conformance during building permit review. Because the applicant will later refine the site plan, it is during building permit review that determining full conformance with the WDO specifications would be timely and fruitful.

▲ In order to secure conformance with 3.05.03I, staff applies a condition or conditions.

### **3.05.04 Off-Street Loading & Unloading**

The proposal conforms.

✓ The requirement is met.

### **3.06 Landscaping**

#### **3.06.03 Landscaping Standards**

##### **A. Street Trees**

Staff addresses this further under both the Conditional Use Provisions and the Adjustment to Street Right of Way and Improvement Requirements (“Street Adjustment”) Provisions sections of this document.

■ *CU & SA:* Staff further addresses street trees further under both the Conditional Use Provisions section (under criterion 3, factor b) and the Adjustment to Street Right of Way and Improvement Requirements (“Street Adjustment”) Provisions section.

#### **3.06.05 Screening**

##### **A. Screening between zones and uses shall comply with Table 3.06D.**

The row “Property being Developed – must provide screening if no comparable screening exists on abutting protected property” and “CG or MUV zone” that intersects with the columns “Adjacent properties – zone or use that receives the benefit of screening” and both “RS, R1S, or RSN zone” and “Multiple-family dwelling” necessitates an “Architectural Wall” (AW) along the lot lines abutting the lots with the two houses at 943 & 953 Oregon Way and the Panor 360 condominiums at 950 Evergreen Road.

▲ In order to secure conformance with Table 3.06D, staff applies a condition or conditions.

**B. All parking areas, except those for single-family and duplex dwellings, abutting a street shall provide a 42-inch vertical visual screen from the abutting street grade. Acceptable design techniques to provide the screening include plant materials, berms, architectural walls, and depressed grade for the parking area. All screening shall comply with the clear vision standards of this ordinance (Section 3.03.06).**

Because the landscape plan symbolizes some shrubbery or hedges that don't quite fully line parking and vehicular circulation areas so as to screen them, staff applies a condition or conditions.

▲ In order to secure conformance with the screening requirement, staff applies a condition or conditions.

### **3.06.06 Architectural Walls**

Because the application materials fail to show that the development would conform to the requirement, staff applies a condition or conditions.

▲ In order to secure conformance with AW standards, staff applies a condition or conditions.

### **3.06.07 Significant Tree Preservation & Removal**

See the Conditional Use Provisions section under criterion 3, factor c5) "aesthetics", for analysis.

Through conditional use process, staff applies a fee to mitigate the loss of Significant Trees and to increase the City tree fund. For the explanation why, see the paragraph farther below under the Conditional Use Provisions section (under criterion 3, factor c5).

▲ In order to secure Significant Tree removal mitigation, staff applies a condition or conditions.

## **3.07 Architectural Design**

### **3.07.06 Standards for Non-Residential Structures in Residential, Commercial and Public/Semi Public Zones**

Per 3.07.01A, the architectural provisions are standards for land use review Type I and guidelines for higher types. The application types composing the consolidated package result in Type III.

The site plans and building elevations show largely what the guidelines describe; however, without conditions applied through the conditional use process, guidelines would remain just that – optional for the developer and subject to “value engineering”.

▲ In order to secure adequate architecture in the context of strip commercial development, staff applies a condition or conditions.

### **3.08 Partitions and Subdivisions**

None proposed.

– Not applicable.

### **3.10 Signs**

Land use application types generally are not the means for the City to review or approve signage. Signage, including wall and monument signs, remain subject to review and approval through a Type I sign permit through 5.01.10 “Sign Permit”.

– Not applicable.

### **3.11 Lighting**

The site plans through Sheet E1.1 “Lighting Plan” appears to conform with 3.11.02. Regarding color temperature / hue in particular per 3.11.02C, the application materials submitted May 1, 2024 included cut or spec sheets indicating that parking area pole lights would be the model of 4,000° Kelvin (K) color temperature, a conforming value. However, the color temperature is not specified for either the wall-mounted fixture model or the fuel pump canopy ceiling light fixture model nor, it is necessary to specify model purchase and installation of the 4,000° K and not the 5,000° K models. This may be through marked cut or spec sheets, plan sheet revisions, or both. Staff conditions accordingly.

▲ In order to secure conformance with 3.11.02C & F, staff applies a condition or conditions.

## Conditional Use Provisions

### CU Provisions

#### 5.03.01 Conditional Use

**A. Purpose:** A conditional use is an activity which is permitted in a zone but which, because of some characteristics, is not entirely compatible with other uses allowed in the zone, and cannot be permitted outright. A public hearing is held by the Planning Commission and conditions may be imposed to offset impacts and make the use as compatible as practical with surrounding uses. Conditions can also be imposed to make the use conform to the requirements of this Ordinance and with other applicable criteria and standards. Conditions that decrease the minimum standards of a development standard require variance approval.

**B. Criteria:**

1. The proposed use shall be permitted as a conditional use within the zoning district.
2. The proposed use shall comply with the development standards of the zoning district.
3. The proposed use shall be compatible with the surrounding properties.

Relevant factors to be considered in determining whether the proposed use is compatible include:

- a. The suitability of the size, shape, location and topography of the site for the proposed use;
- b. The capacity of public water, sewerage, drainage, street and pedestrian facilities serving the proposed use;
- c. The impact of the proposed use on the quality of the living environment:
  - 1) Noise;
  - 2) Illumination;
  - 3) Hours of operation;
  - 4) Air quality;
  - 5) Aesthetics; and
  - 6) Vehicular traffic.
- d. The conformance of the proposed use with applicable Comprehensive Plan policies; and
- e. The suitability of proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity.

#### *Scope of review*

The applicant duly consolidated the development applications per WDO 4.01.07 – master/parent case file number is Conditional Use CU 24-02, and the children/corollary case file numbers are Design Review 24-02, Phasing Plan PP 24-01, & Adjustment to Street Improvement Requirements ("Street Adjustment") SA 24-01. Under consolidated review, City policy is not to segment development review into discrete parts in a manner that could preclude comprehensive review of the entire development and "its cumulative impacts" (4.01.07). The proposed development includes a mix of uses, with the gas station being a conditional use

pursuant to the WDO and the convenience store being a permitted use. However, the mixed uses on the property are arguably tied together under a singular business model, each reliant on the other components and benefitting from their assembled presence on a singular site. It is reasonable to assume that individuals using the fueling islands will also use the convenience store, whether for paying for fuel, purchasing food and beverages, using the restroom, etc. The City is not required to identify a subarea of the property as the “gas station site” and consider impacts framed by a smaller area. The uses have a grouped impact that generally cannot be separated. In particular and as evident from the transportation impact analysis (TIA), the site development traffic effects result from the whole and all of the site uses. For that reason, it is reasonable for the City in evaluating the effects of the proposed gas station, convenience store, and office areas, to also assume and condition the reasonable convenience store impacts along with the other uses. Also, the City reviewed and considered the effects of the mixed uses on the development site on the surrounding properties to the full extent of the property lines as part of its evaluation.

#### *Criteria and factors*

Looking at each criterion and factor:

*1 “The proposed use shall be permitted as a conditional use within the zoning district.”*

The use of gas station is permitted as a conditional use as examined under the Design Review Provisions section of this document.

✓ The criterion is met.

*2 “The proposed use shall comply with the development standards of the zoning district.”*

It complies with some but not others as examined under other sections in this document, particularly the Design Review Provisions section.

▲ In order to secure full compliance, staff applies a condition or conditions.

*3 “The proposed use shall be compatible with the surrounding properties.*

Recommended conditions of approval make the proposed conditional use compatible with the surrounding properties.

*Relevant factors to be considered in determining whether the proposed use is compatible include:*

*a. The suitability of the size, shape, location and topography of the site for the proposed use;”*

CU 24-02 US Market Gas Station 2540 & 2600 Newberg Hwy Staff Report

Attachment 102

Page 26 of 85

The site is composed of two lots totaling 1.42 acres, zoned Commercial General (CG), L-shaped, located at a street corner, and flat. Nothing about these are compelling factors against a gas station.

*“b. The capacity of public water, sewerage, drainage, street and pedestrian facilities serving the proposed use;”*

Regarding the capacity of public water, sewerage, and drainage facilities, the Public Works Department Engineering Division handles this through its own conditions and processes. Public Works comments (Attachment 102A, August 13, 2024) identify no objections to development. The proposed use for any given facility is either sufficient or will be after the developer upgrades per the Public Works Department Engineering Division, except where and as Oregon Dept. of Transportation (ODOT) is applicable. Typically, ODOT accommodates developers drawing and constructing street improvements to City standards even along Oregon Highways 99E, 211, 214, & 219.

Regarding street and pedestrian facilities, the Planning Division is taking the lead. The developer applied for an Adjustment to Street Improvement Requirements ("Street Adjustment"), SA 24-01, for both the highway and Oregon Way. Both frontages are nonconforming relative to Figures 3.01B "Major Arterial" and 3.01E "Access Street". They lack both landscape strips with street trees per 3.06.03A and sidewalk that is not curb-tight. Development requires ROW dedication per 3.01.01A & Fig. 3.01B and street improvements per WDO 3.01.01B & D, 3.01.02A & E, 3.01.03A & C.1, Fig. 3.01A, 3.01.04B, and Fig. 3.01B.

Allowing the existing context to remain with strip commercial development would make the walking and cycling environment along highly-trafficked streets (for those cyclists who feel and are safer riding on sidewalk) no less hostile. Additionally, an SA is a discretionary application type. Second, staff applies conditions that secure improvements though less than WDO standards, and that are reasonably proportional to the development. For reasons why, see Table CU-3 below, row CU4, third column.

*“c. The impact of the proposed use on the quality of the` living environment:*

*1) Noise;”*

See Table CU-3, row CU8, third column below.

*“2) Illumination;”*

See Table CU-3, row CU7, third column below.

*“3) Hours of operation;”*

See Table CU-3, row CU8, third column below.

*“4) Air quality;”*

Staff addresses climate change simply to say, it’s a gas station with all the greenhouse gas and volatile organic compound (VOC) emissions that it would enable.

Putting aside climate change, what else is “air quality?” A gas station comes with fumes, particularly easy to get a whiff of near the pumps. However, once a gas station is in place, a city government can do little to change that fact. If this factor is important to someone, the question would be a simple yes or no to a gas station.

Otherwise regarding air quality, staff applies conditions for additional trees in the east and north yards and a wider sidewalk along Oregon Way as a public bicycle pedestrian path, serving as transportation demand management (TDM) by inducing adjacent and nearby residents to drive less often, especially to and from the proposed development and nearby destinations in the commercial area around the intersections of the highway with Country Club Road and Evergreen Roads and with Lawson Avenue, and with fewer driving trips comes better air quality. Also, regarding on-site trees, see factor 5) below.

*5) Aesthetics; and*

Staff interprets this to include:

- a. The look and feel of street frontage for passers-by walking, cycling, and driving;
- b. The look and feel of yard landscaping along streets for passers-by walking, cycling, and driving as well as on-site employees and customers;
- c. Urban design: how close buildings are to sidewalk, how many and how large are windows, are their entrances visible from sidewalk and whether the public can see main entrances to buildings from sidewalk, and whether placements of entrances orient to those who walk or cycle no worse than to those who drive and park;
- d. How safely and comfortably pedestrians and cyclist can access and circulation among on-site buildings through walkways and visibly distinct crossings of drive aisles, including decorative pavement that would connect the Oregon Way sidewalk with the NE commercial office area main entrance;
- e. Having enough on-site trash receptacles near sidewalk to lessen the likelihood of litter of yards along streets and street frontage by convenience store customers on foot;
- f. Avoiding excessive exterior lighting;
- g. Having adequate architecture in the context of strip commercial development;
- h. Having the Architectural Wall look adequate;
- i. Getting highway electric power poles and overhead electric power lines buried or fees in-lieu paid to fund such elsewhere in town;
- j. Having a few evergreen trees among newly planted trees; and
- k. Increase street trees and on-site trees in yards along streets, and provide for fee in-lieu to fund tree plantings elsewhere in town;



- l. Administering Street Adjustment SA 24-01 to have the developer improve Oregon Way to be the best of the two frontages for pedestrians and cyclists to give the City some public benefit for leaving the highway frontage as is or largely as is; and
- m. Mitigation of the unpleasant aspects of neighboring and patronizing a gas station and convenience store.

Significant Tree removal: Also, regarding on-site trees, for a condition and Attachment 203 (fee table) regarding contribution to the City tree fund, having a fee is based on conditional use compatibility with surrounding properties (criterion 3) and impact of the proposed use on the quality of the living environment (factor 3c) including air quality and aesthetics (factors 3c4 & 3c5). The reason is that a demolition contractor, while demolishing the two vacant banks, removed from the subject property at least two but likely three Significant Trees (as 1.02 defines) in May 2021 without City authorization, particularly a Significant Tree Removal Permit per 5.01.11. Staff had seen and photographed on-site trees during at least two site visits, one each on November 9, 2018 and April 26, 2019. The removal prompted neighbor complaints to the City Council at the May 24, 2021 meeting, and there was code enforcement. The Council on August 9, 2021 adopted Ordinance No. 2592 “establishing an enhanced penalty” for violations of WDO tree preservation and removal provisions.

Through conditional use process, staff applies a fee to mitigate the loss and to increase the City tree fund.

Staff applies conditions towards these objectives.

#### *6) Vehicular traffic.*

The proposal is strip commercial development of a gas station with convenience store and two commercial office spaces, one at the northeast attached to the south side of the convenience store, and at the southwest an office building.

The applicant recycled the traffic impact analysis (TIA) dated August 13, 2021 from CU 21-02 as a CU 24-02 submittal February 8, 2024. The applicant revised the TIA June 23, 2023 and submitted it May 1, 2024. The applicant submitted a five-page supplement dated and submitted July 23, 2024 clarifying how the applicant’s consultant applied the Institute of Transportation Engineers (ITE) *Trip General Manual* rates of vehicle trips that would pass by the site, i.e., “pass-by” trip rates. Staff had the transportation consultant to the City review the revised TIA and draft a memo (February 26, 2024).

TIA page 36, “Findings and Recommendations” proposed no mitigation measures.

Page 14 of the revised TIA identifies high vehicle turning and angle crash rate at most intersections in Table 4, reproduced below, and p. 12 of the revised TIA references crash history. The crash history states:

“The table also provides a crash rate per million entering vehicles, which is often used to assess whether a geometric or traffic control deficiency is present when the crash rate is greater than 1.0 per million entering vehicles.”

**Table 4. Intersection Crash Summary (January 2015 to December 2019)**  
*(Note that 2020 crash data is available but is impacted by COVID trends)*

Intersection	# of Crashes	Severity			Crash Rate per MEV	ODOT 90 <sup>th</sup> % Rate
		Fatal	Injury	Non-Injury		
1: I-5 SB Ramps/ Newberg Hwy	48	0	35	13	0.93	3SG: 0.509 Urban
2: I-5 NB Ramps/ Newberg Hwy	48	0	27	21	0.90	3SG: 0.509 Urban
3: Evergreen Rd/ Newberg Hwy	67	0	39	28	1.36	4SG: 0.860 Urban
4: RI Access/ Newberg Hwy	1	0	0	1	0.05	Right-In/ Right-Out
5: Oregon Way/ Newberg Hwy	43	0	30	13	1.08	4SG: 0.860 Urban
6: Oregon Way/ Access	0	0	0	0	0.00	3ST: 0.293 Urban

3SG: Three-legged signalized, 4SG: Four-legged signalized, 3ST: Three-legged stop-controlled

From p. 14

**Table 9. Trip Generation Estimates (ITE 11<sup>th</sup> Edition)**

Land Use	ITE Code	Metric	Daily Trips	Weekday AM Peak Hour			Weekday PM Peak Hour		
				Total	In	Out	Total	In	Out
<b>Existing Uses</b>									
Drive-in Bank	912	5,714 SF	573	57	33	24	120	60	60
Pass-by Trips			-201	-17	-10	-7	-42	-21	-21
<b>Net New Trips</b>			<b>372</b>	<b>40</b>	<b>23</b>	<b>17</b>	<b>78</b>	<b>39</b>	<b>39</b>
<b>Proposed Uses</b>									
Small Office Building	712	6,863 SF	99	11	9	2	15	5	10
Convenience Store/ Gas Station	945	4,110 SF 12 pos.	3,086	324	162	162	273	137	136
Pass-by Trips			-2,315	-246	-123	-123	-205	-103	-102
<b>Total Proposed Uses</b>			<b>3,185</b>	<b>335</b>	<b>171</b>	<b>164</b>	<b>288</b>	<b>142</b>	<b>146</b>
<b>Total Pass-by Trips</b>			<b>-2,315</b>	<b>-246</b>	<b>-123</b>	<b>-123</b>	<b>-205</b>	<b>-103</b>	<b>-102</b>
<b>Net New Trips</b>			<b>870</b>	<b>89</b>	<b>48</b>	<b>41</b>	<b>83</b>	<b>39</b>	<b>44</b>
<b>Total New Trips (Proposed Trips – Approved Bank Trips)</b>									
Total Trip Difference			+2,612	+278	+138	+140	+168	+82	+86
Pass-by Trip Difference			-2,114	-229	-113	-116	-163	-82	-81
<b>Net New Trip Difference</b>			<b>+498</b>	<b>+49</b>	<b>+25</b>	<b>+24</b>	<b>+5</b>	<b>+0</b>	<b>+5</b>

From p. 26

Modeling predicts that the proposed development would generate net 870 daily vehicle trips, more than the two banks, now demolished, did – a net 498 more per revised TIA Table 9 on p. 26, of which AM peak trips are total 89 or net 49 and PM peak trips are total 83 or net 5.

This would include greater numbers of left turns (from Oregon Way), suggesting that crash risk remains or rises. The p. 36, “Findings and Recommendations” section, third bullet, acknowledges, “The safety analysis identified high crash rates at the I-5 ramp intersections, Evergreen Road, and Oregon Way on OR 214.” The fourth bullet states:

“The Evergreen Road/OR 214 and Oregon Way/OR 214 intersections were included on the ODOT SPIS[\*] lists in 2019, 2020, and 2021 at a 95th percentile. The signal phasing was recently changed at these signals from protected-permissive to protected only left-turn phasing, which is not reflected in the crash data. As most crashes at these intersections were turning collisions on the highway, this is expected to reduce the number of crashes reported at these intersections and further monitoring is recommended.”

\*Safety Priority Index System.

However, it’s not known if crash risks are actually lower, and with Table 4 indicating that this intersection of those studied has the highest crash rate and that the intersection of the highway and Country Club Road / Oregon Way has the second highest, staff finds the revised TIA unconvincing about crash safety and errs on the side of caution.

#### *Country Club Road / Oregon Way*

For this second-highest crash rate intersection, staff applies Condition T-A1 as a mitigation measure to fund the Transportation System Plan (TSP) Project R11, a signal timing study from TSP p. 32, and to supplement with addition funding both to examine improving safety and to account for inflation after the City Council adopted the TSP in September 2019, using the [U.S. Bureau of Labor Consumer Price Index \(CPI\) Inflation Calculator](#) to adjust \$15,000 from then to July 2024, the latest month the calculator made available as of August 14, 2024. Staff applies Condition T-A1a.

#### *I-5 Interchange*

The City conditioned the approval of the DR 21-07 Amazon warehouse, formerly known as “Project Basie”, at 450 Butteville Road through Condition 10 to provide a proportionate share contribution of \$10,000 towards TSP Projects R8 & R9, signal/intersection studies estimated at \$15,000 each and totaling \$30,000, to address the elevated crash rate along the highway at the I-5 northbound on and off-ramps, the third-highest crash rate per TIA Table 4 above.

Page 22, Table 7 of the revised TIA lists developments including Amazon and cites its trip generation as 457 trips during the AM Peak hours and 176 during the PM peak hour; however the DR 21-7 revised TIA dated July 6, 2021 totals 599 AM peak hour trips per p. 33 Fig. 13 and 224 PM peak hour trips per p. 35 Fig. 14.

The subject CU 24-02 US Market as examined earlier above would generate 89 AM peak trips compared with 83 PM peak hour trips. Both Amazon and the gas station have higher trips during the AM peak than the PM one. The gas station 89 trips equals 14.9% of the 599 of Amazon. Because of Amazon having given \$10,000, 14.9% of that would be \$1,490 towards the total remaining \$20,000 needed for the estimated total cost of \$30,000 of both TSP Projects R8 & R9. Staff adjusts from September 2021, the date of the DR 21-07 Planning Commission staff report, to July 2024, the latest month the aforementioned calculator made available, and this yields \$1,709 rounded. Staff applies Condition T-A1b.

#### *Evergreen Road*

The City for DR 2019-05 Allison Way Apartments at 398 Stacy Allison Way through Condition T-A3 required a proportionate share contribution of \$15,000 toward a signal/intersection study related to TSP Project R10 to alleviate the crash condition for the 67 additional PM peak hour trips added to the intersection. (The Public Works Department has not reported that there has been study. For the gas station first attempt, CU 21-02, the dollar amount of this share would have been \$15,000.)

CU 24-02 US Market would add 61 trips to that intersection, almost that of the apartments, and as Table 4 above shows, the intersection has a high crash rate. The proportionate share calculation is 61 gas station trips compared to 67 apartment trips,  $61 / 67 = 91.0\%$ , which when applied to \$15,000 yields \$13,657. Because the base amount dates from May 2020, the date of the DR 2019-05 Planning Commission staff report, staff adjusts the \$13,657 for inflation to be in July 2024 dollars, the latest month the aforementioned calculator made available. This yields \$16,755 rounded. Staff applies Condition T-A1c.

#### *Bus transit*

To further transportation demand management (TDM) through bus transit, regarding the Woodburn Transportation System (WTS) Oregon Way northbound stop that is adjacent to 966 & 980 Oregon Way, where because ROW and streetside PUE are too narrow relative to the street to accommodate installation staff applies a condition for fees in lieu of a bus shelter and bus stop bicycle parking. The cost is based on the City Transit Development Plan (TDP; Resolution No. 2213 on June 12, 2023). (The TDP follows the Transit Plan Update, also known as the Transit Update Plan, adopted via Resolution No. 1980 on November 8, 2010.) TDP Fig. 68 from p. 94, footnote 6, estimated \$15,000 for a bus stop improved with a shelter.

Staff adjusts from June 2023 to July 2024, the latest month the aforementioned calculator made available. Staff had determined the cost of bus stop bicycle parking was \$510.20 through ANX 2019-01 Woodburn Eastside Apartments (known Woodburn Place Apartments), and staff adjusts from October 2020 to July 2024. Staff applies Condition T-T.

*“d. The conformance of the proposed use with applicable Comprehensive Plan policies; and”*  
 Staff applies conditions in support of [Comprehensive Plan](#) Policies:

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
Residential Land Development and Housing:		
D-1.9	15	<p>“Industrial and commercial uses that locate adjacent to a residential area should buffer their use by screening, design, and sufficient setback that their location will not adversely affect the residential area.”</p> <p>The site is abouts two houses in Woodburn Senior Estates to the southeast and a three-story condominium building, Panor 360, to the southwest. East across Oregon Way are three more houses in the Estates.</p> <p>Conditions address the policy and thereby address CU criterion 3, factor d. The conditions also address factors among c1)-5) &amp; e, the ones addressing:</p> <ul style="list-style-type: none"> <li>• Front yard landscaping that has more trees and shrubs</li> <li>• Architectural Wall (AW) along the southeast and southwest property lines abutting the properties with the two houses and the condominium building</li> <li>• Lights on number and placements of exterior light fixtures</li> <li>• Gas station operations – including regarding noise; hours of operation of the convenience store and vacuums; trash; and fuel pump vehicle queuing</li> <li>• Lighting regarding electronic changing imagery within front yard signage.</li> </ul>
Commercial Land Development and Employment:		
F-1.2	24	<p>“Lands for high traffic generating uses (shopping centers, malls, restaurants, etc.) should be located on well improved arterials. The uses should provide the necessary traffic control devices needed to ameliorate their impact on the arterial streets.”</p>

Policy	Page	Policy & Analysis
		<p>A gas station is a high traffic generating use, and its proposed site is at the corner of a state highway and a street, the developer being conditioned to upgrade the street frontage. A T transportation condition secures transportation mitigation fees as examined under CU factor 6) about vehicular traffic and as different means of meeting the intent of the Comprehensive Plan policy than changing the traffic signal at the highway intersection with Oregon Way.</p>
F-1.3	24	<p>“Strip zoning should be discouraged as a most unproductive form of commercial land development. Strip zoning is characterized by the use of small parcels of less than one acre, with lot depths of less than 150 feet and parcels containing multiple driveway access points. Whenever possible, the City should encourage or require commercial developments which are designed to allow pedestrians to shop without relying on the private automobile to go from shop to shop. Therefore, acreage site lots should be encouraged to develop "mall type" developments that allow a one stop and shop opportunity. Commercial developments or commercial development patterns that require the use of the private automobile shall be discouraged.”</p> <p>The two lots total 1.42 acres with highway and Oregon Way frontages of 265 and 178 ft respectively.</p> <p>Conditions implement access management to not increase the number of driveways within the development and across successive developments along the major thoroughfares that are the spines of the CG zoning district.</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses.</p>
F-1.4	24	<p>“Architectural design of commercial areas should be attractive with a spacious feeling and enough landscaping to reduce the visual impact of large expanses of asphalt parking areas. Nodal and mixed use village commercial areas should be neighborhood and pedestrian oriented, with parking to the rear or side of commercial buildings, and with pedestrian connections to neighboring residential areas.”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>Conditions make a dent in large expanses of asphalt parking areas through more trees in yards along streets and hedge or shrubbery screening parking areas from streets. Conditions require minimum window area on street-facing walls for attractiveness, and wide walkways connecting sidewalks with all building main entrances on the site. An objective is to make a gas station development less ugly than it might otherwise be.</p>
F-1.6	25	<p>“Commercial office and other low traffic generating commercial retail uses can be located on collectors or in close proximity to residential areas if care in architecture and site planning is exercised. The City should ensure by proper regulations that any commercial uses located close to residential areas have the proper architectural and landscaping buffer zones.”</p> <p>The WDO and conditions secure care in architecture and site planning for the commercial development close to residential area to the southeast and southwest through a combination of wall, slatted fencing, vegetation, and height limits on light poles and wall-mounted lights.</p>
Transportation:		
H-1.1	33	<p>“Develop an expanded intracity bus transit system that provides added service and route coverage to improve the mobility and accessibility of the transportation disadvantaged and to attract traditional auto users to use the system.”</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The easier walking and cycling are, the more likely they become the means of “last mile” travel for those who ride the bus.</p> <p>Conditions also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
H-1.3	34	<p>“Develop a low stress network of bicycle lanes and routes that link major activity centers such as residential neighborhoods, schools, parks, commercial areas and employment centers. Identify off-street facilities in City greenway and park areas. Ensure all new or improved collector and arterial streets are constructed with bicycle lanes.”</p> <p>Conditions induce cycling by requiring rain canopies at building entrances, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, and wide sidewalk along Oregon Way, the less trafficked and noisy street. The wide sidewalk is minimum 8 ft, enough to serve as a bicycle/pedestrian path (or “multi-use path”) for most cyclists who feel safer riding outside a roadway when possible.</p>
H-1.4	34	<p>“Develop a comprehensive network of sidewalks and off-street pathways. Identify key connections to improve pedestrian mobility within neighborhoods and link residential areas to schools, parks, places of employment and commercial areas. Ensure all new collector and arterial streets are constructed with sidewalks.”</p> <p>Conditions induce walking and cycling by requiring rain canopies at building entrances, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The wide sidewalk is minimum 8 ft, enough to serve as a bicycle/pedestrian path (or “multi-use path”) for most cyclists who feel safer riding outside a roadway when possible.</p>
H-2.3	34	<p>“Encourage multi-modal transportation options, including park-and-ride facilities, carpooling, and use of transit services.”</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The easier walking and cycling are, the more likely they become the means of “last mile” travel for those who ride the bus.</p>



<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p> <p>The development site NE corner is approximately 1,000 ft walking distance southeast from the Woodburn Memorial Transit Center / Woodburn Park and Ride at 2900 Tom Tennant Drive.</p>
H-2.5	34	<p>“Provide inter-parcel circulation through crossover easements, frontage or backage roads, or shared parking lots where feasible.”</p> <p>DR conditions secure access management based on WDO 3.04.03 and Table 3.04A.</p>
H-3.1	35	<p>“Continue coordination with ODOT to improve safety on state facilities within the City and citywide access management strategies.”</p> <p>CU transportation conditions secure transportation mitigation fees relating to study of highway signal timing and intersection crash reduction. They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p>
H-3.2	35	<p>“Implement strategies to address pedestrian and bicycle safety issues, specifically for travel to and from local schools, commercial areas, and major activity centers.”</p> <p>Conditions induce walking and cycling by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses.</p> <p>CU transportation conditions secure transportation mitigation fees relating to study of highway signal timing and intersection crash reduction. They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p> <p>The development site NE corner is approximately 1,000 ft walking distance southeast from the Woodburn Memorial Transit Center / Woodburn Park and Ride at 2900 Tom Tennant Drive.</p>
H-4.1	35	<p>“Evaluate the feasibility of various funding mechanisms, including new and innovative sources.”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		CU transportation conditions secure transportation mitigation fees relating to study of highway signal timing and intersection crash reduction. They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.
H-5.1	35	<p>“Implement, where appropriate, a range of potential Transportation Demand Management (TDM) strategies that can be used to improve the efficiency of the transportation system by shifting single-occupant vehicle trips to other models [<i>sic</i>] and reducing automobile reliance at times of peak traffic volumes.”</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The easier walking and cycling are, the more likely they become the means of “last mile” travel for those who ride the bus.</p> <p>They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p> <p>The development site NE corner is approximately 1,000 ft walking distance southeast from the Woodburn Memorial Transit Center / Woodburn Park and Ride at 2900 Tom Tennant Drive.</p>
Natural ... Resources:		
J-1.1	40	<p>“... Outside of designated floodplains and riparian corridors, developers should be required to leave standing trees in developments where feasible.”</p> <p>See the Conditional Use Provisions section under criterion 3, factor c5) “aesthetics”, for analysis relating to Significant Tree removal mitigation. A condition secures contribution to the City tree fund.</p>
Energy Conservation:		
M-1.2	49	<p>“The City shall increase its commitment to energy conservation, including alternative energy vehicles, increased recycling, and reduction in out-of-direction travel. ... .”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>CU conditions induce walking and cycling by requiring a wide landscape strip and wide sidewalk and trees in the yards abutting the highway and the street. A wider, shadier sidewalk along Oregon Way induces more walking and cycling trips and by reducing vehicle trips lowers risk of collisions.</p> <p>Conditions limit number of exterior light fixtures.</p>

*“e. The suitability of proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity.”*

The City Engineer through Attachment 102A did not identify any deficiencies of or threats to public infrastructure in regards to factor b. of the third CU criterion – subsection B.3b – and the proposal sketches street improvements, construction level details to be determined in conformance with the conditions of approval and in concert with the Oregon Dept. of Transportation (ODOT).

Staff applies conditions regarding chiefly a few main topics to ensure compatibility of the development:

- a. WDO conformance;
- b. Mitigation of the unpleasant aspects of neighboring and patronizing a gas station and convenience store, through CU conditions;
- c. Traffic mitigation through a transportation condition – a “T” condition; and
- d. Aesthetics as examined above for 3c5), both (1) on-site and (2) through Street Adjustment SA 24-01 regarding Oregon Way frontage, especially landscape strip and sidewalk.

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
CU1	3c, 3c5), 3e	<ul style="list-style-type: none"> <li>• To have the Oregon Way front yard, the yard closest to nearby houses, look more attractive from the street.</li> <li>• To delineate the route from Oregon Way to the northeast commercial office main entrance.</li> <li>• To have the northeast commercial office area south side lawn feel more park-like for tenants and customers.</li> </ul>

Table CU-3		
CU Condition	CU Criteria/Factors	Reasons
CU2	3b, 3c, 3c4), 3c6)	<ul style="list-style-type: none"> <li>• Because the SW commercial office building of 5,000 sq ft per the site plan and elevations would have as many as 4-5 tenant spaces, staff believes more than 2 are necessary at that building and by conditional use requires a sitewide minimum of 8 with minimum 4 of these being at the SW office commercial building.</li> <li>• One stall per tenant space seems more reasonable</li> <li>• If bicycle parking is adequate, tenants and customers are more likely to make use of it, contributing to traffic reduction and better air quality.</li> </ul>
CU3	3c, 3c5)	<ul style="list-style-type: none"> <li>• To ensure that landscape areas are just that and mostly green, not mostly bark dust.</li> <li>• To reduce the urban heat island effect.</li> <li>• To screen at-grade electrical transformers and other equipment.</li> <li>• To provide for variety of trees, specifically to have a few evergreens that can grow large for habitat and for visual wayfinding.</li> </ul>
CU4	3a, 3c, 3c5), 3e	<ul style="list-style-type: none"> <li>• The proposal is whole redevelopment of a demolished site.</li> <li>• There is room within the proposed site plan to omit the northernmost parking space for deeper highway front yard landscaping.</li> <li>• Regarding the highway frontage, invite the Oregon Dept. of Transportation (ODOT) and the City Public Works Dept. Engineering Division, one or both of which would have <i>de facto</i> jurisdiction over the streetside public utility easement (PUE) of 10-foot width per WDO Fig. 3.01B “Major Arterial”, to agree to the planting of trees within the streetside PUE, allowing the applicant to keep the depth of proposed south site perimeter landscaping as is.</li> <li>• Have trees in the Oregon Way front yard complementing the street trees, making the frontage more pedestrian-friendly.</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• To have the northeast commercial office area south side lawn feel more park-like for tenants and customers by providing along the lawn a tiny plaza in which a bench that is both proposed and required bench can be sited.</li> <li>• To provide ample, paved, and covered outdoor common area for the southwest commercial office building tenants in the rear south yard large enough to fit a table and chairs away from door swing.</li> </ul>
CU5	3c, 3c5)	<ul style="list-style-type: none"> <li>• To establish clear standards for the required Architectural Wall (AW).</li> <li>• To require that the AW be 9 ft, the maximum height per WDO 2.06.02 and what the Planning Commission ordered for CU 21-02, to provide a better buffer/screen from Panor 360, the three-story condominium building at 950 Evergreen Road.</li> <li>• Staff allows a portion of an AW to consist of cedar wood to allow the developer to shave some construction cost. This is in keeping with precedent established for the AW at 1750 Park Avenue and recently the Commission approval of CU 24-01 for the US Market gas station at 2115 Molalla Road. The use of cedar wood is not precluded by WDO 3.06.06B.</li> <li>• An AW is practical and makes the development compatible with the adjacent two houses and the Panor 360 condominium building, thereby meeting a part of the CU purpose statement in 5.03.01A.</li> </ul>
CU6	3c, 3c5)	<ul style="list-style-type: none"> <li>• To prevent “value engineering” or similar: the developer omitting improvements that neither the WDO requires nor are conditioned, but the City expected per the land use review site plan, including minimum percentage % window areas on building elevations and a single small window in the angled northeast elevation of the convenience store, as well as some masonry cladding at the base along much of the front and the sides of the convenience store, and sheltering from the elements at building main entrance and employee side doors.</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• To require some WDO 3.07.06B architectural provisions that are “should’s” for Type III land use reviews into “shall’s”.</li> <li>• Regarding the fuel pump canopy, acknowledging that federal highway clearances range from 14-16 feet, with the lower end more common along state highways, a canopy with 16 ft of clearance is practical and safe even for box trucks and recreation vehicles (RVs).</li> </ul>
CU7	3a, 3c, 3c2), 3c5), 3e	<ul style="list-style-type: none"> <li>• Same as the WDO 3.11.01A purpose statement.</li> <li>• At gas stations generally, fuel pumps come with fixed canopies with high ceilings and many ceiling lights, sometimes with neon-like exterior trim.</li> <li>• The development would be next to two houses and a three-story condominium building.</li> <li>• Whatever one’s feelings and perceptions of safety from crime, gas stations and convenience store fronts are brightly lit. Lighting by itself doesn’t prevent assault or theft.</li> <li>• To avoid lighting annoyances to neighbors as well as to passers-by on the sidewalks.</li> </ul>
CU8	3c, 3c1), 3c5), 3e	<ul style="list-style-type: none"> <li>• To preclude audible advertising from pump speakers – in other words, those loud obnoxious video ads that play while refueling at some gas stations – reaching apartment patios and balconies and through windows.</li> <li>• To prevent obnoxious intrusion of advertising, especially sudden and loud – into every aspect and moment of life.</li> <li>• To allow reasonable hours for use of vacuums and reasonable placement of tire pumps and vacuums away from residences. No particular Planning Division permit is required for such equipment, so a condition of approval is the only regulatory way to address their noise outside of the Ordinance No. 2312 (April 8, 2002). (Staff goes easy on any tire pump that might appear because motorists expect a gas station any time of day or night to have a pump available and working when their car tires suddenly need air.)</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• Because convenience stores can at times, especially at night, attract customers or would-be customers who are homeless, as well as wayward juveniles, and because the noise associated with interacting with such persons can reasonably be expected to cause nuisance to residential neighbors, it is reasonable to require closure of the convenience store for much of the night for hours similar to that of other convenience stores not open 24/7, for example, the US Market at 1030 Broadway NE, Salem, OR and the recently approved CU 24-01 US Market at 2115 Molalla Road conditioned with the same hours as CU 24-02, it being surrounded by residential development. The Woodburn gas stations that have stores open 24/, though clustered at the west side of town at I-5, are surrounded by commercial properties. The proposed convenience store might not have been open 24/7 anyway.</li> <li>• Limiting the convenience store hours is especially justified because the development would abut two houses and a three-story condominium building.</li> <li>• For customers of the convenience store not getting gas, especially those coming and going on foot or by bicycle, to provide a trash can to lessen temptation to litter at or in the right-of-way.</li> <li>• Regarding the part of a condition about vehicle queuing, to provide for orderly arrival of vehicles at the pump and to provide for organized queuing when needed to lessen motorist frustration and honking.</li> <li>• The conditioned hours of operation, trash receptacle, and prohibitions of audible audio visual advertising and electronic changing imagery other than fuel prices within signage are practical and make the development compatible with the adjacent residences, thereby meeting a part of the CU purpose statement in 5.03.01A.</li> </ul>
CU9	3c, 3c2), 3c5), 3e	<ul style="list-style-type: none"> <li>• To prevent obnoxious intrusion of advertising, especially sudden and loud – into every aspect and moment of life, including at the gas pumps.</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• The presence of front yard permanent signage that is permissible per WDO 3.10 that would brand the gas station and have fuel prices is enough to catch the attention of would-be customers, and electronic changing imagery within the sign face that is on 24/7 is unnecessary to identify the development or attract customers.</li> <li>• Electronic changing image advertising is of no need during convenience store closure.</li> <li>• Regarding lighting, the same as the WDO 3.11.01A purpose statement and the same intent as Ordinance No. 2338 (June 9, 2003), Sect. 5A (as amended by Ordinance No. 2522 September 22, 2014).</li> <li>• An unnecessary distraction to highway and Oregon Way motorists is precluded, particularly helpful during the evening and at night.</li> </ul>

▲ In order to secure the development meeting criteria 2 & 3, staff conditions.



## Adjustment to Street Improvement Requirements ("Street Adjustment") Provisions

### SA Provisions

#### 5.02.04 Adjustment to Street Improvement Requirements ("Street Adjustment")

**A. Purpose:** The purpose of a Type II Street Adjustment is to allow deviation from the street standards required by Section 3.01 for the functional classification of streets identified in the Woodburn Transportation System Plan. The Street Adjustment review process provides a mechanism by which the regulations in the WDO may be adjusted if the proposed development continues to meet the intended purposes of Section 3.01. Street Adjustment reviews provide discretionary flexibility for unusual situations. They also allow for alternative ways to meet the purposes of Section 3.01. They do not serve to except or exempt from or to lessen or lower minimum standards for ROW improvements, with exceptions of subsections B & H. A Street Adjustment is for providing customized public improvements that substitutes for what standards require, while a Variance is for excepting or exempting from, lessening, or lowering standards, with exceptions of subsections B & H. A Street Adjustment for a development reviewed as a Type I or II application shall be considered as a Type II application, while development reviewed as a Type III application shall be considered a Type III application.

**B. Applicability:** Per the Purpose subsection above about improvements, and regarding ROW Street Adjustment may be used to narrow minimum width. Regarding alleys or off-street bicycle/pedestrian corridor or facility standards, see instead Zoning Adjustment.

**C. Criteria:**

1. The estimated extent, on a quantitative basis, to which the rights-of-way and improvements will be used by persons served by the building or development, and whether the use is for safety or convenience;
2. The estimated level, on a quantitative basis, of rights-of-way and improvements needed to meet the estimated extent of use by persons served by the building or development;
3. The estimated impact, on a quantitative basis, of the building or development on the public infrastructure system of which the rights-of-way and improvements will be a part;
4. The estimated level, on a quantitative basis, of rights-of-way and improvements needed to mitigate the estimated impact on the public infrastructure system.
5. The application is not based primarily on convenience for a developer or reducing civil engineering or public improvements construction costs to a developer.
6. The application is not based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages.
7. Narrowing of ROW minimum width, if proposed, is not to a degree more than necessary to meet other criteria. In no case shall ROW total fewer than 35 feet, whether or not the total is allocated across centerline or to its side, except that this base requirement would not apply if subsection H below applies.

**8. A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such.**

**D. Minimum Standards:** To ensure a safe and functional street with capacity to meet current demands and to ensure safety for vehicles, bicyclists and pedestrians, as well as other forms of non-vehicular traffic, the minimum standards for rights-of-way and improvements for Boundary and Connecting Streets per Sections 3.01.03C & D continue to apply. Exempting from or lessening or lowering those standards shall require a Variance. Deviation from applicable public works construction code specifications would be separate from the WDO through process that the Public Works Department might establish.

**E. Factors:** Street Adjustment applications, where and if approved, shall have conditions that customize improvements and secure accommodations for persons walking and cycling, not only driving, that meet the purposes of Section 3.01. The City may through approval with conditions require wider additional ROW dedication along the part or the whole of an extent of the subject frontage to accommodate either adjusted improvements or improvements that vary from standards.

**F. Bicycle/pedestrian facility:** If and where a Street Adjustment application requests to substitute or omit one or more required bicycle facilities, such as bicycle lanes, and the City approves the application, then the following should apply: For each substitute or omitted facility, the developer would construct a minimum width 8 feet bicycle/pedestrian facility on the same side of street centerline as the substituted or omitted facility. The City may condition wider.

**G. Landscape strip:** If and where a Street Adjustment application requests to adjust one or more required landscape strips from between curb and sidewalk, and the City approves the application, then the list below should apply. This subsection is not applicable to bridge / culvert crossing.

- 1. Sidewalk:** Construction of sidewalk minimum width 8 feet on the same side of street centerline as the adjusted landscape strip. The City may condition wider.
- 2. Planting corridor:** For each landscape strip that is relocated, delineation and establishment of a street tree planting corridor along the back of sidewalk in such a way as to allow newly planted trees to not conflict with any required streetside PUE to the extent that the Public Works Department Engineering Division in writing defines what constitutes a conflict. To give enough room for root growth, the corridor minimum width would be either 6 feet where along open yard or 7 ft where it would be flush with a building foundation. This would include installation of root barriers between the trees and street centerline to public works construction code specification.
- 3. ROW:** Where necessary to meet the above standards, dedication of additional ROW even if the additional is more than the minimum additional dedication that Section 3.01 requires.
- 4. Planting in ROW required:** Street trees would not be planted in the yard outside ROW.

**H. If the applicable Boundary Street minimums are the lesser minimums for residential development of 4 or fewer dwellings and where no land division is applicable, as Section 3.01.03C.2 allows, then allowed adjustment is: ...**

**I. Plan review:** An applicant shall submit among other administratively required application materials scaled drawings, including plan and cross section views, of proposed street improvement widths, extents, and details as well as existing conditions and proposed development site plans that include

property and easement lines and physical features some distance beyond the boundaries of the subject property for fuller context.

What would have been the standard cross sections are below:

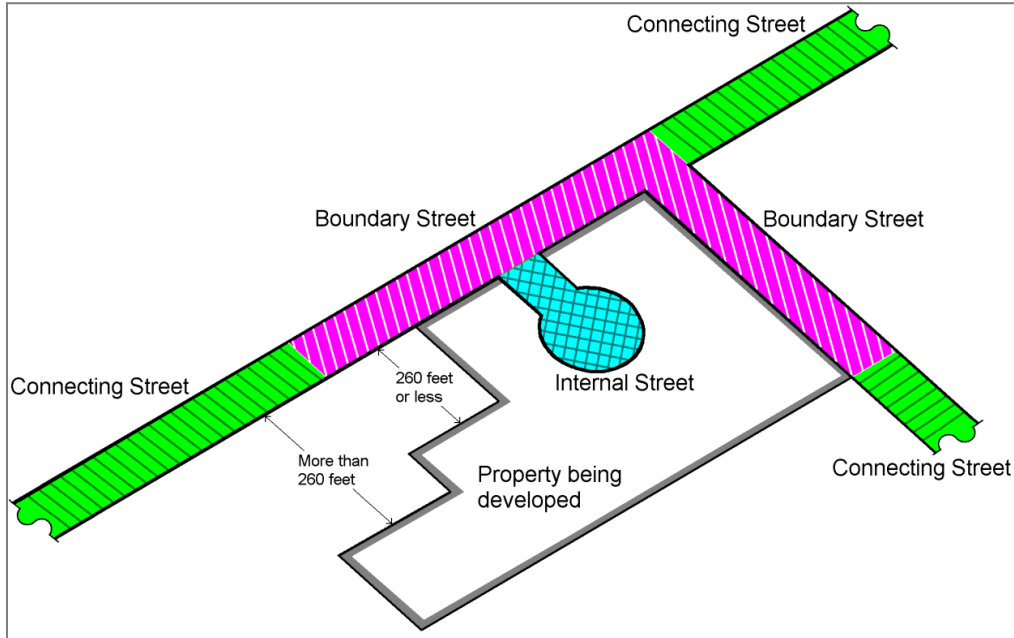


Figure 3.01A – Internal, Boundary, and Connecting Streets

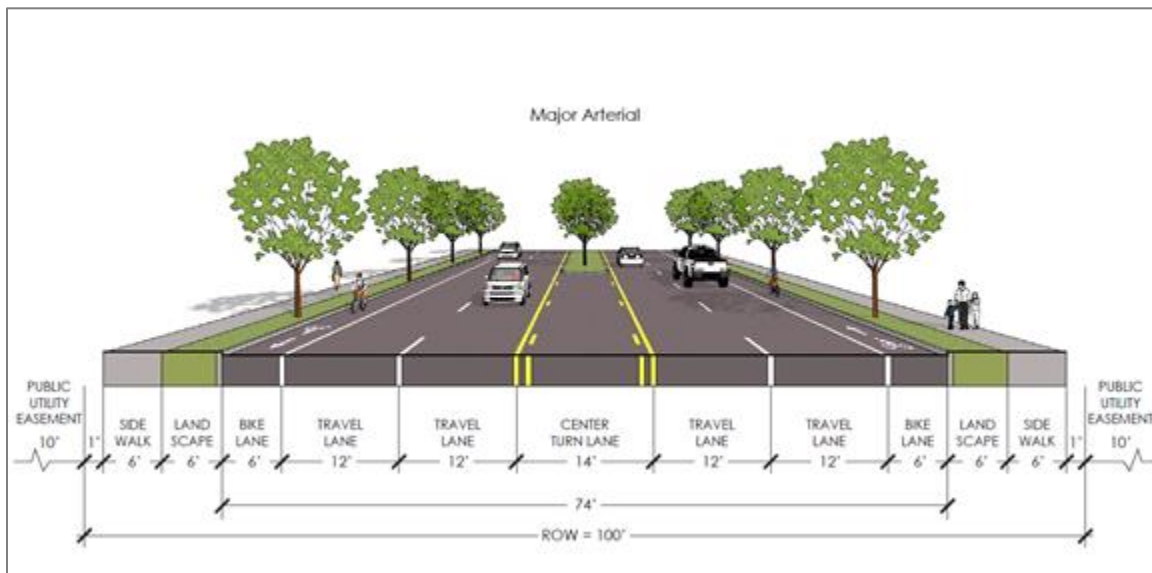


Figure 3.01B – Major Arterial (Oregon Hwy 214 / Newberg Hwy)

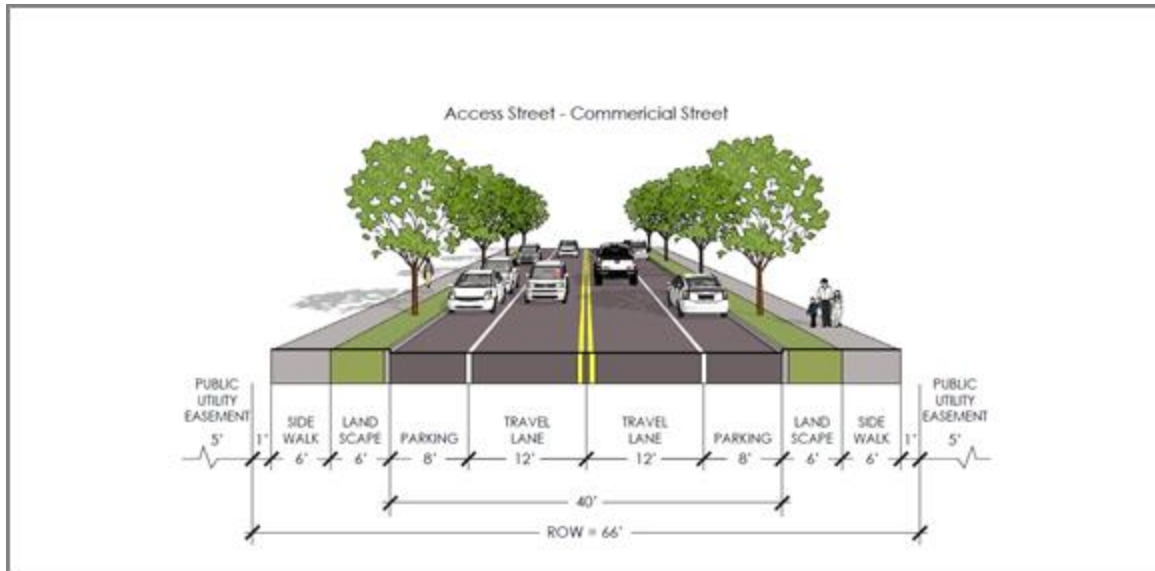


Figure 3.01E – Access Street (Oregon Way)

The application materials include a Street Adjustment narrative (“Exception to Street Right of Way Narrative”) dated February 5, 2024 and submitted February 8, 2024.

Regarding criterion 1, the applicant’s narrative (p. 2) states:

“The existing frontages on Hwy 214 and Oregon Way meet the WDO standards with the exception of the landscape strip and sidewalk being reversed. On Hwy 214 conforming strictly to the WDO standards would actually narrow the road by 6’ to add a landscape strip adjacent to the roadway, see A1.1. Changing this would not affect ‘the extent to which the right of way and improvements will be used by persons served by the building or development.’”

Though staff disagrees about the narrowing – of course a developer would dedicate right-of-way to fit in a landscape strip and sidewalk, not remove the right travel lane – staff otherwise concurs about no effect on the extent to which the right of way and improvements will be used by persons served by the development in the sense that there are at present and will remain the same number of vehicular lanes along both frontages, highway bicycle lane, and sidewalks. The proposed land uses of gas station and convenience store are for convenience and not safety.

*Paragraph 1*

Relative to Figure 3.01B, highway non-conformance is limited to lack of planter strip and street trees. Conventional traffic engineering does not address effects of development on walking and cycling as it does for vehicular trips, there is no widely recognized norm for how to address such, and the WDO provides no guidance on the topic. Second, the north frontage context is strip commercial along a heavily trafficked state highway, the kind of dangerous and noisy environment that repels pedestrian and cyclists. Those who do walk and cycle are likely those who are living nearby, the homeless, those without access to car, and those few who wish to brave existing conditions. The presence of a sidewalk is sufficient for sheer practicality for those who wish to walk along a highway or cycle outside of the bicycle lane because they don't feel safe in a highway bicycle lane. In this context, the number of pedestrians and off-street cyclists is moot. Pedestrians and cautious cyclists can and do use the wide sidewalk today, and the pedestrians and cautious cyclists the development might attract would use the same wide sidewalk.

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

*Paragraph 2*

Relative to Figure 3.01E, Oregon Way non-conformance is limited to lack of parking lane, planter strip, and street trees. Staff applies conditions that excepts only the parking lane but also requires fee in lieu of such parking. Additionally, the conditions require wider planter strip and wider sidewalk exceeding the minimums of Figure 3.01E. Like conventional development and zoning codes, the WDO requires off-street parking for almost all developments, including the subject development, so the absence of on-street parking is not of concern from this perspective. Second, pedestrians and cautious cyclists can and do use the narrow curb-tight sidewalk today, and the pedestrians and cautious cyclists the development might attract would use the new wider sidewalk. A wide sidewalk encourages walking and cycling, particularly for cyclists afraid to ride on-street. Third, Figure 3.01E does not account for the presence of a left turn lane at intersections, and such exists because of ODOT, and given that ODOT and the Public Works Department assume its continued existence, Public Works assumes that the developer would adapt required Oregon Way half-street improvements to fit along the turn lane, and that ODOT typically asks that there be no on-street parking within a certain distance of state highway intersections, usually 50 ft, it is reasonable in this case to allow for fee in lieu of what little on-street parking a civil engineer could fit.

Staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, the criterion 1 is met.

Regarding criterion 2, the applicant's narrative (p. 2) states:

"As stated above there is no change to the extent of use from existing conditions to WDO standards, thus no improvements are needed to meet the estimated use, beyond those shown on the submitted plans. According to our engineer of record;

I would estimate that the quantitative impact to remove and replaced existing infrastructure to the current standard would be on the order of \$150/lf over the approximately 425 feet of frontage is around \$65,000 not including engineering, permitting and survey work which may add another \$25,000 when dealing with ODOT. The addition of a parking lane on Oregon Way would require ROW dedication, additional paving, adjustment of utilities, etc... to potentially gain 1 or 2 parking spaces since we have a driveway on the south end and you can't park too close to the intersection. The additional cost for that might be \$50,000 or more."

Staff has no interest in the developer's estimated civil engineering improvements cost, and cost concern goes against criterion 5.

Here, the same as criterion 1 analysis "Paragraph 1" and "Paragraph 2".

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, criterion 2 is met.

Regarding criterion 3, the applicant's narrative (p. 3) states:

"The extent to which the building or development will impact the public infrastructure would be unaffected by maintaining the existing conditions vs an increased impact the change to strict conformance to the WDO requirements would create."

Staff has no interest in the developer's estimated civil engineering improvements cost, and cost concern goes against criterion 5.

Here, the same as criterion 1 analysis "Paragraph 1" and "Paragraph 2".

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, criterion 3 is met.

Regarding criterion 4, the applicant's narrative (p. 3) states:

"Changing to conform strictly to the WDO requirements, rather than letting the existing conditions that meet the intent of the code remain, is what would create an impact on the public infrastructure system that is unnecessary. According to our engineer of record;

I would estimate that the quantitative impact to remove and replaced existing infrastructure to the current standard would be on the order of \$150/lf over the approximately 425 feet of frontage is around \$65,000 not including engineering, permitting and survey work which may add another \$25,000 when dealing with ODOT. The addition of a parking lane on Oregon Way would require ROW dedication, additional paving, adjustment of utilities, etc... to potentially gain 1 or 2 parking spaces since we have a driveway on the south end and you can't park too close to the intersection. The additional cost for that might be \$50,000 or more.

The changes needed to meet the requirements of WDO would cost approximately \$140,000 and would create a discontinuity to the frontage along the affected areas. Furthermore the existing conditions provide both a sidewalk and landscape strip in of a size required by the code if not in the exact locations intended."

Staff has no interest in the developer's estimated civil engineering improvements cost, and cost concern goes against criterion 5.

Here, the same as criterion 1 analysis "Paragraph 1" and "Paragraph 2".

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, criterion 4 is met.

The applicant's narrative fails to cite and address the remaining criteria, criteria 5-8:

"5. The application is not.

6. The application is not based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages.

7. Narrowing of ROW minimum width, if proposed, is not to a degree more than necessary to meet other criteria. In no case shall ROW total fewer than 35 feet, whether or not the total is allocated across centerline or to its side, except that this base requirement would not apply if subsection H below applies.

8. A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such."

Regarding criterion 5, the developer's comments cited earlier above clearly show intent to base the SA application based primarily on convenience for the developer or reducing civil engineering or public improvements construction costs to the developer. The criterion precludes this.

Regarding criterion 6, at least the developer did not assert that the application is based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages, which allows staff to find the criterion met.

Criterion 7 is not applicable because the developer did not propose to narrow any required right-of-way (ROW) dedication.

Criterion 8 is met with conditioning of fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and conditioning of fee in lieu of Oregon Way on-street parking.

About Street Adjustments in general, Planning staff adds that the Public Works Department is content with frontages along the corridor, and defers to ODOT for developments where ODOT has jurisdiction. By 2015, ODOT improved the I-5 interchange and as part of that project widened OR 214 east of the interchange to a little east of Oregon Way. As expected, the agency constructed to its own economized standards, which resulted in curb-tight sidewalk, though wide at about 8 ft, no street trees, and no burial of the south side overhead electric power lines. Also, until late 2017 and early 2018, staff approved any Street Exception (as the application type was then termed) that a developer requested, and Planning staff experience in these years was that the Public Works Department prefers curb-tight sidewalk and existing conditions anyway generally beyond curbs as long as there were minimum improvements to driving area between curbs and subsurface/underground potable water, sanitary sewer, and stormwater utilities. In more recent years, Planning staff took the lead in at least imposing conditions on Street Exception and Street Adjustment approvals to get a degree of improvements and/or fees in-lieu. Regarding the highway, Planning staff years ago recognized the *de facto* policy decision by other departments to leave the ODOT-improved segment as is and not have individual redevelopments upgrade their frontages to have landscape strips, new sidewalk that conforms, and buried power lines redevelopment by redevelopment.

The developer's chief justification for the SA, which for CU 21-02 originally (that which the City Council denied in 2022) had proposed no upgrades of nonconforming street frontages, was convenience, saving money, and be of no profit to the gas station or commercial office enterprises. For any development, if and where the City grants Street Adjustments, it implicitly assumes the taxpayer cost of upgrading frontages itself through capital improvement projects. This guided Planning staff applying the SA criteria and conditioning.



Through both conditional use and Street Adjustment, Planning staff applies conditions that grant SA approval for both frontages, but also to give the City some public benefit for leaving the highway as is or mostly as is and for Oregon way not having required on-street parking; require the developer to make the Oregon Way frontage the best for pedestrians through wide landscape strip with street trees, wide sidewalk, and setting maximums for Oregon Way driveway width; and securing fees in-lieu.

#### *Fees in-Lieu*

For Condition SA1 and Attachment 202 (fee table) regarding fee in lieu of upgrading highway sidewalk to conform with Fig. 3.01B, staff derived as follows:

- Poured concrete at \$33.00 per sq ft adjusted for inflation using the [U.S. Bureau of Labor Consumer Price Index \(CPI\) Inflation Calculator](#) from June 2022 (CU 21-02) to July 2024, the latest month the calculator made available as of August 14, 2024, which equals \$35.03;
- Sidewalk 6 ft wide per Fig. 3.01B;
- Frontage width of 265 ft per Tax Map 052W12DB as sidewalk extent; and
- 150% of the subtotal to account for construction public labor instead of private labor, based on the percentage in WDO 4.02.08 as a means of implementing WDO 4.02.12A “Fees in-Lieu”.

This calculates as  $(\$35.03 \times 6 \times 265) \times 1.5 = \$83,547$ .

Regarding fee in lieu of highway landscape strip to conform with Fig. 3.01B and 3.01.04B, staff derived as follows:

- Grass at \$2.21 per sq ft;
- Landscape strip 5.5 ft wide, excluding curb width, per Fig. 3.01B;
- Frontage width of 265 ft per Tax Map 052W12DB as landscape strip extent; and
- 150% of the subtotal to account for construction public labor instead of private labor, based on the percentage in WDO 4.02.08 as a means of implementing WDO 4.02.12A “Fees in-Lieu”.

This calculates as  $(\$2.21 \times 5.5 \times 265) \times 1.5 = \$4,832$ .

For Condition SA2 and Attachment 202 (fee table) regarding fee in lieu of Oregon Way on-street parallel parking, staff derived as follows:

- Asphalt at \$15.00 per sq ft adjusted for inflation using the [U.S. Bureau of Labor Consumer Price Index \(CPI\) Inflation Calculator](#) from June 2022 (CU 21-02) to July 2024, the latest month the calculator made available as of August 14, 2024, which equals \$15.92;
- Parking stall dimensions of 8 ft wide by 22 ft long;
- 3.5 parking stalls after taking the distance from in line with the south property line at Oregon Way north to the stop bar at the intersection with the highway (172 ft), then subtracting 50 ft (minimum parking distance from intersection), 30 ft (driveway and its curb flares), and 16 ft (two 8-ft long transition areas of curb at each end of parking aisle) resulting in  $(172 - [50+30+16]) / 22 = 3.5$ ; and
- 150% of the subtotal to account for construction public labor instead of private labor, based on the percentage in WDO 4.02.08 as a means of implementing WDO 4.02.12A "Fees in-Lieu".

This calculates as  $(\$15.92 \times [8 \times 22] \times 3.5) \times 1.5 = \$14,713$ .

Through Condition G6c and Attachment 202 (fee table) regarding fee in lieu of electric powerline burial/undergrounding to conform with WDO 3.02.04B and 4.02.12A, because as of August 14, 2024 the City has not yet adopted a fees in-lieu schedule, staff establishes a default fee the would be applicable if by the time necessary to assess the fee in order to issue building permit, the City would have not yet established this among other fees in lieu. The default fee is based on a Pacific Gas and Electric Company, a subsidiary of PG&E Corp., estimate that in general burial costs \$3 million per mile (PG&E "Currents" newsletter, article "Facts About Undergrounding Electric Lines", October 31, 2017 <<https://www.pgecurrents.com/2017/10/31/facts-about-undergrounding-electric-lines/>>). This equates to  $\$3,000,000 / 5,280 \text{ ft} = \$568.18$  rounded to \$568 per foot.

- ▲ In order to secure the development meeting the conditional use criteria and justify Street Adjustment, staff applies conditions.



## Phasing Plan Provisions

### 5.03.05 Phasing Plan for a Subdivision, PUD, Manufactured Dwelling Park or any other Land Use Permit

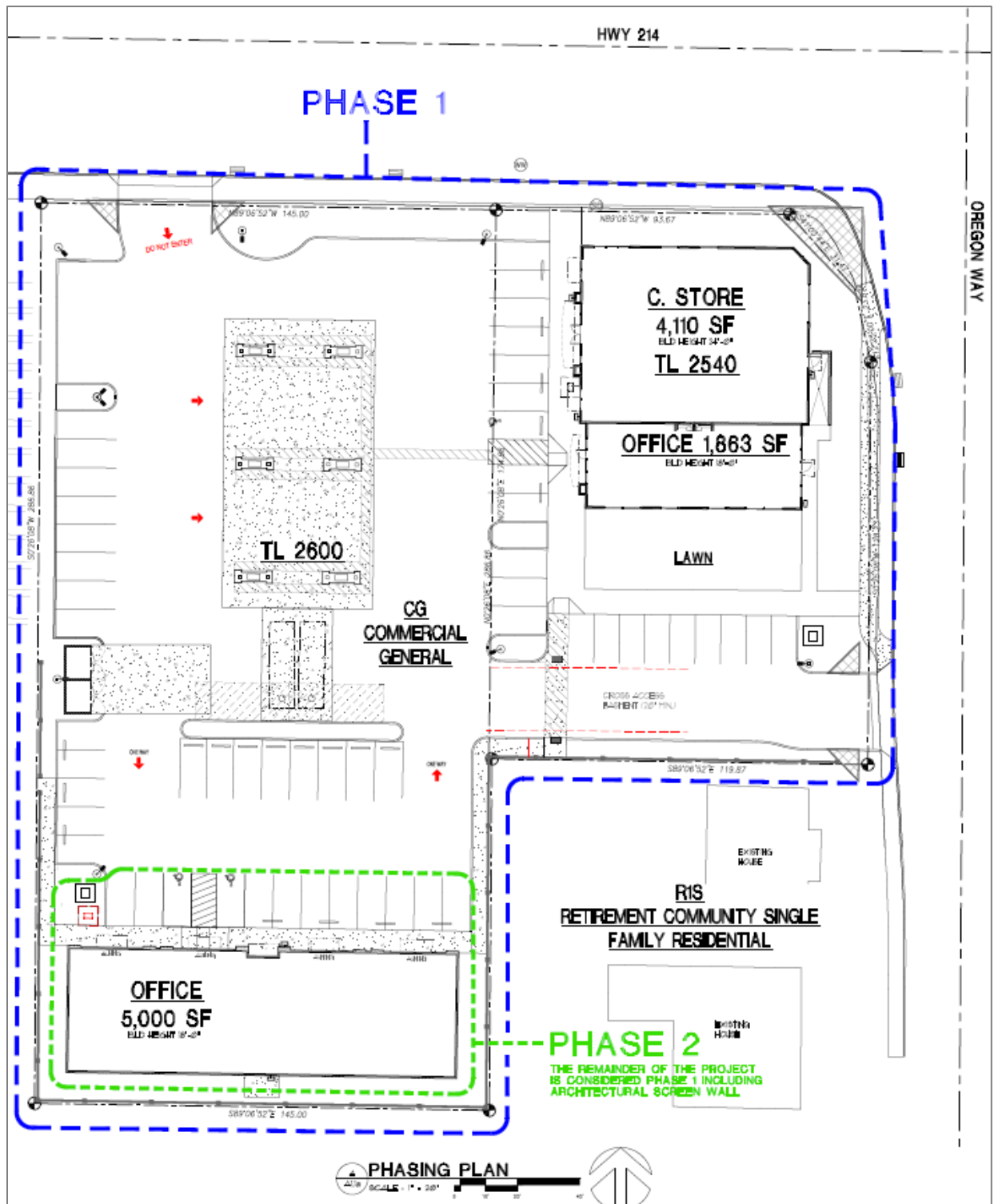
**A. Purpose:** The purpose of a Type III Phasing Permit is to allow phased construction of development while meeting the standards of this ordinance (Sections 2 and 3), while providing fully functional phases that develop in compliance with the tentative approval for the development.

**B. Criteria:** The proposed phasing of development shall:

1. Ensure that individual phases will be properly coordinated with each other and can be designed to meet City development standards; and
2. Ensure that the phases do not unreasonably impede future development of adjacent undeveloped properties;
3. Ensure that access, circulation, and public utilities are sized for future development of the remainder of the site and adjacent undeveloped sites.

The applicant's phasing plan narrative dated February 2, 2024 and submitted February 8, 2024 parrots the criteria with answers almost identical to the criteria text.

From the site plans, specifically Sheet A1.1a "Phasing Plan" dated February 5, 2024 and submitted February 8, 2024, staff was able to determine what the proposed phasing is: the southwest commercial office building and its immediate vicinity including north front parking constitute Phase 2. The plan notes, "The remainder of the project is considered Phase 1 including architectural screen wall", which staff makes sure is the case through a PP condition.



Phasing plan excerpt from Sheet A1.1a dated February 5, 2024 and submitted February 8, 2024

The phasing plan sheet makes apparent that the Phase 1 gas station – fuel pump canopy, convenience store, and northeast commercial office area – can be constructed and meet the criteria on its own.

Staff applies PP conditions and CU modification one in case Phase 2 were to lag in construction, never manifest, or become the subject of a developer’s request to construct something slightly or wholly different. These ensure criteria are met.

Also, as is routine for its land use review of developments, the Public Works Department through Attachment 102A has the usual kind of infrastructure text for the development in question and that is premised on the department approach to *de facto* approve any development, in turn premised on the idea that during its own department processes and reviews following the land use review stage, such as for civil engineering plan (CEP) plan review and right-of-way (ROW) permits, it will coordinate with ODOT to apply specific agency and City public works requirements and have the developer make so whatever is necessary to get ODOT and Public Works Department approvals that both respect conditions of approval that the Department sees as led and administered by the Planning Division while also meeting public works requirements for public infrastructure both on-site and in ROW and public utility easements (PUEs), the “public utilities” that criterion B.3 mentions. Essentially, the Public Works Department indicates that criterion B.3 is met or can be met through Attachment 102A and its later department processes and reviews following the land use review stage, such as for civil engineering plan (CEP) plan review and right-of-way (ROW) permits, so Planning Division staff defer and concur.

Lastly, City staff act on the premise that while a local government can and should deny an application that is inconsistent with applicable land use regulations, it can and should avoid denial if staff can impose reasonable conditions of approval. For virtually every land use review, staff can impose reasonable conditions of approval to avoid denial, and the review of the subject development is such a case.

The legislature gives implicit support for the concept in at least two statutes. The statutes are not applicable as regulations but are relevant regarding legislative intent. ORS 197.522 “Local government to approve subdivision, partition or construction; conditions” is about partition, subdivision, and needed housing, none of which are relevant to the subject development; however, its subsection (4) states, “A local government shall deny an application that is inconsistent with the comprehensive plan and applicable land use regulations and that cannot be made consistent through amendments to the application or the imposition of reasonable conditions of approval.” The second, OS 227.185 “Transmission tower; location; conditions” – no transmission tower being relevant to the subject development – states, “The governing body of a city or its designee may allow the establishment of a transmission tower over 200 feet in height in any zone subject to reasonable conditions imposed by the governing body or its designee”. These statutes indicate that the legislature expects local governments to apply land use conditions of approval in preference to denying. Also, neither statute defines the term

“reasonable”, and the term is elastic. Staff drafted the conditions to be reasonable and based on the characteristics of the subject development. Staff emphasizes that besides the Phasing Plan, the master or parent application type is Conditional Use, a term that says it all about the premise of conditioning.

Criterion B.3 is met.



## Remaining Provisions

These are applicable provisions not already addressed in the application type provisions sections above.

### 4.01.07 Consolidated Applications

**An applicant may request, in writing, to consolidate applications needed for a single development project. Under a consolidated review, all applications shall be processed following the procedures applicable for the highest type decision requested. It is the express policy of the City that development review not be segmented into discrete parts in a manner that precludes a comprehensive review of the entire development and its cumulative impacts.**

The proposal is consolidated.

In conclusion to the above analyses and findings, staff would recommend that the Planning Commission consider the staff report and its attachments and approve the consolidated applications package with conditions.

## Recommendation

Approval with conditions: Staff recommends that the Planning Commission consider the staff report and its attachments and approve the consolidated applications package with the conditions recommended by staff below:

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance. The applicant shall submit a cover letter indicating what specific plans sheets or document page numbers demonstrate how the submittal meets each condition.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: Attachment 201 serves as a dictionary or glossary defining certain abbreviations, acronyms, phrases, terms, and words in the context of the conditions of approval. The 200 series of attachments are as binding as the conditions of approval in the main body of the final decision.

G4. Due dates / public improvements:

- a. When public street improvements, and any fees in lieu of public improvements, are due shall be per WDO 3.01.02E and 4.02.12 unless if and where a condition of approval has more restrictive timing. By this condition, there is more restrictive timing: In any case, they are due no later than by Building Division issuance of first certificate of occupancy (C of O), regardless of deferral, if any, that Public Works (PW) might have approved through 3.01.02E. This condition is not deferring to C of O; it is saying that if there were to be PW deferral, then the department could not defer to later than C of O.
- b. ROW/easements: Correct recordation of required right-of-way (ROW) and public easements is due per WDO 2.01.05A – by building permit issuance. See Note A below.
- c. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located. Where an improvement spans phases and cannot be functionally divided by phase, it shall be due by the earliest phase.



- d. Where changes to street addresses are necessary, the developer shall apply through the Planning Division for and obtain approval of an [Address Assignment Request](#). This is due prior to building permit application, and if property line adjustment or lot consolidation were to become relevant, then also after recordation with County. (See the Notes to the Applicant section following the conditions of approval, Note to the Applicant 17.)

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than 6 months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than 3 years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G6. Administration:

- a. Conformance: That a land use approval does not reiterate any and each particular detail, provision, requirement, rule, spec, or standard from any of the WDO, other ordinances, resolutions, public works construction code, or department policies does not exempt development from conformance with them.
- b. Copies: Per WDO 2.01.05B, the developer, including any succeeding contractor, shall provide copies of documentation that a City staff person requests regardless if the documentation source is another City staff person or department.
- c. Fees: The developer shall pay fees per Attachment 202.

Note A: Absent platting or re-platting, dedication of ROW and granting of public easements necessitates a process through Public Works (PW) and City Council acceptance separate from land use approval, which could take several weeks. Upon tentative land use approval by the Planning Commission, contact PW to begin and finish dedication and granting sooner. The City Council meets most second and fourth Mondays, and agenda packet materials are due to the City Recorder by the prior Tuesday at noon.



*Phasing Plan 24-01*

PP1. Phasing Plan:

a. Basic Description:

- (1) Phase 1: On Tax Lot 3600 (east, corner lot), a single northeast (NE) building of with convenience store of 4,110 sq ft and an attached commercial office tenant space of 1,863 sq ft. On Tax Lot 3700 (west, interior lot), a fuel pump canopy. Minimum off-street parking and other corollary improvements for these uses.
- (2) Phase 2: On Tax Lot 3700 (west, interior lot), a southwest (SW) commercial office building of 5,000 sq ft and its parking and other corollary improvements.

b. Phasing: The developer may choose to develop Phase 2, the SW office building and necessary corollary improvements, per land use review Sheet A1.1a later than the Phase 1 gas station complex of convenience store, NE commercial office, and fuel pump canopy and necessary corollary improvements.

c. Phase 2 expiration:

- (1) Phase 1 substantial construction would keep land use approval with conditions valid longer than the baseline 3 years per WDO 4.02.04B (or longer than baseline per subsection D if there will have been an appeal). However, in reference to condition part b. above, there must be building permit application for Phase 2 by 8 years past the date that the Planning Commission motioned to tentatively approve CU 24-02.
- (2) If Phase 1 fails to achieve substantial construction by 5 years past the date of the hearing at which the Planning Commission motioned tentative approval, WDO 4.02.04B.1 & 2 would not be met and – absent the City granting a time extension as subsection B.3 references – the land use approval with conditions would expire for both phases.

d. Phase 2 interim: If Phase 2 does develop later than Phase 1, then – regarding the area where the SW office building and its corollary improvements would be – until Phase 2 develops:

- (1) The landowner shall pour curb or affix a linear obstruction to motor vehicles from driving and parking beyond the boundary of Phase 1 improvements and maintain such obstruction. Exhibit PP1 is an aerial photo of the area in 2023.
- (2) The landowner shall maintain its grounds in conformance with [City Ordinance No. 2338](#) (June 9, 2003; amended regarding lighting by Ordinance No. 2522 September 22, 2014). Staff draws attention to Sections 5-9 about noxious vegetation, “attractive nuisances”, junked vehicle nuisances, open storage of junk, and scattering rubbish.

- (3) Vehicular circulation and parking within the undeveloped Phase 2 area is permissible only if the landowner upgrades as needed for conformance with WDO 3.05.02A, F, & K and 3.04.04. Together they prohibit gravel.



*Exhibit PP1*

- e. All conditions apply to any phasing, unless worded or under a header such that a condition applies more specifically. Where something is due by building permit application or issuance, it means the first of any phase, any building, unless a condition is more specific.

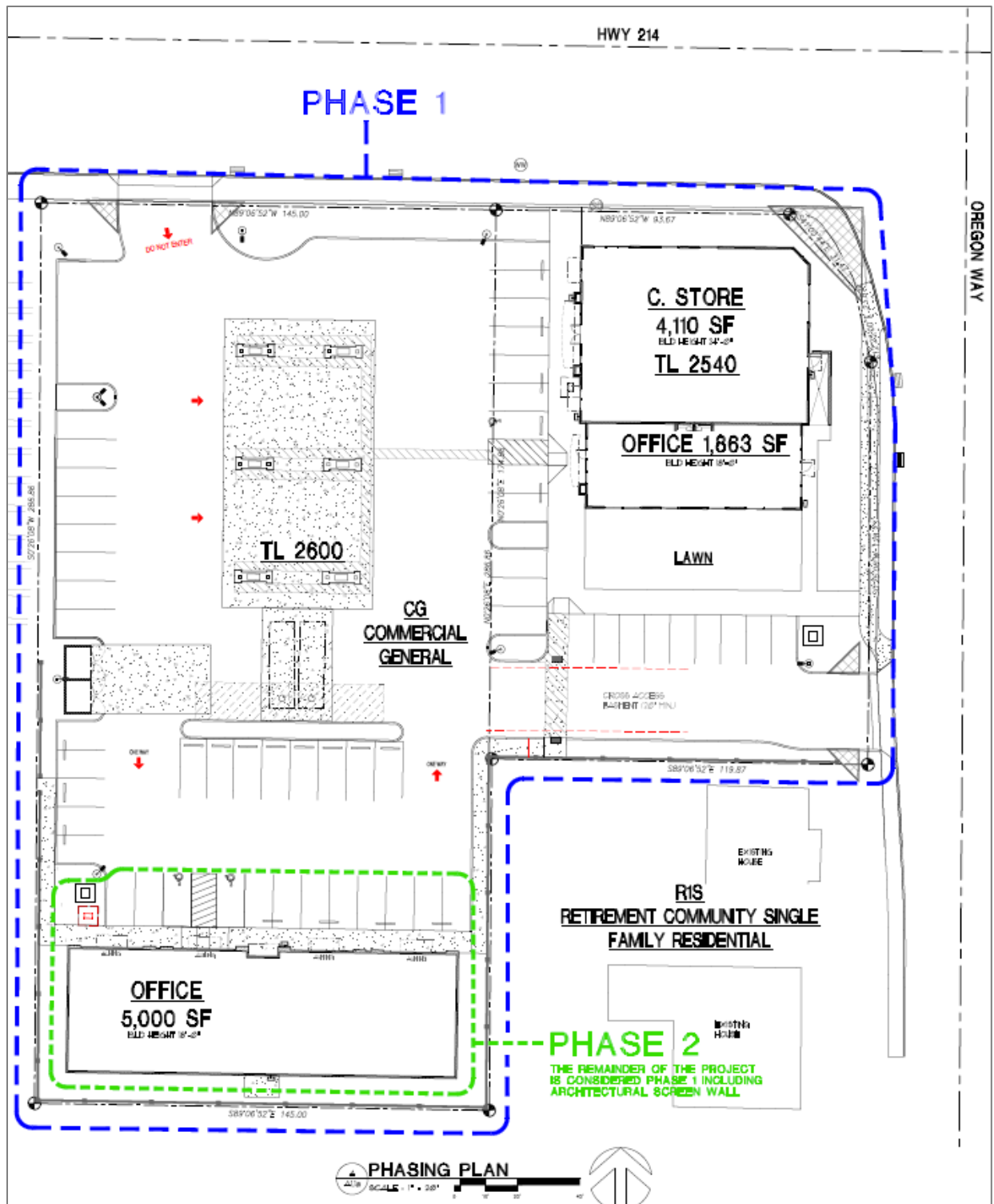


Exhibit PP1: Phasing plan excerpt from Sheet A1.1a dated February 5, 2024 and submitted February 8, 2024



*Design Review 24-02*

D1. ROW:

- a. Highway: To conform with WDO Figure 3.01B “Major Arterial”, as part of recordation the developer shall dedicate ROW if and as necessary to result in half-street ROW that is uniform min width of 50 ft measured from centerline. This is due by building permit application.
- b. Oregon Way: To conform with WDO Figure 3.01E “Access Street”, as part of recordation the developer shall dedicate variable width ROW resulting in half-street ROW that is uniform min width measured from centerline of 33 ft plus additional width along the northerly extent to accommodate the half-street width of the existing northbound left turn lane that the Figure 3.01E, which assumes a mid-block cross section, does not make explicit for telescoping width at intersections. The developer may take and report field measurement of the lane width or assume a lane width of 12 ft, yielding a total minimum width from centerline of  $33 + (12 / 2) = 39$  ft. “Northerly extent” shall extend minimum 140 ft south from a point in line with the highway ROW boundary; it is probable that the total half-street dedication along this extent would equal or approximate a min of  $3 + (12 / 2) = 9$  ft. Dedication is due by building permit application.

D2. PUE: If streetside public utility easements (PUEs) do not yet exist along any of the highway per the minimum of WDO Figure 3.01B and Oregon Way per the minimum and maximum of WDO 3.02.01B & F.2, then the developer shall grant the one or both PUEs.

D3. Driveways:

- a. Number & widths: To conform with WDO 3.04.03B.5 regarding access management, driveways shall be limited as follows:
  - (1) Highway: 1, max width per WDO Table 3.04A: 20 ft for one-way. If one-way inbound, there shall be min one *MUTCD*-compliant do-not-enter sign facing the site, one the east side of the driveway throat, and the pavement shall be striped to indicate no exit.
  - (2) Oregon Way: 1, max width 24 ft for two-way, except 26 ft for two-way if the developer through WDO Table 3.04A footnote 7 provides the same kind of documentation as condition part (1) above describes.
- b. Approach / apron / curb cut: Driveways shall conform to PW SS&Ds, Section [4150](#), unless documented as overridden by ODOT choosing to apply its standards.

D4. Access management: cross access: To conform with WDO 3.02.01E, 3.04.01A.2, 3.04.03B.3 & 5, 3.04.03C.1, 3, & 4, and 3.04.03D.2, the developer shall provide for what is termed any of cross access, ingress/egress, or shared access revocable only with the written concurrence of the Director and as follows:

a. Properties:

(1) Subject property: Grant cross access (A) across Tax Lot 3600 (2540 Newberg Hwy) to the benefit of 3700 (2600 Newberg Hwy) and (B) across Tax Lot 3700 to the benefit of 3600. (Instead of cross access for the subject property, which is comprised of both Tax Lots 3600 & 3700, the developer may opt to consolidate lots by applying and paying for as well as obtaining City approval of a Property Line Adjustment [PLA], which would be a land use review Type II per WDO 5.01.08 and so a staff decision, and record with the County the lot consolidation, all prior to building permit application.) This is due by building permit application per WDO 2.01.05A.

(2) Adjacent property: Grant cross access across Tax Lots 3600 & 3700 to the benefit of Tax Lot 052W12DB03800 (2620 Newberg Hwy; Dairy Queen). This is due by building permit application per WDO 2.01.05A.

b. Alignment: Applicable to both the subject property and the Tax Lot 3800, follow a drive aisle or aisles and connect each of the highway driveway, the common lot line between Tax Lots 3700 & 3800 somewhere within the segment 60 ft south of the north property line, the common lot line between Tax Lots 3600 & 3700, and the Oregon Way driveway.

c. Drive aisle stub: Extend a drive aisle stub conforming with WDO 3.04.03C.4b to Tax Lot 3800 (2620 Newberg Hwy; Dairy Queen) within the above-specified alignment.

d. Barriers: At the interface of a property line and a drive aisle stub, WDO 3.04.03C.4b prohibits curb and fixed barriers mounted to the drive aisle. (The developer may instead place signed barricades atop the pavement.) While fencing a property line remains permissible per WDO 2.06.02, were the developer or property manager to install fencing, then the segment over the drive aisle shall have vehicular gates.

e. Bicycle/pedestrian: The developer shall grant cross access not only for driving, but also walking and cycling, with alignment along each of the two wide walkways that WDO 3.04.06B requires and connecting with each of the highway and Oregon Way sidewalks.

f. Instrument: Regarding recordation of the cross access easement (CAE) or other types of legal instruments and how, the developer shall conform to the conditions in ways that satisfy the County. This is due by building permit application.

- g. Shared parking: Because Tax Lot 3600 (2540 Newberg Hwy) would lack minimum off-street parking ratio for all land uses on the lot per WDO Table 3.05A, then the developer shall either (1) revise site plans to conform with WDO 3.05.02 & Table 3.05A or (2) create a shared parking agreement, for which cross access is a pre-requisite, per WDO 3.05.05. (A shared parking agreement would be due per WDO 3.05.05D.3: by building permit issuance.) Minimum agreement attachments or exhibits shall be a County tax map, a revised site plan, and if such would exist, a recorded plat.
- h. ODOT factor:
  - (1) The developer shall apply to and obtain from ODOT the relevant approval(s) by building permit application to conform with the access management condition.
  - (2) If after City land use decision ODOT objects specifically to how the City administers or the developer conforms to other parts of the condition or to other conditions concerning vehicular access, then the developer may request and the Director may administratively approve in writing changes to administration or conformance to accommodate the ODOT factor while still having the development meet the WDO and conditions of approval to the max extent remaining. The Director may require developer application for any of Extension of a Development Decision per WDO 4.02.05 or Modification of Conditions per WDO 4.02.07.
  - (3) If after City land use decision ODOT directs access management in conflict with other parts of the condition or to other conditions concerning vehicular access, then the developer shall forward the written direction from ODOT to the attention of the Director; describe the conflict(s); describe the minimum deviation from conformance necessary to comply with ODOT direction while also conforming to the remainder of the condition to the maximum, including plan view illustrations where helpful; and request Director approval through a dated document that cites the land use case file and condition numbers. The Director may approve what the developer first requests or a modified request. The City intends that if the developer were to make use of this part (d) of the condition, he would do so once.

D5: Parking:

- a. Wheel stops: To conform with WDO 3.05.02H, the compact parking spaces along the northeast (NE) office south lawn shall have wheel stops, either 5 shared among the spaces or one per each of the nine spaces, to prevent any overhang of the wide walkway.
- b. Vehicular circulation directional markings/signage: To conform to WDO 3.05.02J, during building permit review the Director may administratively establish details, specifications, and revisions to administer the WDO section. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
- c. C/V: Carpool/vanpool (C/V) parking shall conform with Table 3.05C and 3.05.03H.
- d. EV: Electric vehicle (EV) parking shall conform with Table 3.05E and 3.05.03I.

D6. Electric power poles removal and lines burial: Development shall conform with WDO 3.02.04. The fee in-lieu shall be per Attachment 202. (Absent direction by the applicant otherwise, staff will proceed as if the developer intends to conform by paying the fee in-lieu and will assess it through the building permit.)

D7. Trash enclosure: Outdoor storage of trash and shall be enclosed in conformance with WDO 3.06.06B.5-7 and, regarding roofing, in conformance with Public Works Department Engineering Division administration of standards or directions regarding such, if any, in relation to keeping polluted water from entering drains.



## Conditional Use 24-02

CU1. Wide walkways: The wide walkways that WDO 3.04.06B requires shall have some width of some segments be decorative pavement, specifically, min width 6 ft and along the distance symbolized in green in Exhibit CU1 below. At the turn, the min width may narrow to avoid overlapping ADA ramp slopes. Decorative pavement means any of brick; concrete pavers; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.

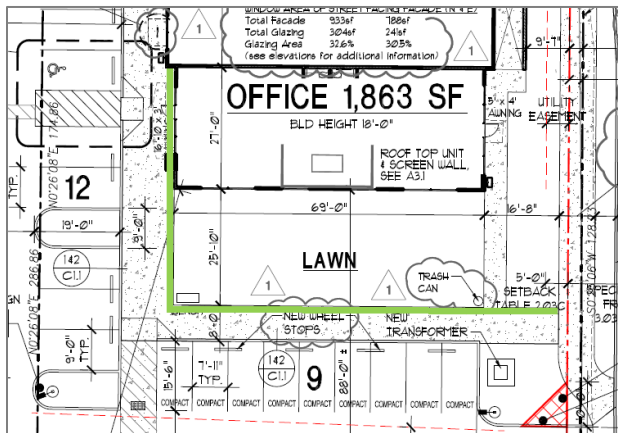


Exhibit CU1

CU2. Bicycle parking shall conform with 3.05.06 and be of min number:

- a. Convenience store: 2 (for example, 1 U-rack)
- b. NE commercial office: 2 (for example, 1 U-rack)
- c. SW commercial office: 4 (for example, 2 U-racks or a wave rack)

CU3. Landscaping generally:

- a. Bark dust: By the end of the time period per WDO 3.06.02C, 5.0% max of unpaved landscaped area may be non-living material such as bark dust, mulch, wood chips, cobbles, gravel, pebbles, or sand.
- b. Benches: Min 2.
  - (1) One in the landscaped open space at or near the NE commercial office space, along a wide walkway or in a plaza, install either a bench min width 6 ft or a picnic bench. Set back from walkway and pave the setback, min either 1.5 ft for a bench or 2 ft for a picnic bench.
  - (2) One bench min width 4 ft at or near the SW commercial office building and along a wide walkway.

- c. Buffering/screening: Evergreen hedge or shrubbery shall:
  - (3) Line Architectural Wall (AW) segments.
  - (4) Screen transformers and other at-grade electrical and mechanical equipment along min 2 sides.
  - (5) Serve as means of conformance with WDO 3.06.05B (parking screening).
- d. Coniferous/evergreen trees: Among newly planted trees, min 1 tree of the following coniferous or evergreen species:

Cedar, deodar	Madrone, Pacific
Cedar, incense	Oak, Oregon White
Cedar, Western Red	Pine, Lodgepole
Douglas-fir	Pine, Ponderosa
Fir, Grand	Pine, Western white; and
Hemlock, Western	Yew, Pacific

- e. Tree standards: The same as WDO Table 3.06A “Minimum Size” column – either 10 ft height or 2 inches caliper.

CU4. Front yard landscaping:

- a. Depth: The depth of landscaping from highway ROW south, in the yard west of the convenience store, shall be min 13 ft to vehicular circulation area back of curb to accommodate newly planted front yard trees outside of the streetside PUE. The min depth may instead be 6 ft if ODOT, such as through the Region 2 Development Review Coordinator, allows planting of trees within the PUE, the allowance is documented through building permit review and by building permit issuance with the applicant having submitted plans revised accordingly to both the agency and the City Community development Department, and the developer will have planted such trees by building permit inspection.
- b. Trees: Based on WDO 5.03.01B.3c5), the developer shall plant min:
  - (1) 7 trees in the yard along the highway max 20 ft from ROW; and
  - (2) 4 trees in the yard along Oregon Way max 20 ft from ROW, in a loose row with min 3 of them spaced offset from and complementing street trees.
- c. Hedge/shrubbery: In all areas not occupied by buildings and pavement, landscape per WDO 3.06.
  - (1) On Tax Lot 3700 in the yard along the highway, plant a hedge or row of continuous small or medium shrubbery extending between the driveway and east lot line. Plant min 5 ft from sidewalk and max 12 ft from ROW.
  - (2) On Tax Lot 3600 in the yard along the Oregon Way, line the convenience store rear east free-standing screen wall or wing wall with a hedge or row of continuous small or medium shrubbery, unless the developer declines to build the wing wall.

- d. Site interior:
  - (1) AW: Line each Architectural Wall (AW) segment with a hedge or row of continuous medium or large shrubbery.
  - (2) Lawn large tree: Within open space within 30 ft of the NE commercial office, plant min 2 trees, either both large or min 1 medium and 1 large. Min 1 of these west or south of the plaza – see below.
  - (3) Plaza: At or within 30 ft of the NE commercial office and adjacent to a wide walkway shall be a plaza min 56 sq ft, exc. walkway area, at 7.5 ft narrowest dimension, paved with brick; concrete pavers; field or flagstone; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.
  - (4) South yard: Within 100 ft of the Tax Lot 3700 south lot line, plant min 2 trees.
- e. Parking area:
  - (1) Front yards: To conform with WDO 3.06.05B, within the yards abutting streets the site perimeter landscaped area shall have a hedge or shrubbery as a screen of parking and vehicular circulation area min height 3.5 ft. Such shall be planted to be min 2 ft from sidewalks and wide walkways.
  - (2) NE office: Min 1 large tree in the southwesterly area of the south yard lawn.
  - (3) SW office: For common use by tenants, have a south rear door and a patio of brick, pavers, or poured concrete min 7 ft north-south by 11 ft east-west. Align patio flush with door outer swing. Plant a small tree near the patio west side.

CU5: Architectural Wall (AW) / Fences / Fencing:

- a. Exemption: Where chain-link fence with slats already exists along the north and west lot lines of Tax Lot 3500 (953 Oregon Way), the developer may exempt these two lines from AW if the homeowner in writing consents to exemption and the developer submits documentation by and as part of building permit application.
- b. Extent: Min height shall be along the:
  - (1) North and west lot lines of Tax Lot 3500 6 ft, 1.5 inches (if CMU, equal to 9 courses of blocks plus 1.5-inch smooth concrete cap).
  - (2) North and east lot lines of Tax Lot 90000 (950 Evergreen Road), 9 ft including a 1.5-inch smooth concrete cap between piers or pilasters.
  - (3) Where fencing may substitute per other conditions, for part (1) above it shall be 6 ft, and for part (2) above, 8 ft.

- c. Height at AW ends: Min height shall drop where subject to stair-stepped height limits in yards abutting streets per WDO 2.06.02, within VCA or sight triangles per 3.03.06, and AW shall remain outside streetside PUEs. AW may cross an off-street PUE, if any exist, with written authorization by the Public Works Director, and the PW Director may instead direct that instead of a segment of wall that there be coated chain-link fencing with slats across an off-street PUE. For crossing of private easements, the developer similarly may instead fence.
- d. Gaps or rectangular openings:
  - (1) There shall be one along the east lot line of Tax Lot 90000, min 4 ft wide and 6 ft, 8 inches high above grade, and with the south end of the gap aligned with the Tax Lot 90000 north east-west drive aisle, south curb, north face.



Exhibit CU5-1



Exhibit CU5-2

- (2) If AW exemption per part a. above is not applicable, then there may be a gap along the west lot line of Tax Lot 3500, aligned with where there exist west backyard chain-link gates, minimum width equal to the width of the gates.

- e. Color: Masonry, whether dyed or painted, regarding WDO 3.06.06B.5 & 6 shall be a color or colors other than black, charcoal, or dark gray. For any other fence / fencing or free-standing wall, including gates if any, the coating and slats that WDO 2.06.02D requires and any wall shall be a color or colors other than black, charcoal, or dark gray. On free-standing walls with two or more colors, darker color shall be towards the bottom and lighter color towards the top.
- f. Material: Masonry; however, AW segments, other than those along the north and east lot lines of Tax Lot 90000 (950 Evergreen Road), may be partly made of opaque cedar wood fencing if the wall appears mostly masonry. Specifically, masonry must constitute the bottom extent of wall segment from grade up to min of 4 ft (for example, 6 CMU courses) above grade plus the height of a smooth concrete cap between the masonry and the wood, and there shall be piers, pillars, or pilasters per subsection “Pillars” below. Exhibit CU5-3 below illustrates a similar example (that does not exactly meet the condition) and serves as concrete masonry unit (CMU) model:

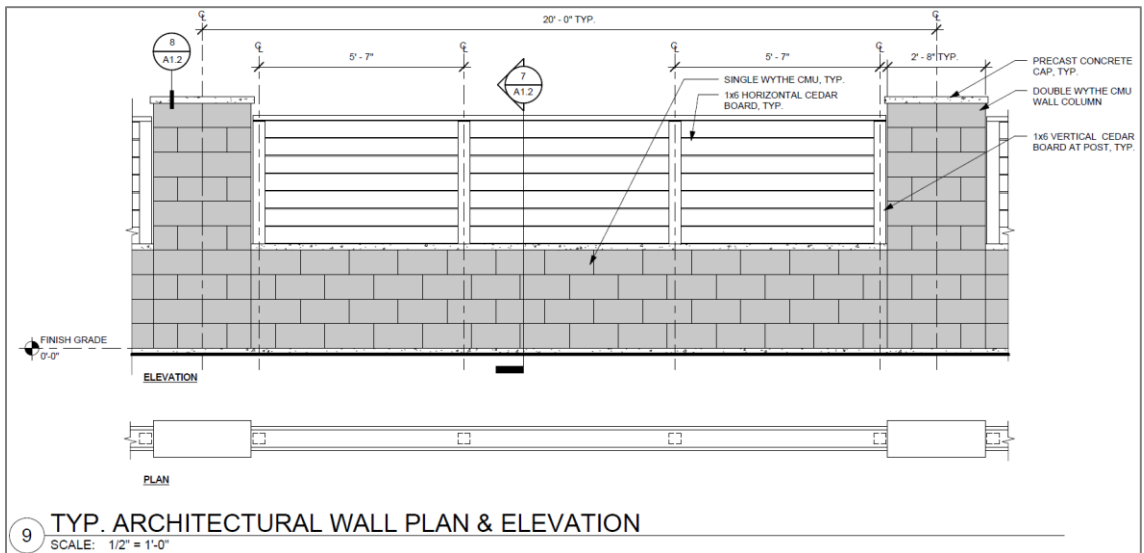


Exhibit CU5-3 (DR 2017-08)

- g. Texture: WDO 3.06.06B.7 is interpreted such that the standard for scoring, texture, or pattern on minimum 80.0% of the wall surface is applicable only to the WDO Table 3.06D minimum height of 6 ft – 80.0% being 7.2 of 9 CMU courses – not the conditioned minimum height of 9 ft, which equals 13.5 courses. In this context, the scored, textured, or split-face CMU courses shall start at or just beneath grade, and there shall be minimum 3 courses of ground or smooth-face CMU composing an upper band of the wall and minimum 1 course of ground or smooth-face CMU at approximately elbow height of an average height person standing at grade.

- h. Pillars: Whether the AW is solid masonry or incorporates wood fencing, each AW segment end shall have a pier, pillar, or pilaster min 16 inches wide relative to wall face and per WDO 3.06.06B.3 projecting min 3 inches each side of the wall.
  - (1) Number: Each segment shall have a min number of piers, pillars, or pilasters equal to a ratio of 1 per 40 ft of wall, and each segment end shall have a pier, pillar, or pilaster.
  - (2) Cap: Each pier or pilaster shall be capped with ornamental concrete in the form of any of a shallow-sloped pyramid or sphere or other finial atop such pyramid.
- i. This condition is due by the first building permit regardless of phase; that is, it is due regardless if Phase 2 is not developed at the same time as Phase 1.

CU6. Architecture:

- a. Canopies / fixed awnings:
  - (1) General: Min height clearance 9 ft.
  - (2) Fuel pump canopy: Max ceiling height 16 ft to either (a) ceiling or (b) ceiling-mounted lighting fixtures, whichever is lower.
  - (3) Convenience store and NE commercial office: The store and NE commercial office main entrances shall each have a canopy, fixed awning, building recess, or roof projection that shelters from precipitation, the former 4 ft narrowest dimension and 48 sq ft min area and the latter 4 ft and 32 sq ft. Each side or rear single staff door on the rest of the store and NE commercial office shall have the same, except 3 ft narrowest dimension and 18 sq ft min area, and for a set of double staff doors, 30 sq ft min area.
  - (4) SW commercial office: Each north entrance shall have a fixed awning, canopy, building wall projection, or secondary roof that shelters from the weather, min area 48 sq ft, min depth 4 ft. A fixed awning or canopy may be smaller if combined with a building recess and together they meet the min area. The south patio door elsewhere conditioned shall have the same, except min area 66 sq ft, min depth 6 ft.
- b. Cladding/materials: Convenience store and attached NE commercial office area:
  - (1) Base cladding min height 2 ft of brick, ceramic tile resembling stone, concrete masonry unit (CMU) block finished to resemble cut stone, or adhered stone. Otherwise, the desired materials provision of WDO 3.07.06B.2b(2) shall be a standard for all building elevations.
  - (2) The prohibited materials provision of WDO 3.07.06B.2b(3) shall be a standard.
  - (3) The proposed east CMU mandoor screen wall or wing wall, if not precluded by streetside PUE, shall be max height 4 ft, 2 inches, have the bottom 2 courses be split face and the upper 4 courses ground face and be capped with smooth concrete. The NE corner angled wall shall have a window min area 15 sq ft, min 2.5 ft wide, and wholly within 8.5 ft of grade.

- (4) Subsection (3) is void if the screen wall or wing wall would come to be in part or wholly within a streetside PUE because it would come closer to the building than the developer anticipates because of telescoping ROW width – see Conditions D1b & D2 – and if any of PW or ODOT directs and administers there not be a newly constructed free-standing wall within the Oregon Way streetside PUE, shortening or precluding the wall. Also, in this scenario, because PW has historically allowed chain-link fencing with streetside PUEs, the developer may in place of the intended wing wall install a chain-link fence that conforms with WDO 2.06.02D.1 & 2 and has slats of a color other than black, charcoal, or dark gray.
  - c. Scuppers: Any building rainwater scuppers shall not to dump onto the pavement of a wide walkway.
  - d. Setbacks:
    - (1) General: Site NE corner min setback shall equal streetside PUE.
    - (2) Convenience store / NE commercial office building: max 15 ft from highway ROW and max 20 ft from Oregon Way widened ROW (measured from straight line ROW, not the curved ROW near the intersection).
    - (3) SW commercial office: min 5 ft from Tax Lot 3700 east, south, and west lot lines.
  - e. Windows:
    - (1) General: All windows shall be square, round, or vertically proportioned. Operable windows shall have insect screens.
    - (2) Min areas, which shall be transparent:
      - (A) Convenience store:
        - 1. West façade 30.0%; north 30.0%; east 36 sq ft. For the angled, NE façade in particular, min 18 of the 36 sq ft.
        - 2. NE commercial office: West and south façades 30.0%; east 132 sq ft.
      - (B) SW commercial office: North façade 30.0%; east 15.0%; south 20.0%; and west 20.0%.
- CU7. Lighting: Besides conformance with WDO 3.11, including 3.11.02C color temperature:
- a. Buffer: Parking area or other pole-mounted fixtures are prohibited between the north lot line of 953 Oregon Way (Tax Lot 3500) and the east-west drive aisle.
  - b. Fuel pump canopy:

- (1) Max 14 ceiling fixtures. Any ceiling fixture shall be no closer to ceiling outer edge than 4 ft. Neon lighting, or a lighting technology that mimics the appearance of neon lighting, is prohibited on the fuel pump canopy and on the southernmost primary building on Tax Lot 3700. The developer shall make so either of the following: (1) ceiling light fixtures shall not drop below the ceiling plane, or (2) for ceiling-mounted fixtures, the canopy roof edge perimeter shall as a shield drop or extend down to the same plane as the underside of the lowest fixture. In either case, fixtures that drop or extend down from the ceiling shall each have opaque housing on all sides.
- (2) Based on the hours in Ordinance No. 2338, Section 5A Light Trespass, fuel pump canopy lights shall be off during the same hours as when the fuel pumps are closed.
- c. Max:
  - (1) Convenience store: 1 wall fixture on the east rear and none on the north side.
  - (2) NE commercial office: 1 wall fixture each on the east and west and none on the south side.
  - (3) South commercial office: 1 wall fixture at the south rear and none at the east and west sides.

CU8. Gas station operations:

- a. Noise:
  - (1) Gas station and convenience store: The gas station and convenience store shall be open to customer use no earlier and later than Monday through Saturday 6:00 a.m. to midnight and Sunday 6:00 a.m. to 11:00 p.m.
  - (2) Fuel pumps: Audible audiovisual advertising, if any, is prohibited from sounding from fuel pump electronic display speakers. Such advertising shall be limited to sight only.
  - (3) Tire/vacuum: Addition of any vehicle interior vacuum facility outdoors, tire pump facility outdoors, or other similar mechanical facility outdoors for gas station customers that makes noise shall be located min 100 ft north of the south lot line of Tax Lot 3700. Any vacuum shall be open to customer use no earlier and later than Monday through Saturday 7:00 a.m. to 9:00 p.m. and Sunday 9:00 a.m. to 6:00 p.m.
- b. Trash: There shall be at least one trash receptacle along each of the walkways, at min 0.5 ft from walkway edge or outside wide walkway minimum width (8 ft), to and from the highway and Oregon Way sidewalks, within 25 ft of ROW, for intended use by convenience store customers, and remaining privately maintained and serviced.
- c. Vehicular circulation: The Director may administratively establish locations, details, specifications, and revisions to administer this condition part during building permit review. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
  - (1) Fuel pump queueing:



- (A) General: The developer shall stripe directional arrows and lines to direct motorists into fuel pump queues and distinguish the queues from driving routes around the fuel pump canopy.
- (B) Stacking: Of six queues, min 3 shall each fit stacking of min one car west of the fuel pump island behind cars parked at the pumps. Queueing may be obtusely angled relative to the pump islands.
- (C) Queuing shall not back up past face of curb in the highway right lane, and property management shall dispatch one or more employees to direct motorists as needed to prevent or correct such queuing.
- (2) Pump directional signage: There shall be directional signage that accomplishes directing on-site motorists where and how to queue, including pumps that are self-service and those served by an attendant.
- (3) I-5 directional signage: There shall be outside of ROW and streetside PUEs directional signage that accomplishes directing on-site motorists bound for I-5:
  - On Tax Lot 3700 (west lot), min 2 signs, each min area 18 by 24 inches, mounted min 2 ft and max 7 ft above grade, text min 6 inches high, and including the standard Interstate 5 logo. Detail drawings of these specifications are due by building permit application.
  - On Tax Lot 3600 (east lot), min 2 signs, the same dimensions and mounting as per part (A) above. One sign shall indicate trucks to turn left only, and the other sign shall indicate that left is to I-5 by using a left arrow and the standard Interstate 5 logo. The two signs may be mounted together on the same support. Sign detail drawings – in color – are due by building permit application.
- d. Median: A median barrier is required to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site; refer to Attachment 102A, Public Works comments, item 6.


CU9. Signage: Electronic changing image: In addition to WDO 3.10.12, based on the hours in Ordinance No. 2338, Section 5A Light Trespass, any sign electronic changing image, if and where WDO 3.10 allows such, other than fuel price displays, shall be off during the same hours as when the convenience store is closed.

CU10. Modification: Because the WDO, including 5.03.01, does not specify how changes to an approved conditional use (CU) and related site improvements might trigger another CU or modification of a CU approval, for Director determination the following serve as criteria and – where noted – as factors:

- a. Significant expansion of the use(s), factors being an increase in any of: total GFA by 25.0% or more or by an absolute value of 1,000 sq ft or more, and, the number of buildings by 1 or more;
- b. Increase in off-street parking by 6 or more stalls, even if the existing supply were in excess of the minimum required ratio(s);
- c. Net increase in impervious surface totaling at least 1,000 sq ft;
- d. Adding the land uses of automotive maintenance and repair, whether or not including through service bay structures.
- e. Development as defined in WDO 1.02 within twenty (20) feet of a property boundary and not already conditioned through the subject approval;
- f. Any proposal necessitating a request for Adjustment to Street Right-of-Way and Improvement Requirements (“Street Adjustment”);
- g. Any proposal necessitating a request to vary from the WDO, that is, a variance;
- h. Any proposal necessitating a Type III or IV land use application type;
- i. City adoption of a unified development ordinance replacing the WDO were to have intervened;
- j. A request for major modification, as the Director determines, of the phasing plan; and
- k. Conversion of any NE or SW commercial office GFA to fast-food restaurant or limited-service eating place, for which WDO Table 3.05A row 11 has a minimum parking ratio higher than for general retail or food and drinking places. Exemptions from this condition are the creation of (1) a food or drinking place that is a permitted use within the CG zoning district, max 400 sq ft GFA, and accessory to the primary use of commercial office, and (2) fast-food restaurant or limited-service eating place that is a permitted use within the CG zoning district, has no drive-through, and is any of max 400 sq ft GFA within the NE commercial office and max 1,200 sq ft GFA within the SW commercial office building. Exemptions do not exempt permitted uses from some or all of the off-street parking minimum ratios per WDO Table 3.05A.
- l. Shared parking change: Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, the shared parking agreement, shall require review and authorization not only through any of, “a subsequent Design Review or Modification of Conditions” per WDO 3.05.05D.1, but also with the option of being through a Conditional Use (CU).

Modification of a specific condition of approval remains pursuant to WDO 4.02.07. Were the City to have amended the WDO to establish modification provisions for conditional uses, the Director may decide that the provisions supersede this condition of approval.

CU11. Discontinuance/revocation: Because the WDO does not specify if and when a conditional use approval would expire were a use to cease, based on WDO 4.02.04B the approval shall expire if the WDO Table 2.03A, B.2 use of "gasoline station" ceases and 3 years pass without the use recommencing. This CU approval excludes the uses "automotive maintenance" and "repair services" from the group of uses as the WDO terms. Violation of one or more conditions of approval may serve as a basis for City revocation.



*Conditional Use 24-02: Transportation*

T-A1:

1. OR 214 & Oregon Way: The developer shall pay a fee per Attachment 202 to fund a transportation study, specifically to investigate in coordination with ODOT (1) corridor signal timing and coordination adjustments and (2) improving safety by reducing vehicle turning or angle crashes. This is due by building permit issuance. [TSP R11 & revised TIA p. 14]
2. I-5 interchange with OR 214: To reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R8 & R9 & revised TIA p. 14]
3. OR 214 & Evergreen Rd: To mitigate effect on the intersection and reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R10 & revised TIA p. 14]

T-T. Bus transit: Bus stop improvements: To further TDM through bus transit, regarding the WTS Oregon Way northbound stop that is adjacent to 966 & 980 Oregon Way, where because ROW and streetside PUE are too narrow relative to the street to accommodate installation, the developer shall pay a fee in-lieu as well as a fee in lieu of a bus stop bicycle rack per Attachment 202.



*Street Adjustment 24-01*

SA1. Frontage/street improvements: Highway: No min surface improvements are required other than either elsewhere conditioned or necessary to conform to Public Works (PW) direction or comply with ODOT engineering guidance. The developer may let existing improvements lie, excepting conforming upgrade of the driveway apron as the WDO and other conditions require, but also shall pay fees in lieu of highway improvements per Attachment 202.

SA2. Frontage/street improvements: Oregon Way: These shall be as follows:

- a. Parking: No on-street parallel parking lane 8-feet wide is required, this being an adjustment from what WDO Figure 3.01E would have required. The developer shall pay a fee in-lieu per Attachment 202.
- b. Landscape strip: Min width 6.5 ft wide inc. curb width and with min street trees per WDO 3.06.03A.1 (1:30), equaling 6 trees. For max 4 of the trees, the developer may pay a fee in-lieu per Attachment 202. Landscaping of area remaining after tree planting and irrigation shall be per the WDO 3.01.04B last paragraph.
- c. Sidewalk: Min width 8 ft.

Overlap: Wider sidewalk shall not narrow the landscape strip. The extra width of planter strip and sidewalk shall either (1) be within additional ROW that accommodates them, or (2) overlap outside ROW into streetside PUE, the PUE or other recorded legal instrument granting public access to the overlap. If (2), then the developer shall submit a draft of the legal instrument for Planning and PW review by either civil engineering plan (CEP) review application to PW or, if PW performs CEP review through building permit review, then by building permit application. Per WDO 2.01.05A, the developer shall submit copies of correctly recorded documents to the Planning Division.

SA3. ROW & PUE: There is no street adjustment to narrow below the minimum requirements; instead, see Conditions D1 & D2.

## Applicant Identity

<i>Applicant</i>	Ronald “Ron” James Ped, Ronald James Ped Architect, PC
<i>Applicant’s Representative</i>	n/a
<i>Landowner(s)</i>	Lal Din Sidhu (“Don” Sidhu), Woodburn Petroleum LLC

## Notes to the Applicant

The following are not planning / land use / zoning conditions of approval, but are notes for the applicant to be aware of and follow:

1. Records: Staff recommends that the applicant retain a copy of the subject approval.
2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
3. Signage: The approval excludes any private signage, which is subject to WDO 3.10 and the permit process of 5.01.10.
4. PLA Time Limit: WDO 4.02.04B. specifies that, “A final decision on any application shall expire within three years of the date of the final decision unless: 1. a building permit to exercise the right granted by the decision has been issued; 2. the activity approved in the decision has commenced; or 3. a time extension, Section 4.02.05, has been approved. Because unrecorded re-plats lingering indefinitely have burdened staff, a condition sets sooner time limits for subsection 2. to begin and finish recordation.
5. Mylar signature: The Community Development Director is the authority that signs plat Mylars and not any of the mayor, City Administrator, Public Works Director, or City Engineer. Only one City signature title block is necessary.
6. PLA Plat Tracker: Marion County maintains a plat tracking tool at <http://apps.co.marion.or.us/plattracker/>. Use it to check on the status of a recordation request to the County. City staff does not track County plat recordation.
7. Technical standards:
  - a. Context: A reader shall not construe a land use condition of approval that reiterates a City technical standard, such as a PW standard, to exclude remaining standards or to assert that conditions of approval should have reiterated every standard the City has in order for those standards to be met.
  - b. Utilities: A condition involving altered or additional sidewalk or other frontage/street improvement that would in the field result in displacement or relocation of any of utility

boxes, cabinets, vaults, or vault covers does not exempt the developer from having to move or pay to move any of these as directed by the City Engineer and with guidance from franchise utilities.

8. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
9. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least 3 City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.
10. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.
11. Public Works Review: Regarding public infrastructure, consult the Public Works Department Engineering Division about when, where, and how to apply and implement [Public Works construction specifications, Standard Drawings, Standard Details](#), and general conditions of a permit type issued by the Public Works Department. Where the Oregon Dept. of Transportation (ODOT) has jurisdiction over a roadway, consult Public Works about role and process clarification. The [Engineering Division](#) can be reached at (503) 982-5240.
12. ROW:
  - a. Dedication: The Public Works Department Engineering Division has document templates for ROW and easement dedications that applicants are to use.

ROW – and public utility easement (PUE) – dedications are due prior to building permit issuance per Public Works policy.
  - b. Work: All work within the public ROWs or easements within City jurisdiction must require plan approval and permit issuance from the Public Works Department. All public

improvements construction work must be performed in accordance with the plans stamped “approved” by the City, and comply with the City’s Standard Specifications and Standard drawings.

Where the Oregon Dept. of Transportation (ODOT) has jurisdiction over a roadway, consult Public Works about role and process clarification. The [Engineering Division](#) can be reached at (503) 982-5240.

13. Franchises: The applicant provides for the installation of all franchised utilities in any required easements.
14. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.
15. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in a communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
16. Fire: Fire protection requirements must comply with Woodburn Fire District standards and requirements, including how the District interprets and applies Oregon Fire Code (OFC). Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.



17. Street address assignment: The CU 24-02 redevelopment necessitates changes to [street address assignment](#). Assume and request the following with the request form:

<i>Lot</i>	<i>Existing Address</i>	<i>Requested Address</i>
Tax Lot 3600	2540 Newberg Hwy	Convenience store: 2540 Newberg Hwy, Ste 1 NE attached commercial office area: 2540 Newberg Hwy, Ste 2
Tax Lot 3700	2600 Newberg Hwy	SW commercial office building: 2600 Newberg Hwy, with one suite number per tenant space for all tenant spaces west to east, e.g. Stes 1, 2, 3, etc.

18. [Planning Division fee schedule](#): Additional fees are or might become applicable per the schedule:

- Page 2, row “Bond or performance guarantee release or status letter”, Applicable to such held by the Planning Division, not any by the Public Works Department Engineering Division. (This usually means bonding through the Planning Division is limited to street trees and/or on-site landscaping.)
- Page 2, “Civil engineering plan(s) (CEP) review, Planning Division review of Public Works Department permit application materials”. Where CEP is done through building permit review instead of a separate process prior to building permit application, Planning Division assess the fee on the building permit, avoiding separate invoicing and allowing the applicant to pay the fee along with the other permit fees.
- Page 2, row “Exception to when all public improvements are due / delay or deferral of frontage/street improvements”, applicable if a developer obtains Public Works Department approval of exception (delay/deferral) through WDO 3.01.02E(1) & (2). The fee serves as an exception disincentive. If Planning Division staff see no evidence of improvements under construction or constructed based on the building permit application materials, staff will assume deferral and assess the fee on the building permit, avoiding separate invoicing and allowing the applicant to pay the fee along with the other permit fees.

19. SDCs: The developer pays system development charges prior to building permit issuance. Engineering Division staff will determine the water, sewer, storm, traffic, and parks SDCs after the developer provides a complete Public Works Commercial/Industrial Development information sheet. The [Engineering Division](#) can be reached at (503) 982-5240.



**US MARKET/GAS STATION  
2540 & 2600 Newberg Highway  
CU 24-02  
Public Works Comments**

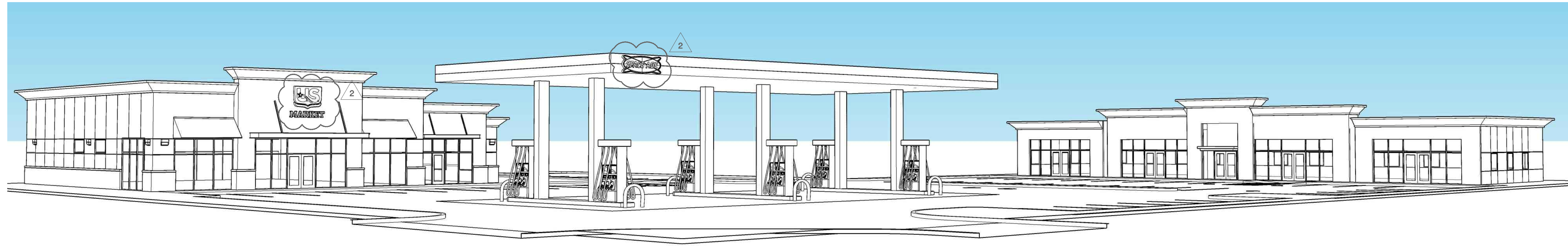
**October 28, 2024**

**GENERAL NOTES:**

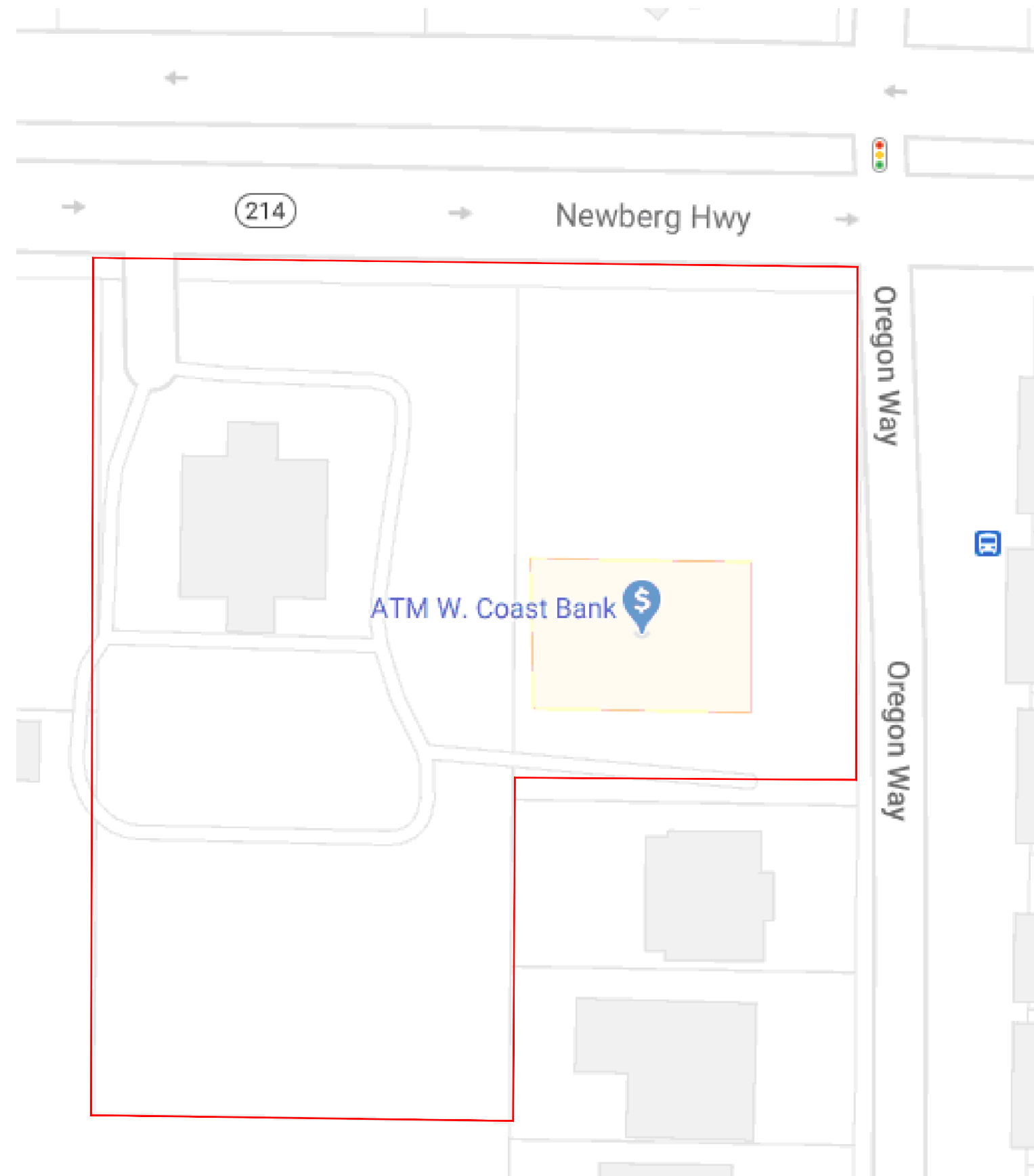
1. The Applicant/owner, not the City, is responsible for obtaining permits from City, State, County and/or Federal agencies that may require such permit or approval.
2. Applicant to provide a storm drainage report prior to Civil Plans approval if applicable. The storm drainage report shall comply with the City of Woodburn storm master plan and ODOT's approval for discharging the private storm system into ODOT's system along Hwy 214 (Newberg Highway).
3. All City-maintained facilities located on private property shall require a minimum of 16-foot-wide utility easement conveyed to the City by the property owner. Provide and record the required right-of-way dedication, public utility easements, and waterline easements prior to building permit issuance if required. All water meters shall be within the right-of-way or public utility easements.
4. The Applicant shall obtain the required 1200C Erosion Control Permit from the Department of Environmental Quality prior to City issuance of permit(s), if applicable.
5. A final review of the Civil Plans will be done during the building permit application. Public infrastructure will be constructed in accordance with plans approved by public works, ODOT, and other agencies that may require the applicant to obtain permits.
6. All sanitary sewer laterals serving the proposed developments are private up to the main line. All existing sewer laterals shall be abandoned at the main if they are not going to be utilized.
7. Fire hydrant locations and fire protection requirements shall be as per the Woodburn Fire District and City of Woodburn requirements.

8. System Development Charges shall be paid prior to building permit issuance.
9. All work within ODOT's jurisdiction shall comply with ODOT's permits and requirements.
10. All onsite private storm systems and sewer lateral lines shall comply with Marion County plumbing permit and requirements.
11. Storm systems for both gasoline/petroleum products spill or parking areas are not allowed to connect/discharge into the public sanitary sewer system. The private storm system on the proposed pumps area shall comply with Federal, State, and City's regulations for containment of spills and storm discharges.





# US MARKET



**VICINITY MAP**  
SCALE: NTS

## CODE SUMMARY

CODE: 2019 O69C  
 OCCUPANCY: M  
 CONSTRUCTION: V-B

### ALLOWABLE BUILDING AREAS-TABLE 503

OCCUPANCY	CONSTRUCTION TYPE	TABULAR BUILDING AREA	ACTUAL AREA
M	V-B	9,000 SF	9,973 SF

## SITE PLAN SUMMARY

ZONED: CG - GENERAL COMMERCIAL

PROPERTY SIZE = 62,120.42 S.F. (1.43 AC)  
 REQ'D LANDSCAPE P.U. = 484 P.U.  
 PROPOSED LANDSCAPE P.U. = 732 P.U.

### PARKING REQ.

TOTAL PARKING:  
 GEN. RETAIL: 4110 SQ.FT. / 200 = 20.55, 21 REQ. (item 6 table 3.05A)  
 OFFICE: 6,863 SQ.FT. / 350 = 19.6, 20 REQ. (item 12 table 3.05A)  
 GAS STATION: 1 PER PUMP ISLAND = 6 REQ. (item 6 table 3.05A)  
 TOTAL REQUIRED SPACES: 47 REQ.  
 PARKING SPACES: 50 PROVIDED (3 van accessible spaces)  
 (38 full size spaces & 12 compact spaces)  
 \* 47 req. spaces x .2 = 9.4, 9 compact spaces max,  
 plus 3 additional compact spaces beyond req. number of spaces

Number of compact spaces is based on the required parking amount not what is provided  
 WDO 3.05.03C: A maximum of 20 percent of the required vehicle parking spaces may be satisfied by compact vehicle parking spaces.

### STREET TREES REQ.

ONE TREE EVERY 30'-0" REQ.  
 8 TREES PROPOSED

### BIKE PARKING REQ.

**3.05.03 Off-Street Parking**  
 E. All uses that are required to provide 10 or more off-street parking spaces and residential structures with four or more dwelling or living units shall provide a bicycle rack within 50 feet of the main building entrance. The number of required rack spaces shall be one space per ten vehicle parking spaces, with a maximum of 20 rack spaces.

49/10 = 5 REQUIRED  
 6 BIKE PARKING SPACES PROVIDED  
 2 BIKE RACKS (4 BIKE SPACES) PROVIDED AT CONVENIENCE STORE  
 1 BIKE RACK (2 BIKE SPACES) PROVIDED AT SW OFFICE BUILDING  
 (2 BIKE PER RACK)

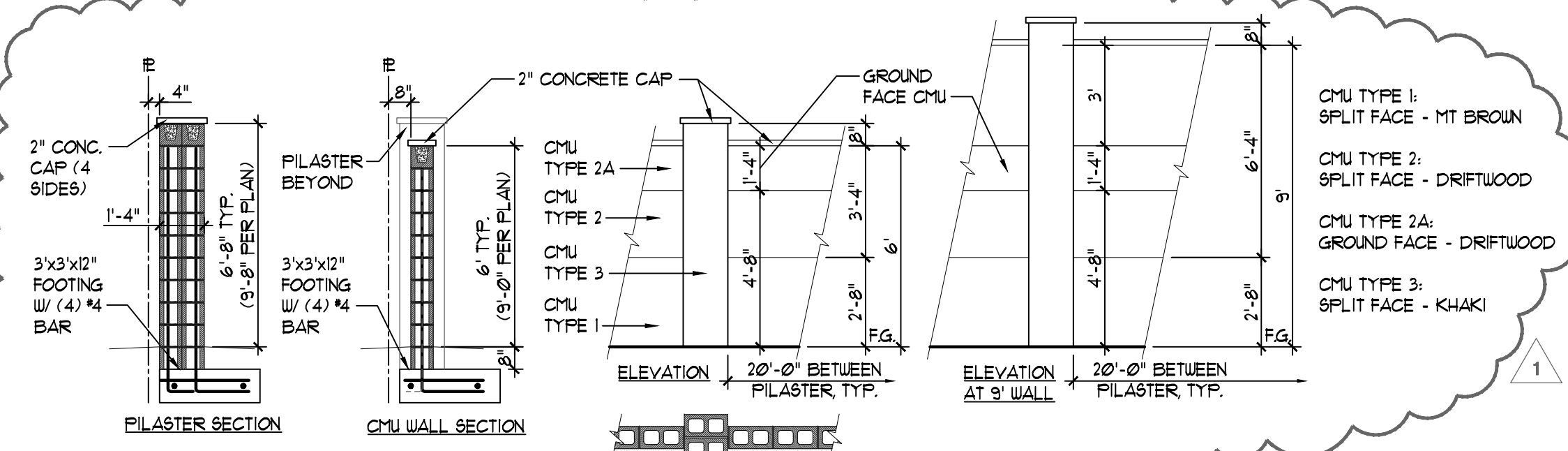
## DRAWING INDEX

- A1.0 COVER PAGE
- A1.1 SITE PLAN
- A1.2 EXISTING SITE & DEMO PLAN
- A1.3 FIRE ACCESS PLAN
- C1.1 GRADING PLAN
- C1.2 UTILITY PLAN
- E1.1 LIGHTING PLAN
- L1.1 LANDSCAPE PLAN
- L1.2 IRRIGATION PLAN
- A3.1 BLDG ELEVATIONS & RENDERINGS

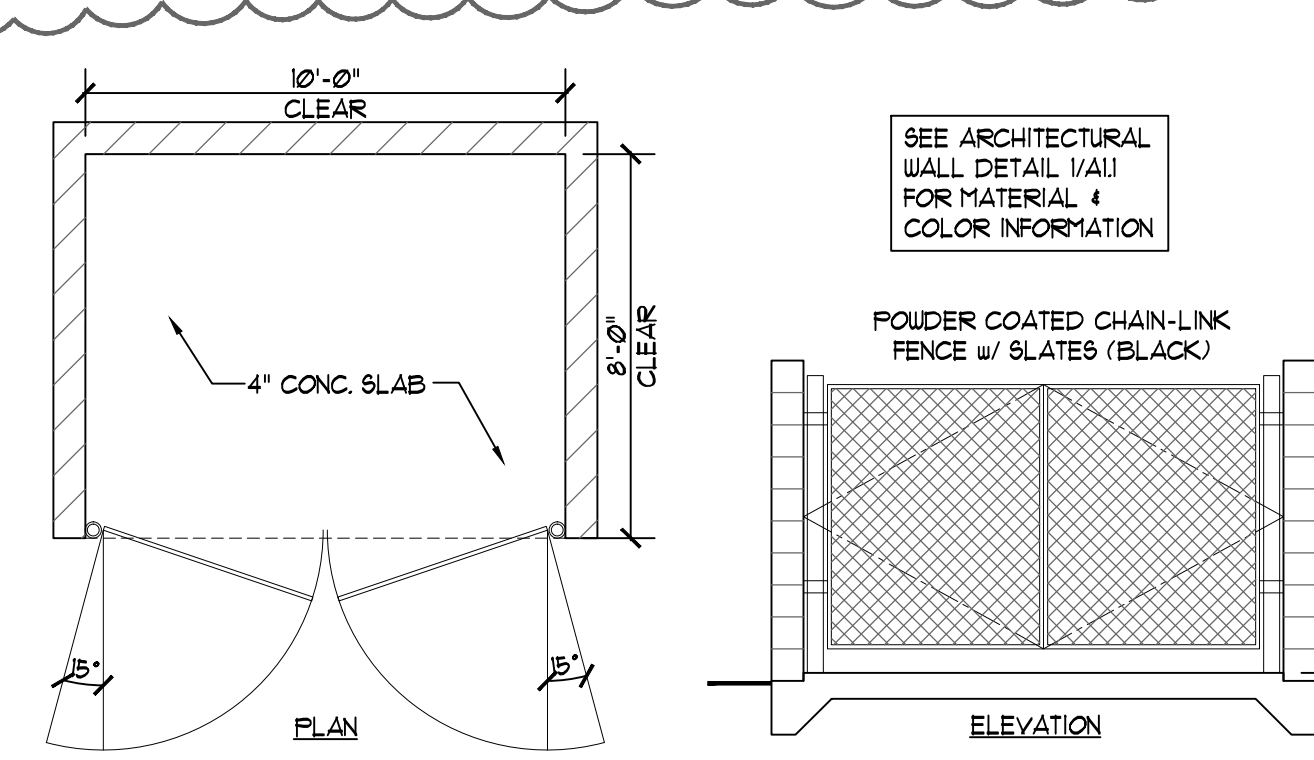


- 1 DESIGN REVIEW COMMENTS 4/1/24 - REVISION 1
- 2 DESIGN REVIEW COMMENTS 5/14/24 - REVISION 2
- 3 DESIGN REVIEW COMMENTS 6/12/24 - REVISION 3

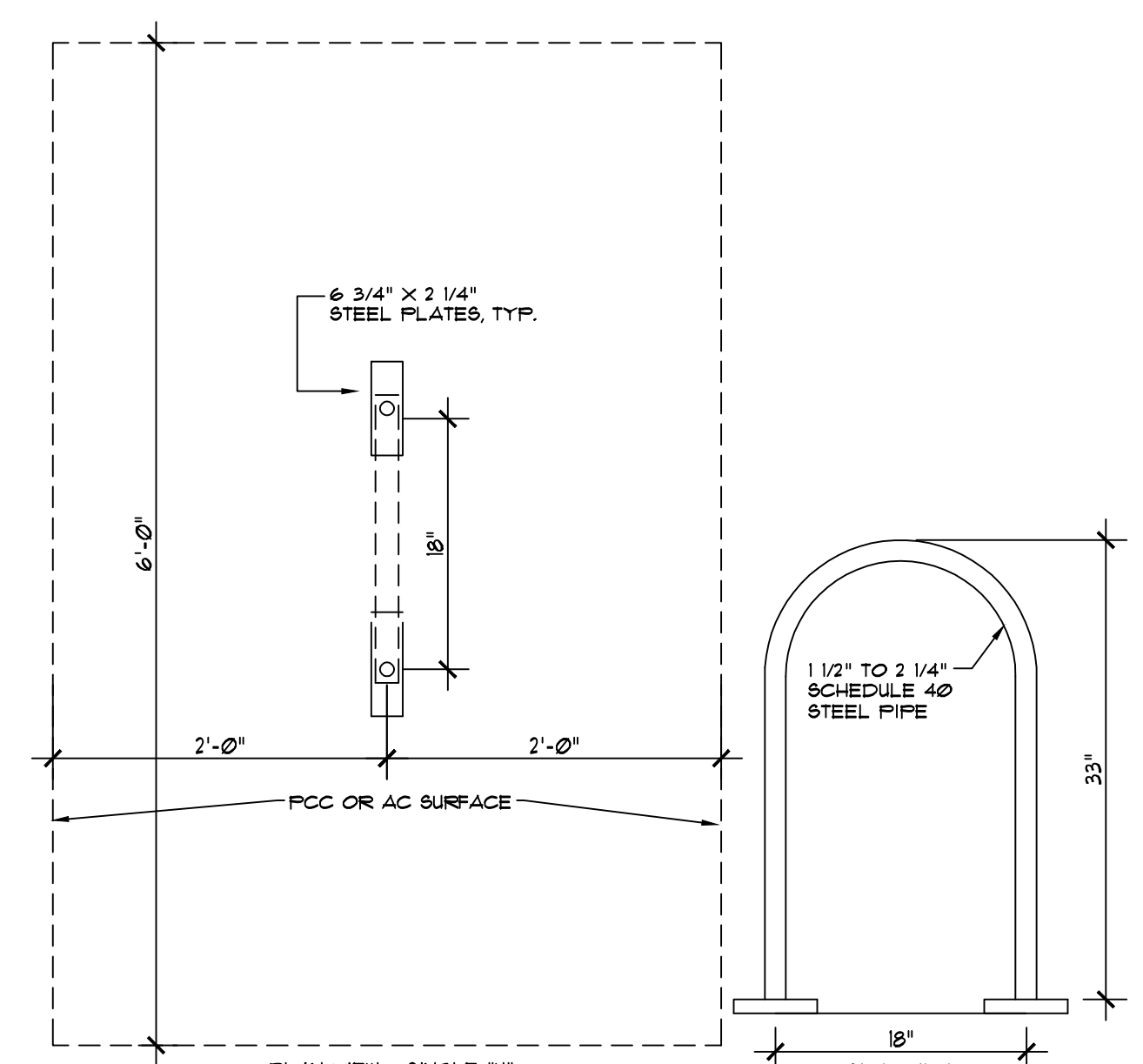




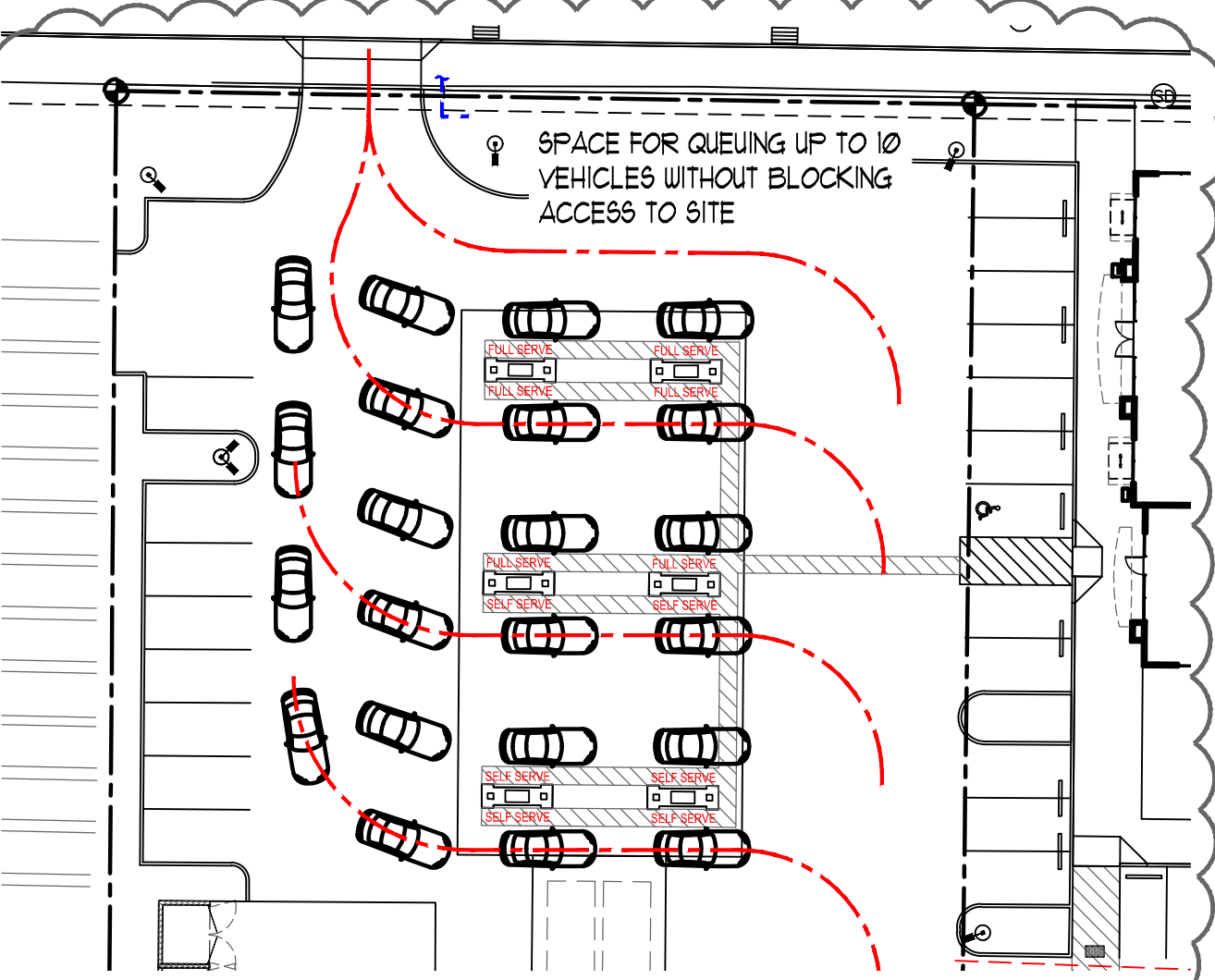
**1 CMU WALL DETAIL**  
 ARCHITECTURAL SCREEN WALL  
 SCALE: 1/4" = 1'-0"



**2 TRASH ENCLOSURE**  
 SCALE: 1/4" = 1'-0"



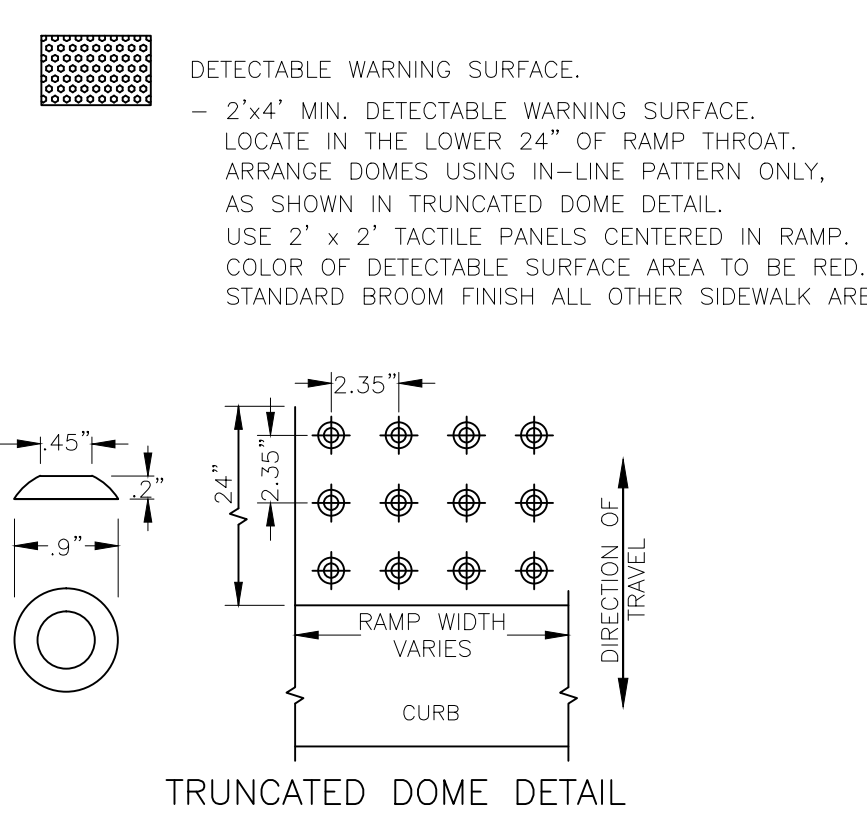
**3 BICYCLE PARKING RACK DETAIL**  
 SCALE: 1" = 1'-0"



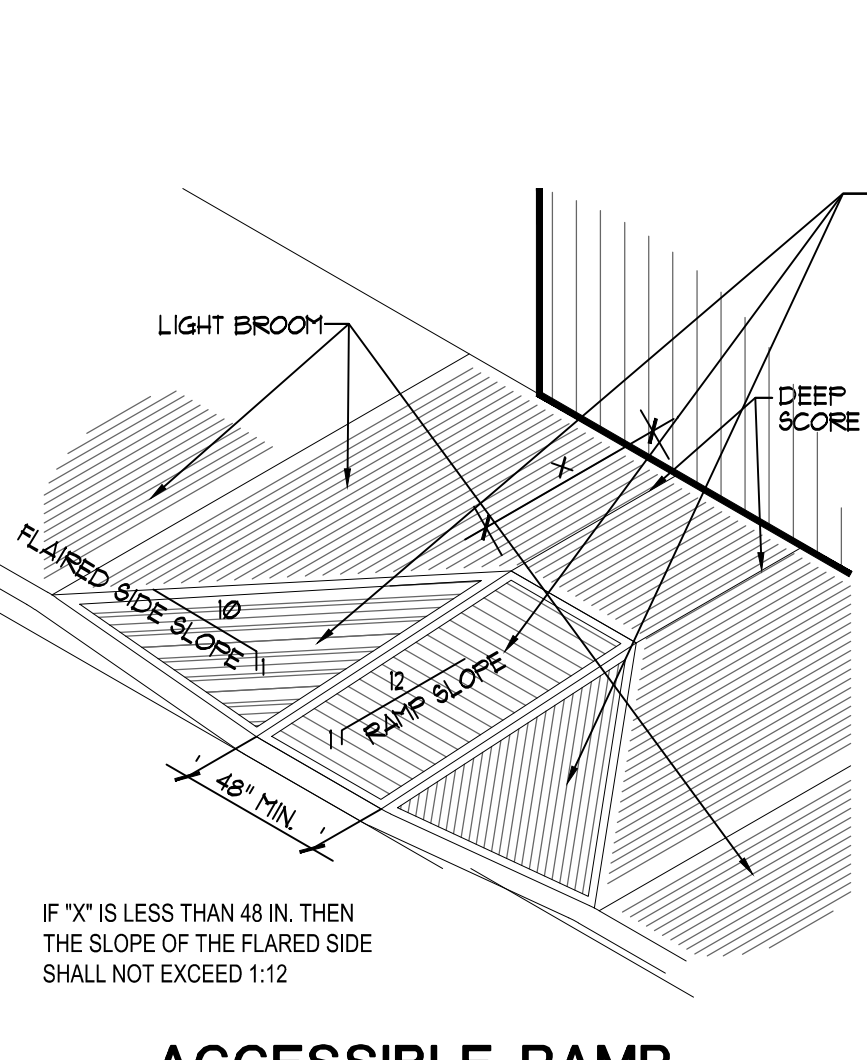
**4 QUEUING PLAN**  
 SCALE: 1" = 30'



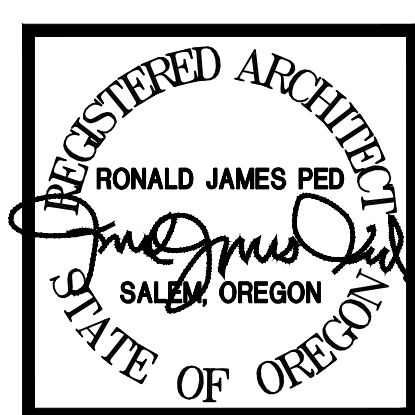
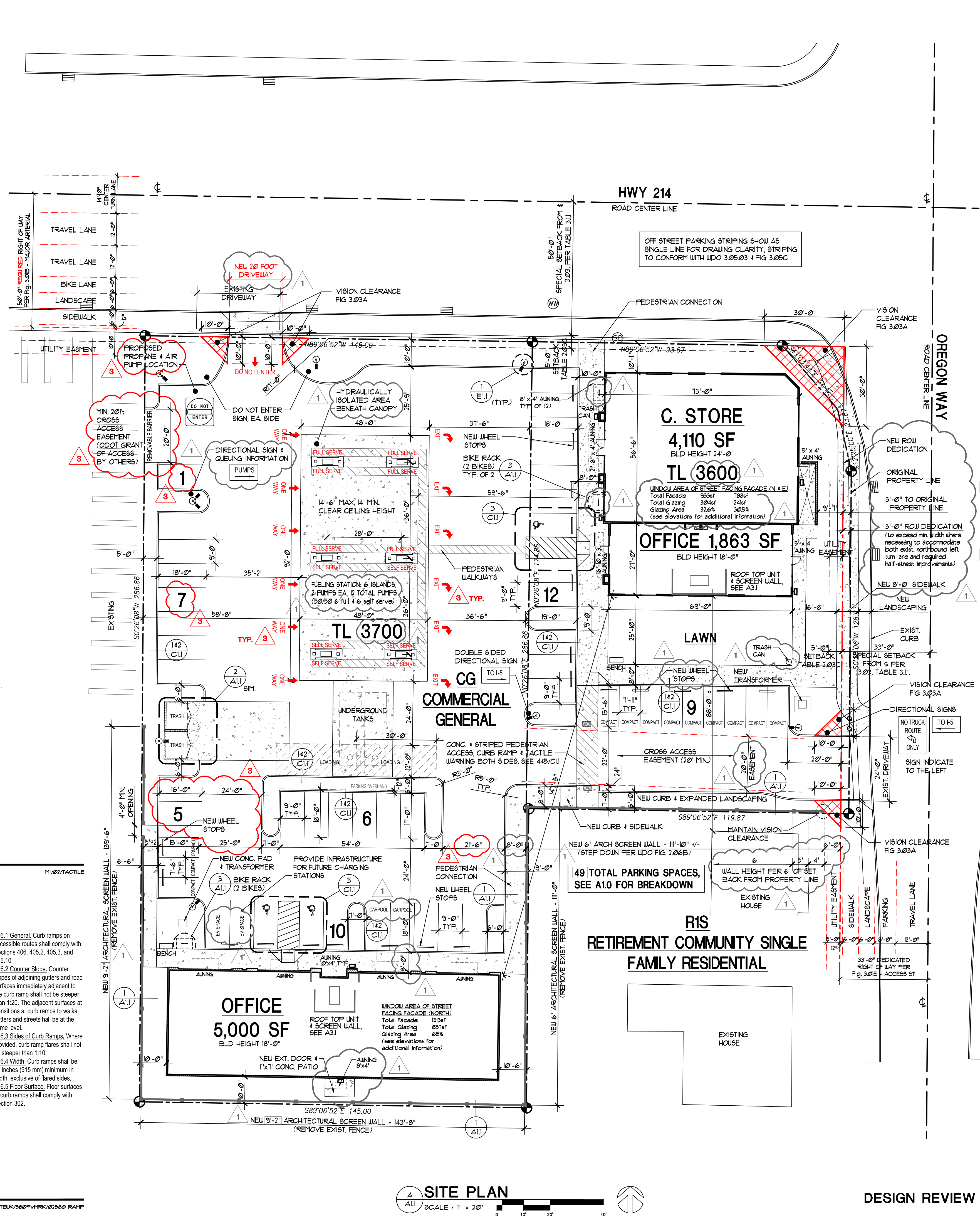
**BASED ON MUTUAL MATERIALS PRODUCTS**



**5 TACTILE WARNING**  
 SCALE: 1" = 1'-0"



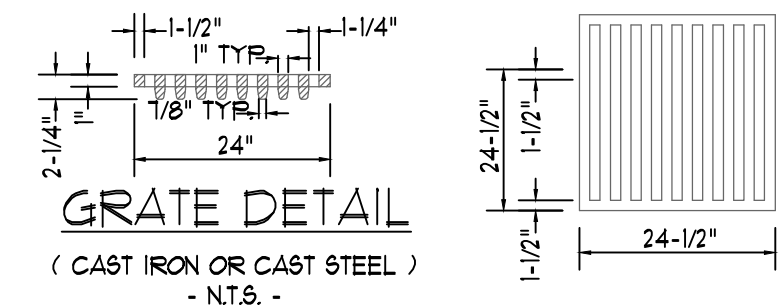
**6 ACCESSIBLE RAMP**  
 SCALE: 1/4" = 1'-0"



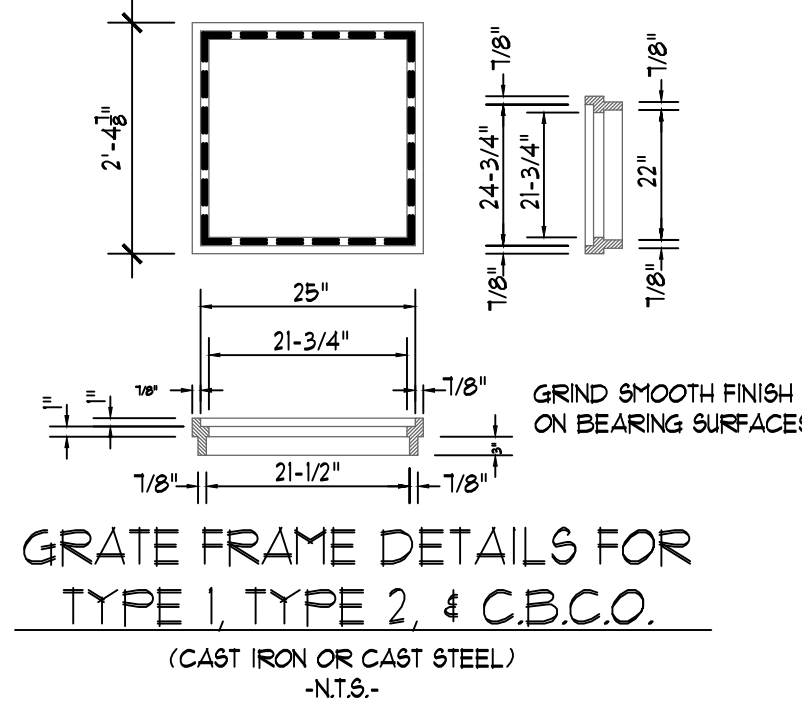
- 1 DESIGN REVIEW COMMENTS 4.12.24 - REVISION 1
- 2 DESIGN REVIEW COMMENTS 5.14.24 - REVISION 2
- 3 DESIGN REVIEW COMMENTS 6.12.24 - REVISION 3



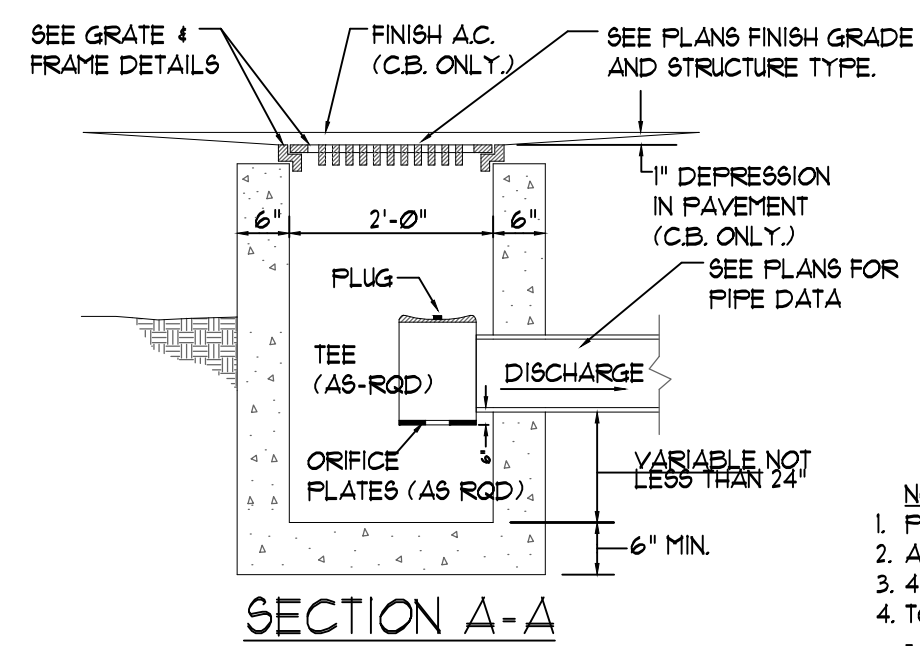
- NOTES:
- ALL CASTINGS SHALL CONFORM TO ASTM A 48 (AASHTO M 105) FOR GRAY IRON CASTINGS, CLASS 30, OR (AASHTO M 193 CLASS 10) FOR CAST STEEL.
  - ROUNDS, FILLETS, TAPERS AND OTHER MINOR MODIFICATIONS TO THE DIMENSIONS SHOWN FOR CASTINGS MAY BE MADE TO CONFORM TO COMMON SHOP PRACTICES.
  - GRATES AND FRAMES MAY BE OF CAST OR WELDED CONSTRUCTION, AT THE CONTRACTOR'S OPTION.
  - STEEL FOR WELDED GRATE 4 FRAME SHALL BE ASTM A-1 OR ASTM A-313.



CATCH BASIN HAS GRATE (SEE DTL.)  
CATCH BASIN CLEANOUT HAS SOLID COVER (SEE NOTE NO. 4 BELOW).



GRATE FRAME DETAILS FOR TYPE 1, TYPE 2, & C.B.C.O.  
(CAST IRON OR CAST STEEL)  
-N.T.S.-



- NOTES:
- PIPE(S) CAN BE PLACED IN ANY WALL.
  - ALL CONCRETE TO BE 3300 P.S.I.
  - 4" DRAINS TO BE CONCRETE PIPE.
  - TO CONSTRUCT CATCHBASIN CLEANOUT - REPLACE GRATE WITH 1'-3 1/2" x 1'-1 1/2" STEEL PLATE 3/4" THICK, DRILL 1" DIA. LIFT HOLE NEAR ONE END OF PLATE.

WARF PAVING AS SHOWN TO FORM LOCAL DEPRESSION

1 STANDARD CATCHBASIN AND CATCH BASIN CLEANOUT  
SCALE: 1/2" = 1'-0"

**Endura**  
GREASE MANAGEMENT  
Submittal Sheet

Approvals and Listings maintained by:  
Campus Industries Ltd.  
Canada: 1-800-461-5300 USA: 1-888-461-5307

Part Description: 3" Gray Endura 50 Gallons Per Minute (GPM) 100lbs Grease Interceptor

Part Number: 3950A03

Part #	Part UPC	Size (Inches)	Chn Qty	Chn Bar Code	Chn. Wt (Kgs)	Chn. Wt (Lbs)	Skid Cubic (m)	Skid Cubic (ft)	Chn/Skid
3950A03	662671390110	3X3	1	10662671390117	29.41	64.70	1.63	57.50	4

TOP VIEW

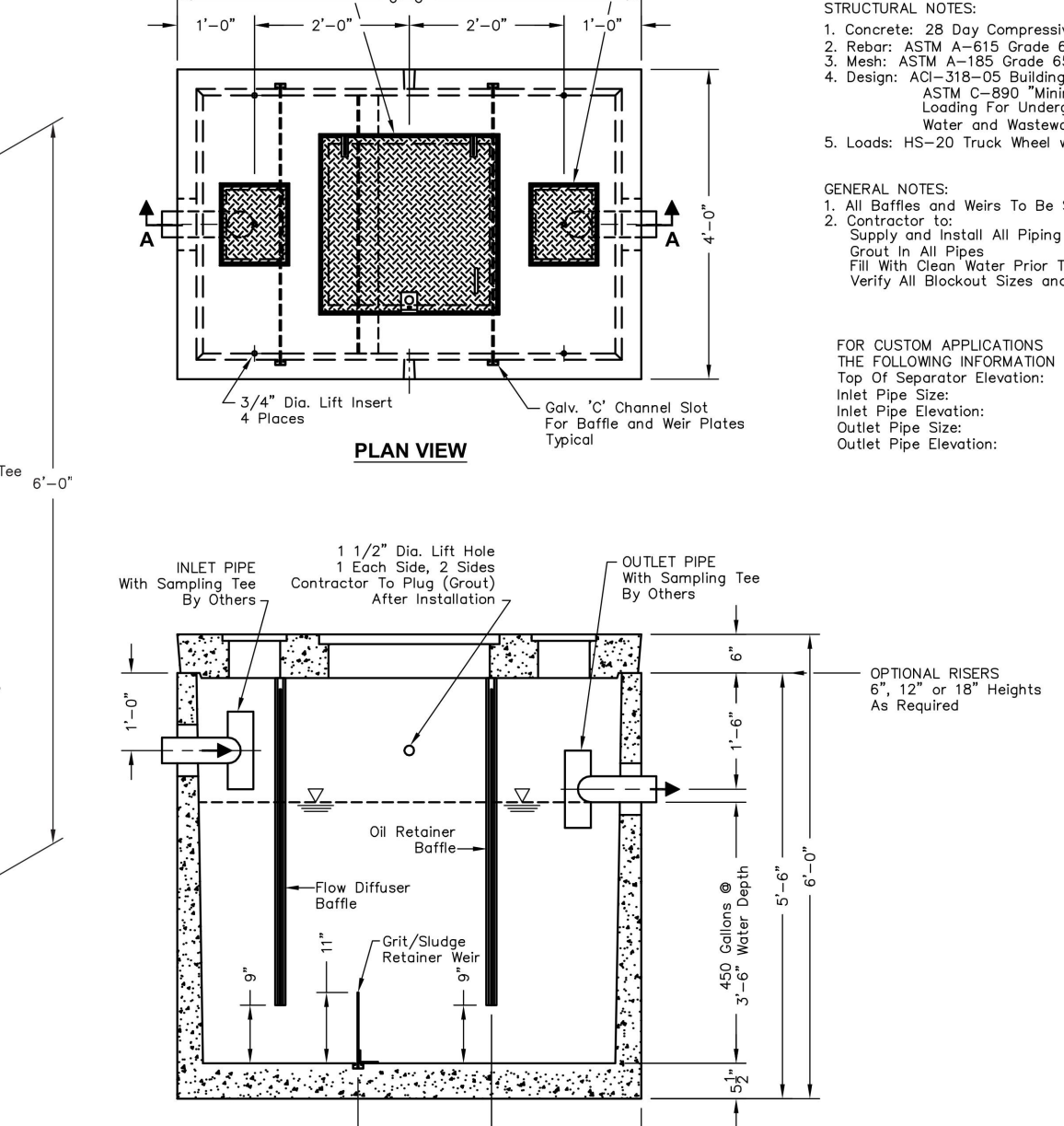
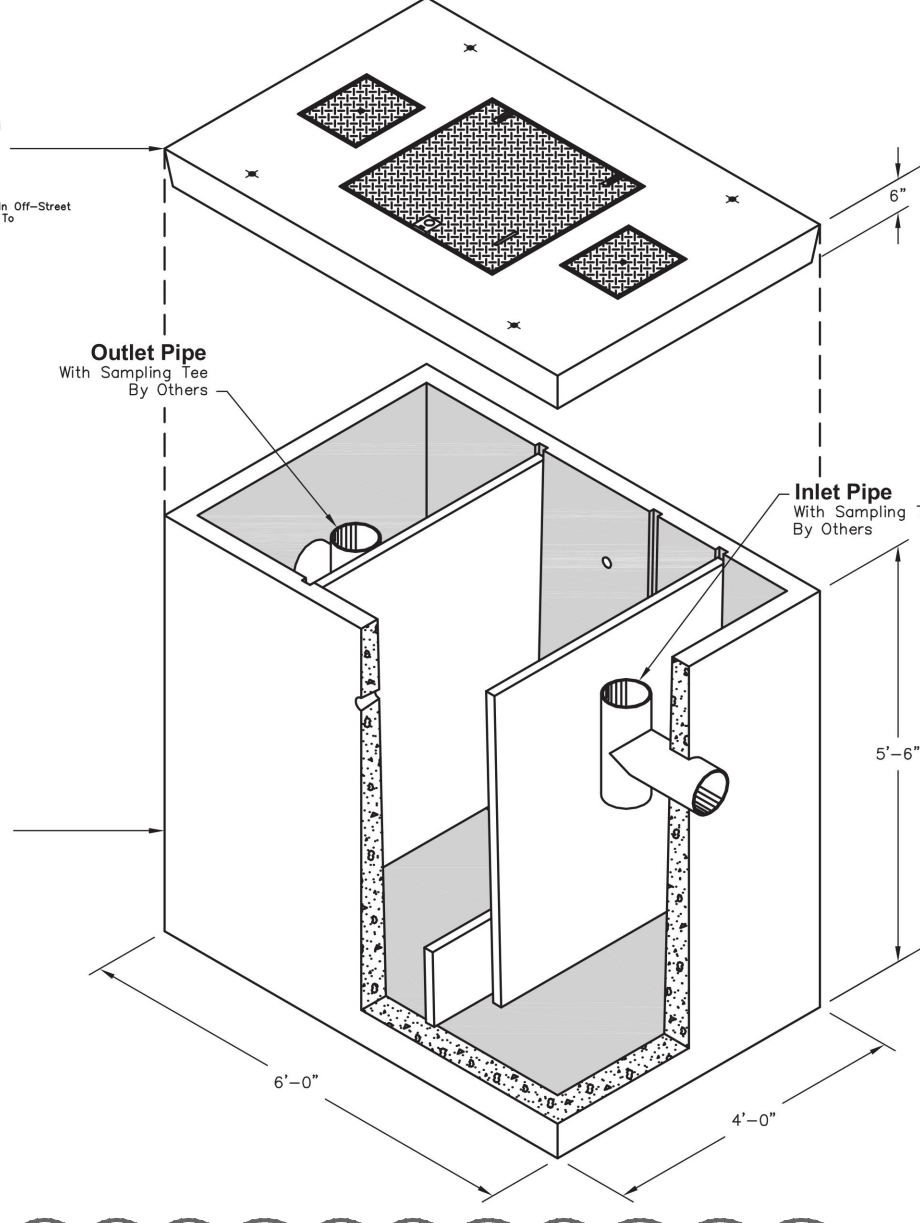
FRONT VIEW

SIDE VIEW

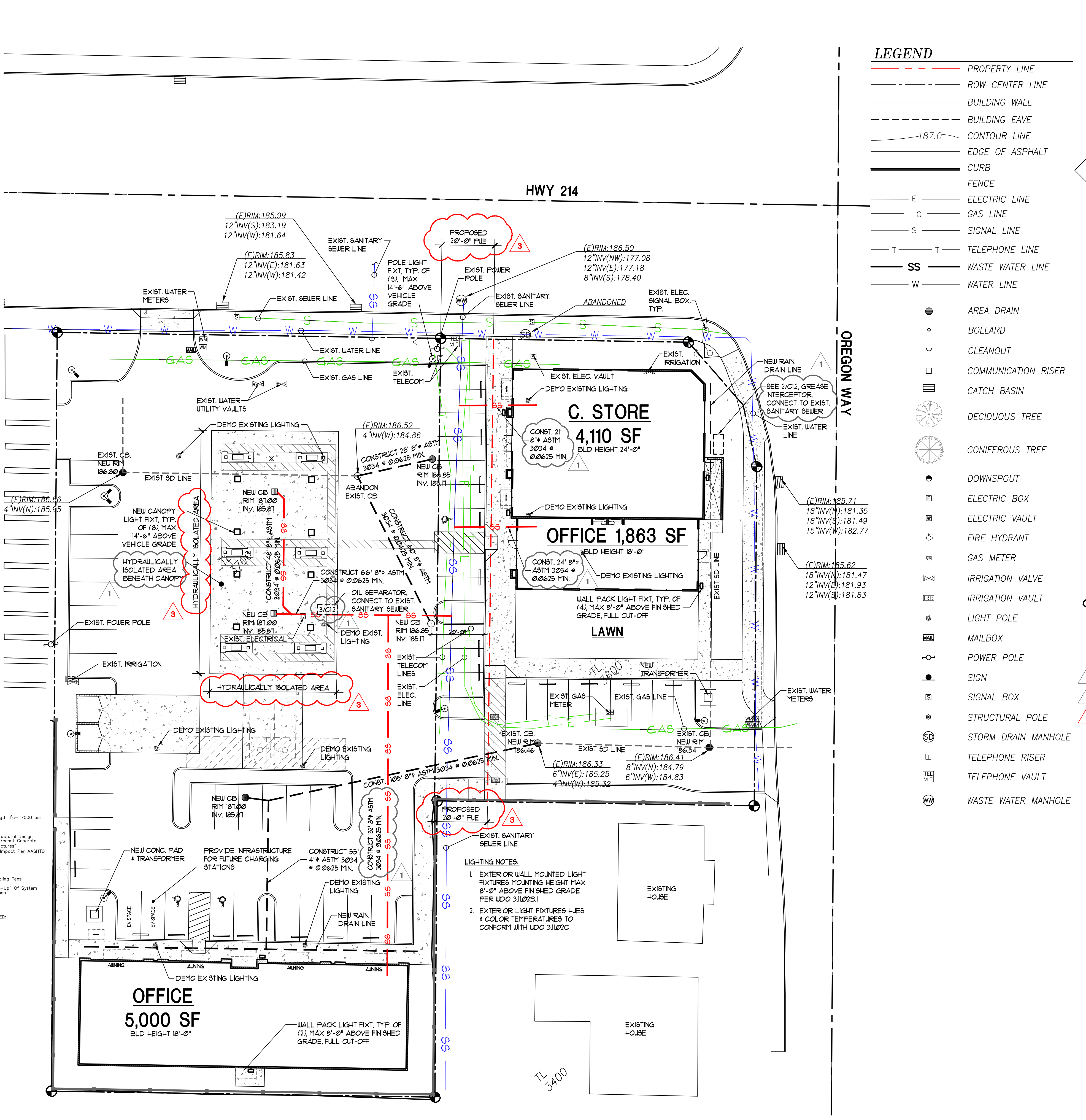
GREASE INTERCEPTOR LOAD			
FIXTURE	#	EA.	TOTAL
SINK	2	2	4
KITCHEN SINK	2	3	6
MOP SINK	1	3	3
TOTAL FIXTURE UNITS: 13			

50 GPM ADEQUATE FOR 20 DFU PER TABLE 1014.21

2 GREASE INTERCEPTOR  
SCALE: NOT TO SCALE

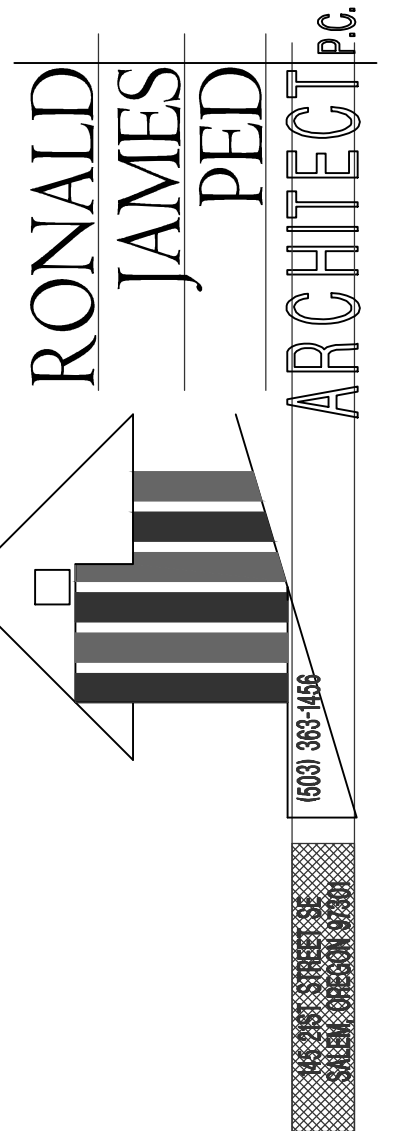


3 OIL WATER SEPARATOR  
SCALE: NOT TO SCALE



UTILITY PLAN  
SCALE: 1" = 20'

- LEGEND**
- PROPERTY LINE
  - ROW CENTER LINE
  - BUILDING WALL
  - BUILDING EAVE
  - CONTOUR LINE
  - EDGE OF ASPHALT
  - CURB
  - FENCE
  - E ELECTRIC LINE
  - G GAS LINE
  - S SIGNAL LINE
  - T TELEPHONE LINE
  - SS WASTE WATER LINE
  - W WATER LINE
- AREA DRAIN
  - BOLLARD
  - CLEANOUT
  - COMMUNICATION RISER
  - CATCH BASIN
  - DECIDUOUS TREE
  - CONIFEROUS TREE
  - DOWNSPOUT
  - ELECTRIC BOX
  - ELECTRIC VAULT
  - FIRE HYDRANT
  - GAS METER
  - IRRIGATION VALVE
  - IRRIGATION VAULT
  - LIGHT POLE
  - MAILBOX
  - POWER POLE
  - SIGN
  - SIGNAL BOX
  - STRUCTURAL POLE
  - STORM DRAIN MANHOLE
  - TELEPHONE RISER
  - TELEPHONE VAULT
  - WASTE WATER MANHOLE



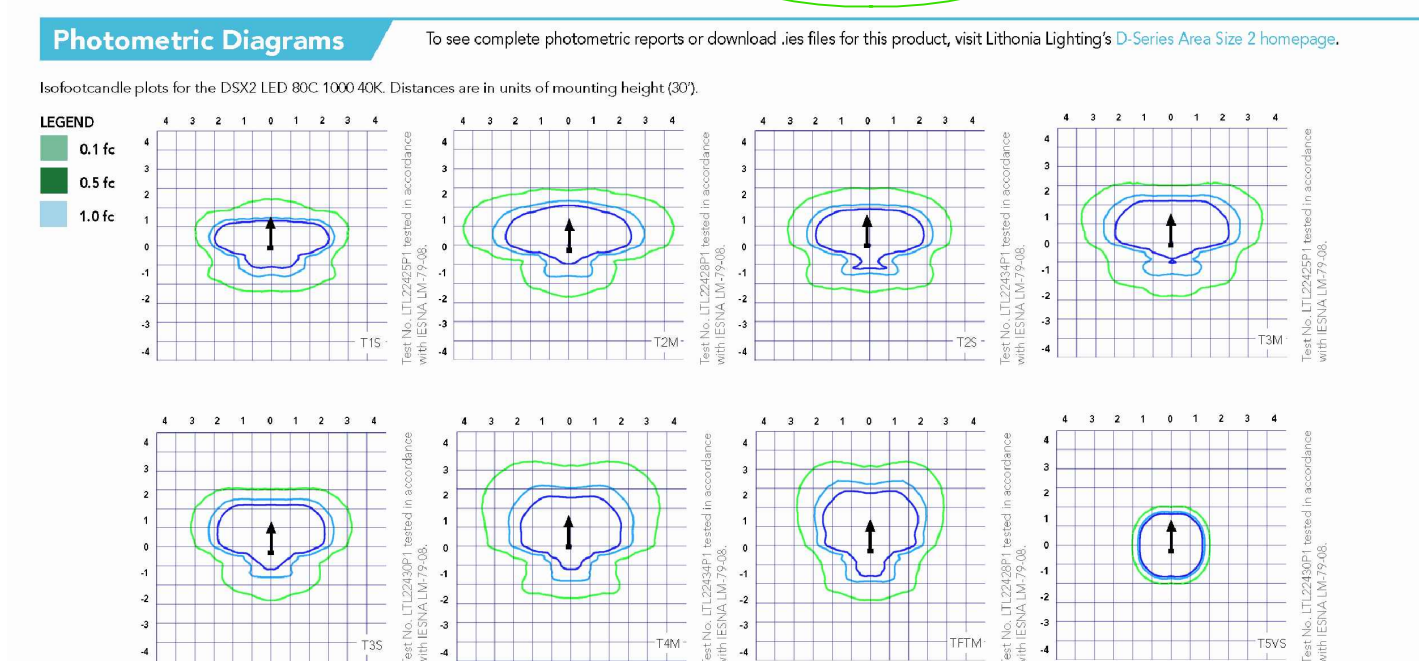
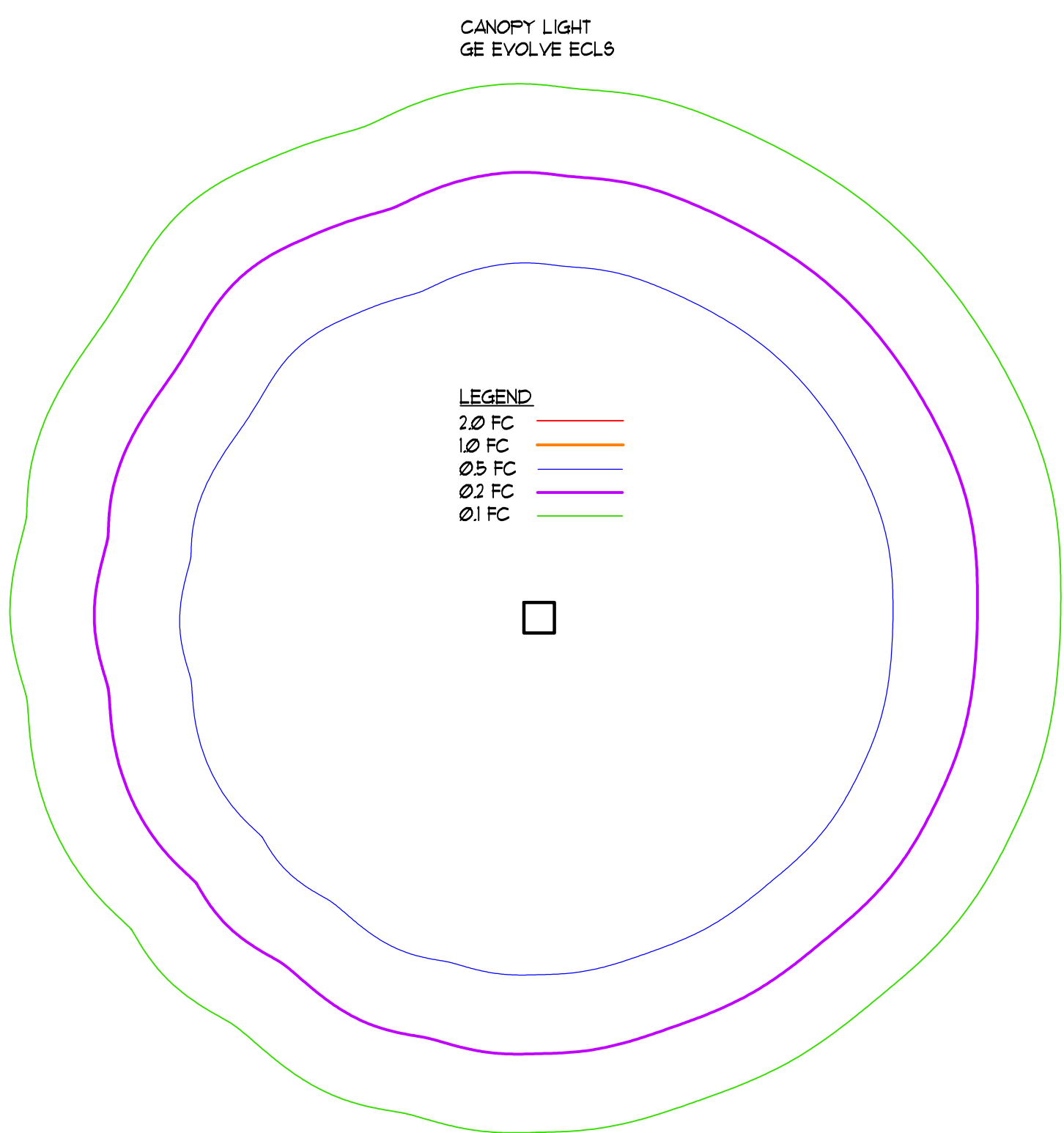
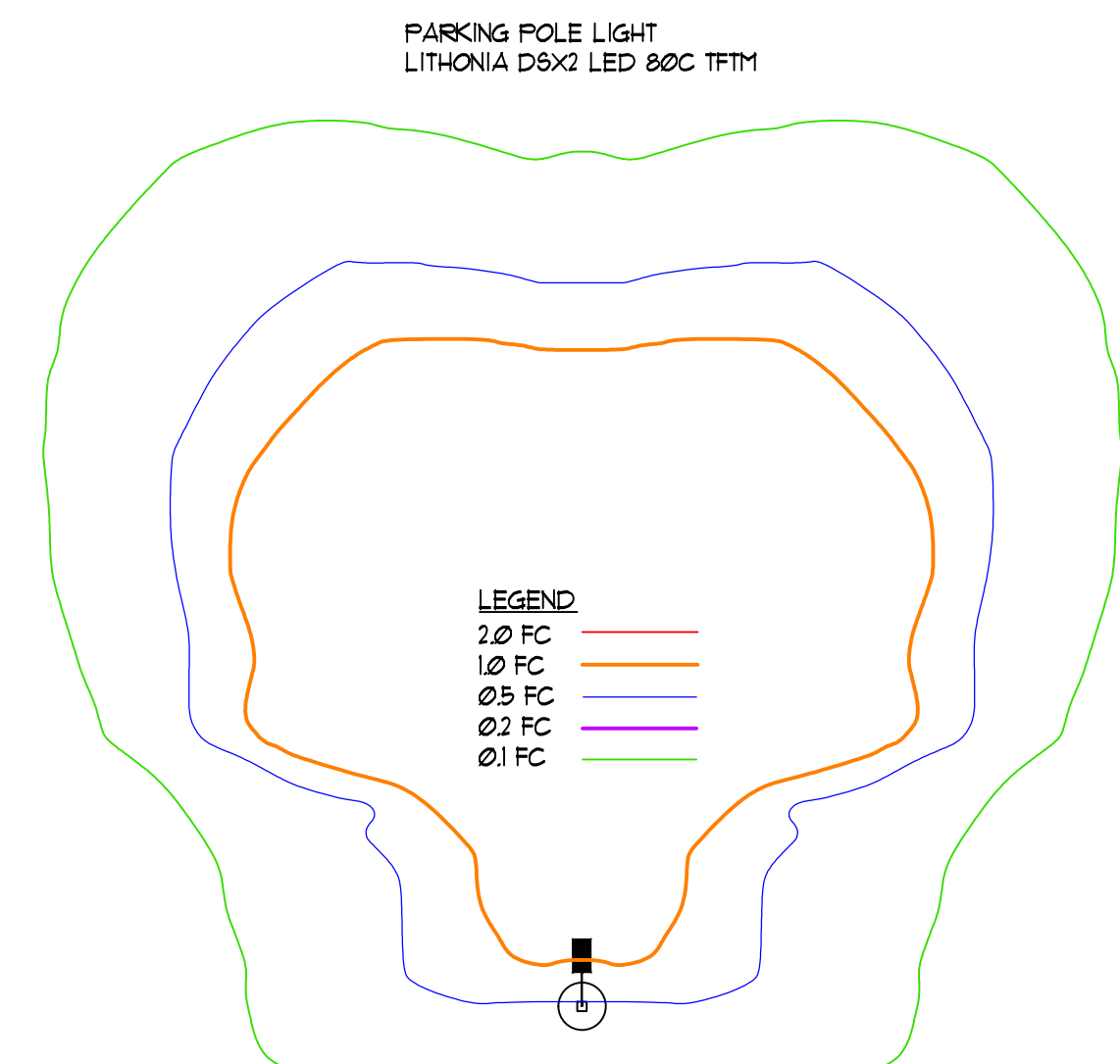
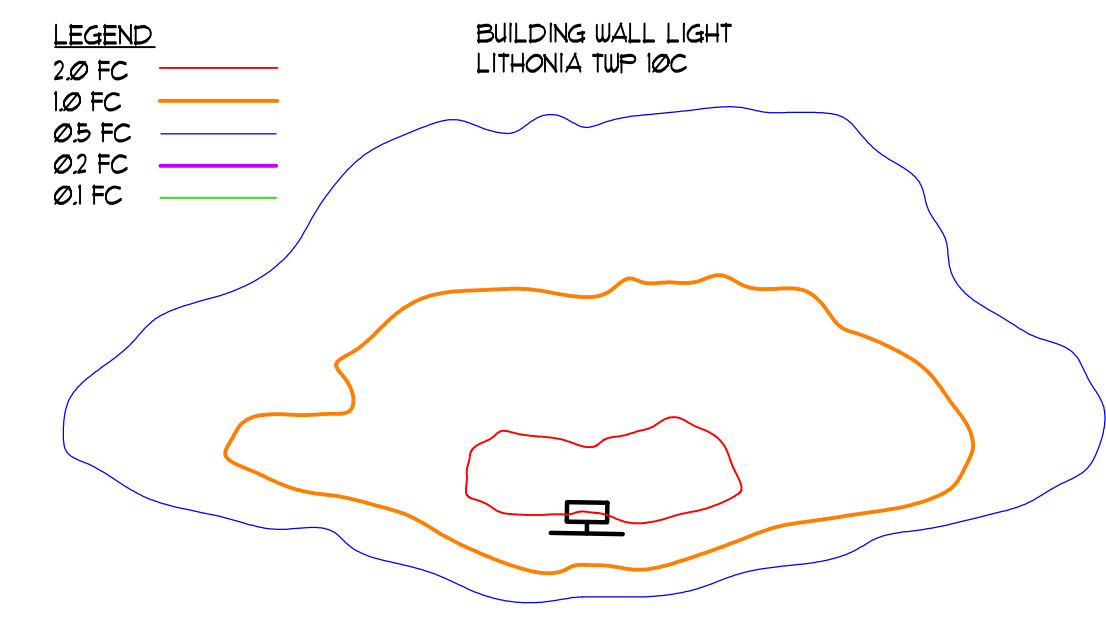
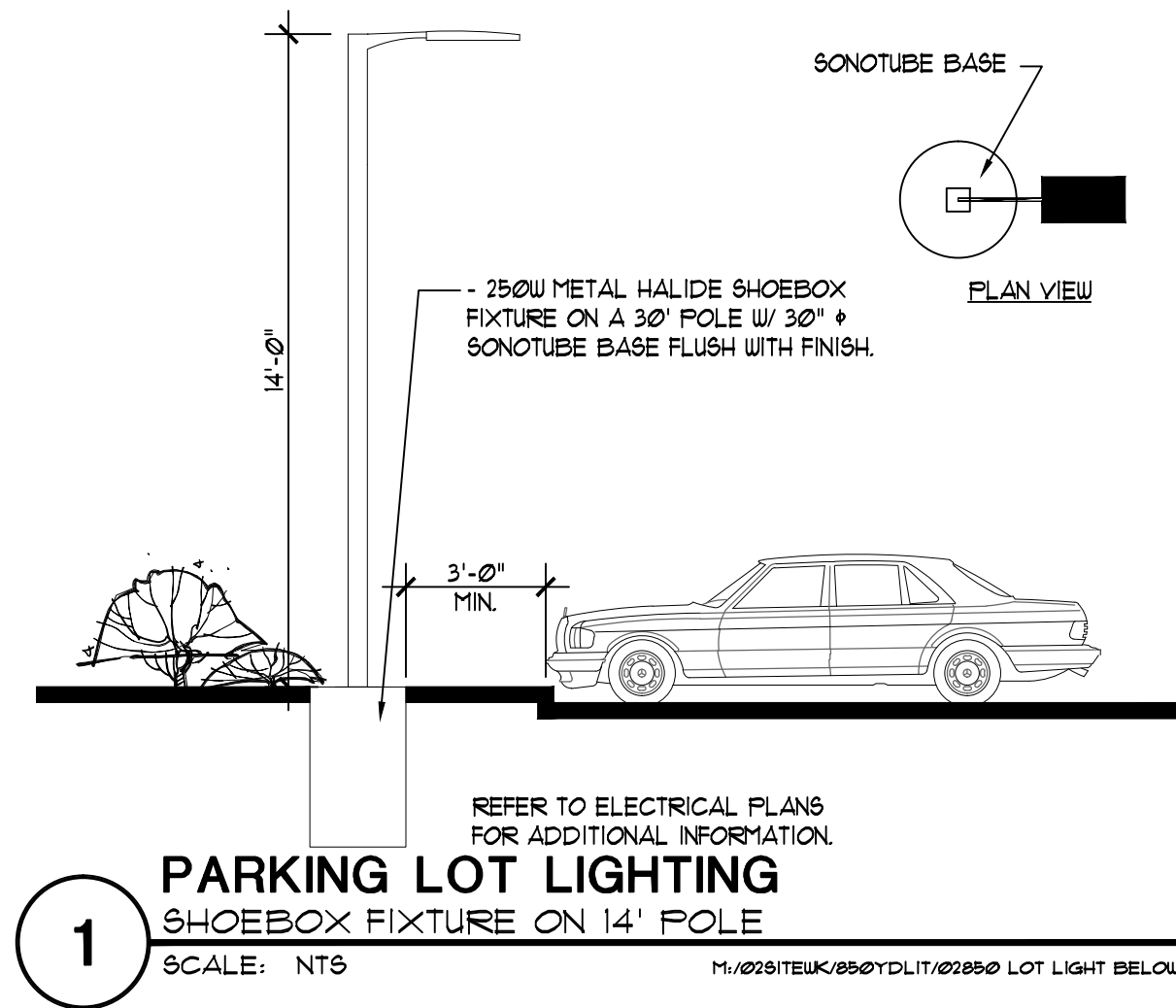
- 1 DESIGN REVIEW COMMENTS 4.12.4 - REVISION 1
- 2 DESIGN REVIEW COMMENTS 5.14.24 - REVISION 2
- 3 DESIGN REVIEW COMMENTS 6.12.4 - REVISION 3

NEW OFFICE, RETAIL AND GAS STATION  
**US MARKET**  
 2600 NEWBERG HIGHWAY WOODBURN OREGON

DATE: DEC. 1, 2020  
 DRAWN: AK / KDS  
 JOB NO.: 19064  
**C1.2**  
 REVISION SHEET NUMBER

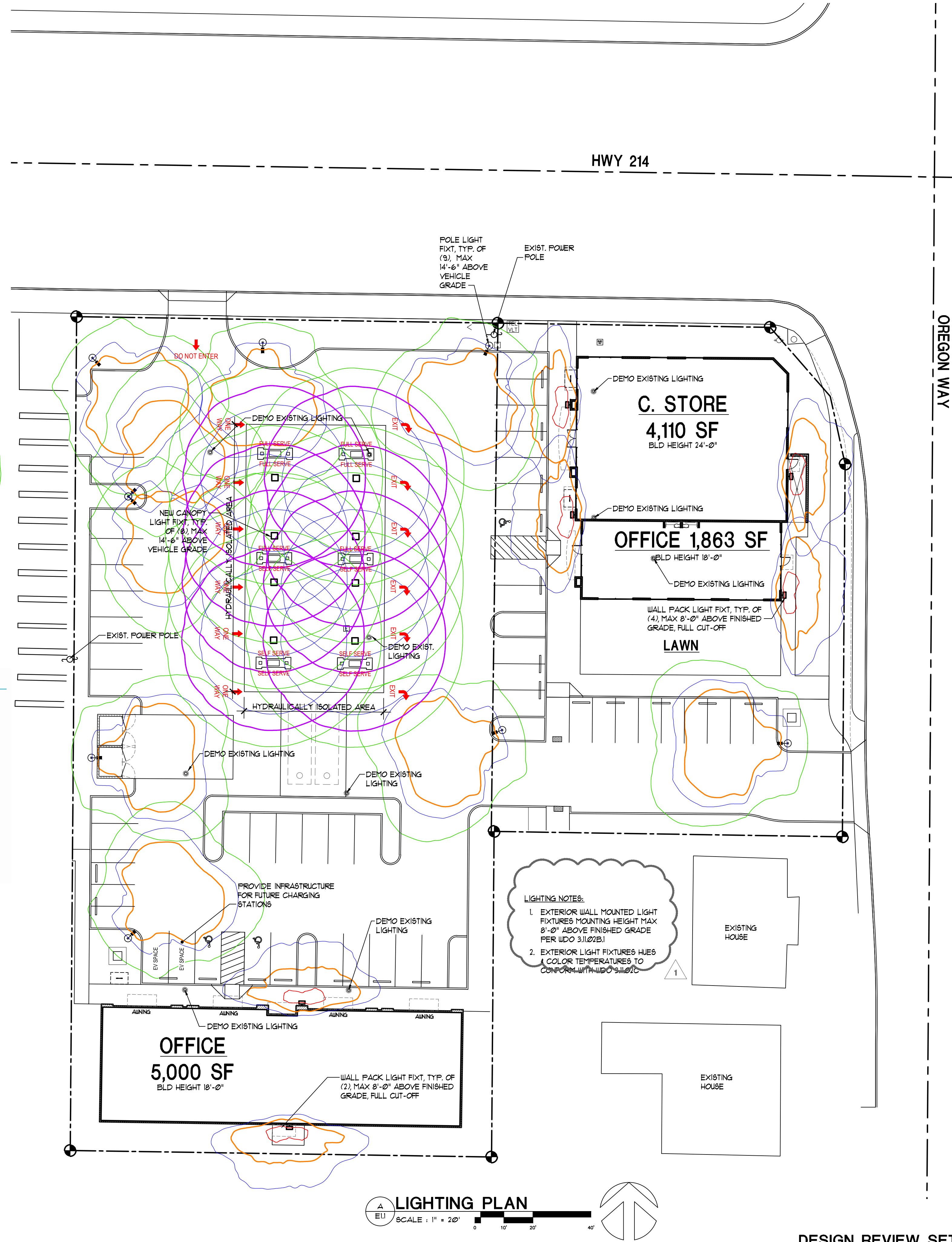
DESIGN REVIEW SET 02.05.24





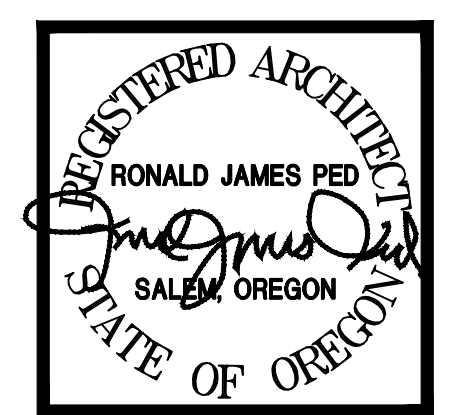
**LIGHTING SCHEDULE**

- PARKING POLE LIGHT  
LITHONIA DSX2 LED 80C TFM
- CANOPY LIGHT  
LITHONIA CAY LED P0
- BUILDING WALL LIGHT  
EATON Lumark WP WAL-PACK w/ FULL CUTOFF
- EXISTING PARKING POLE LIGHT



**LIGHTING NOTES:**

- EXTERIOR WALL MOUNTED LIGHT FIXTURES MOUNTING HEIGHT MAX 8'-0" ABOVE FINISHED GRADE PER IBC 9.01.2.1
- EXTERIOR LIGHT FIXTURES HUES & COLOR TEMPERATURES TO CONFORM WITH IBC 9.01.2.2



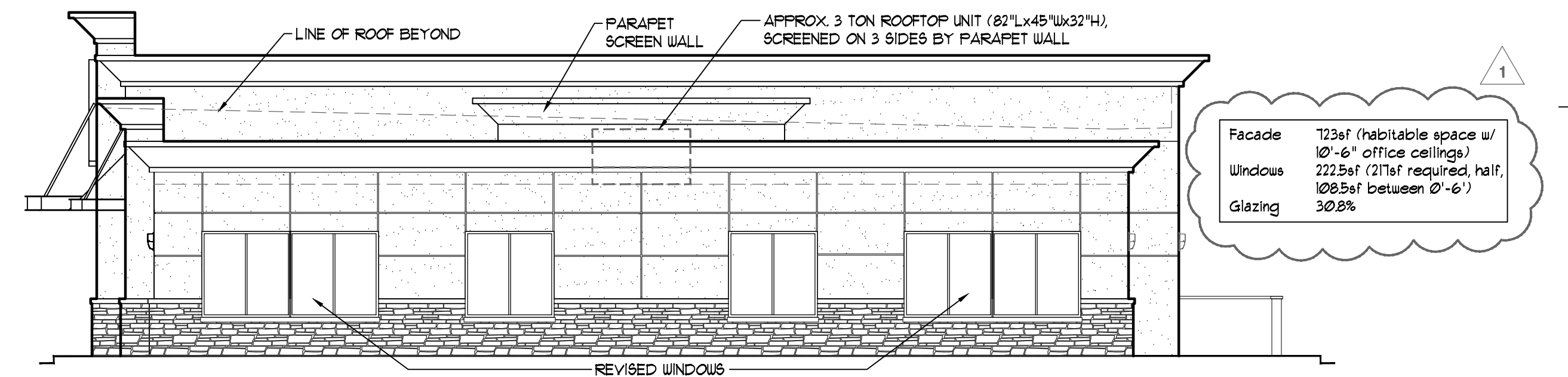
- 1 DESIGN REVIEW COMMENTS 4/1/24 - REVISION 1
- 2 DESIGN REVIEW COMMENTS 5/14/24 - REVISION 2
- 3 DESIGN REVIEW COMMENTS 6/12/24 - REVISION 3



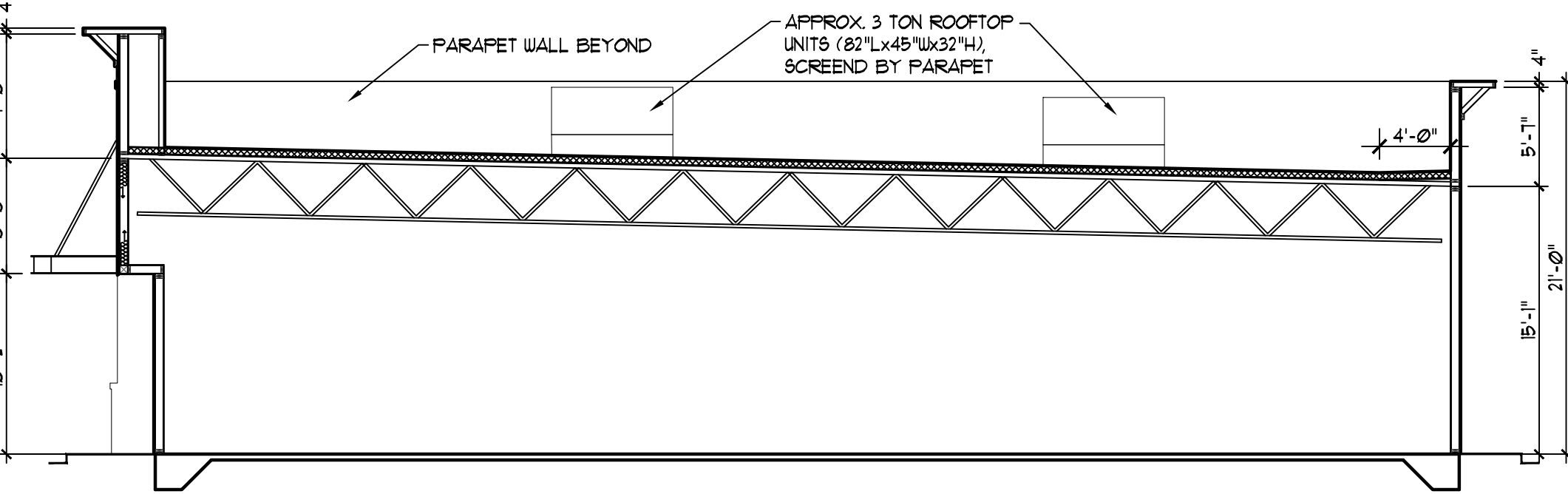




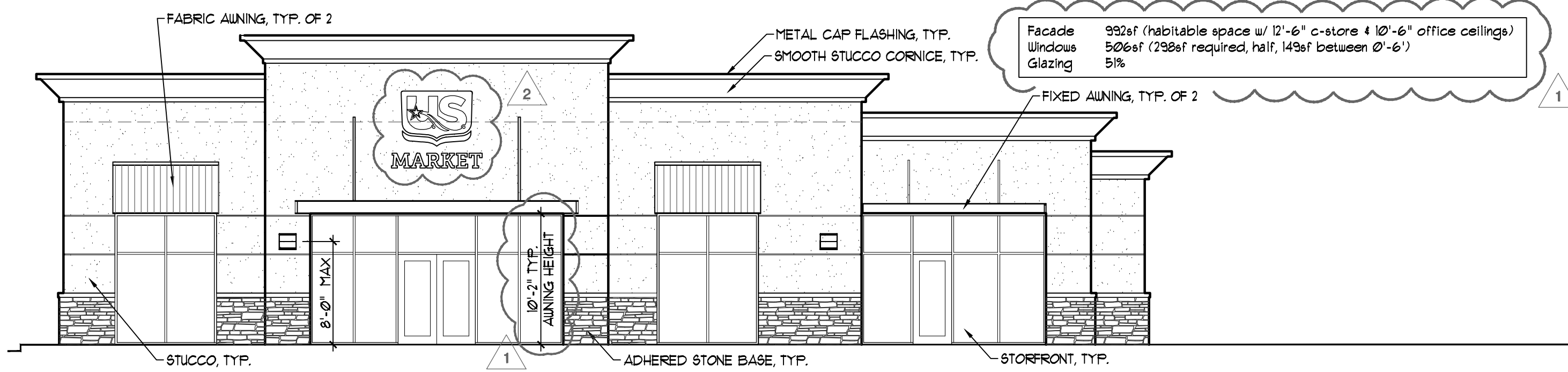
# CONVENIENCE STORE



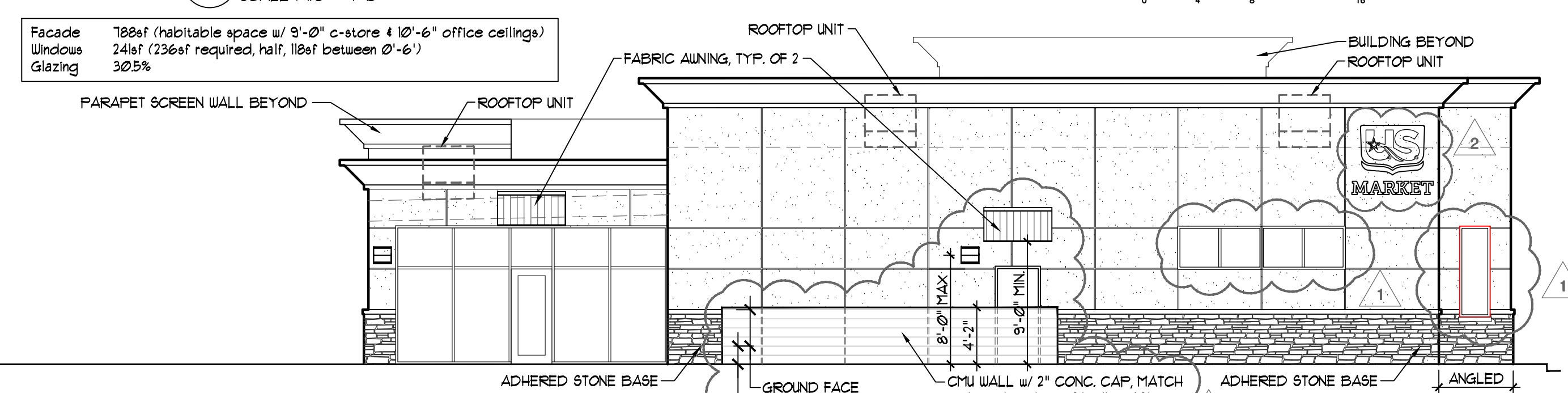
**CONVENIENCE STORE - SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"



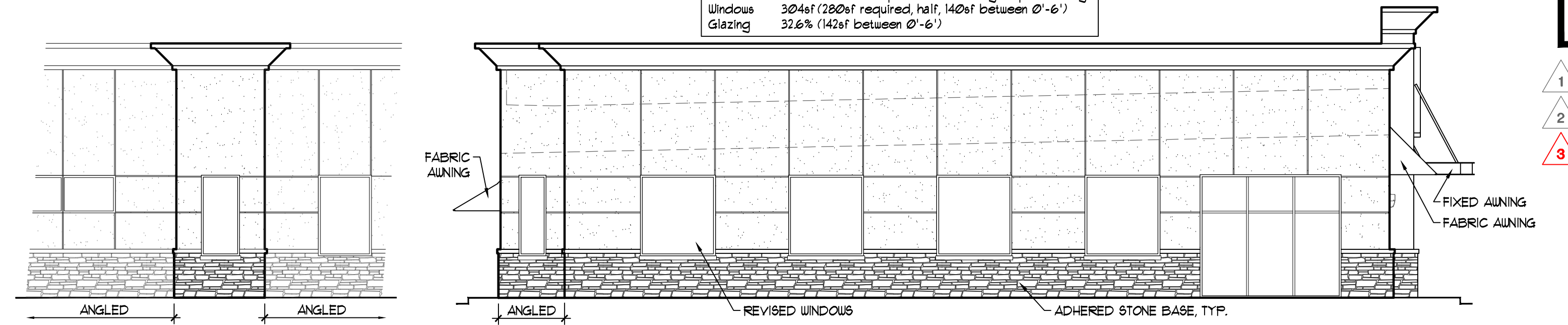
**CONVENIENCE STORE - CROSS SECTION**  
SCALE: 1/8" = 1'-0"



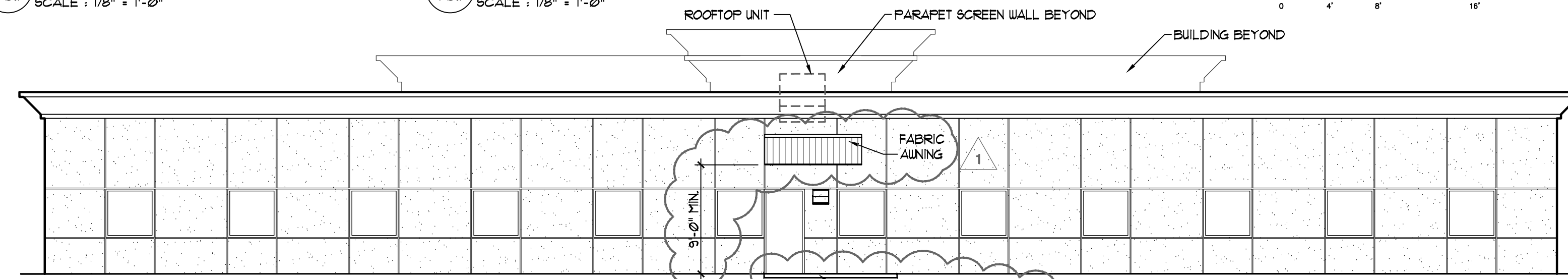
**CONVENIENCE STORE - WEST ELEVATION**  
SCALE: 1/8" = 1'-0"



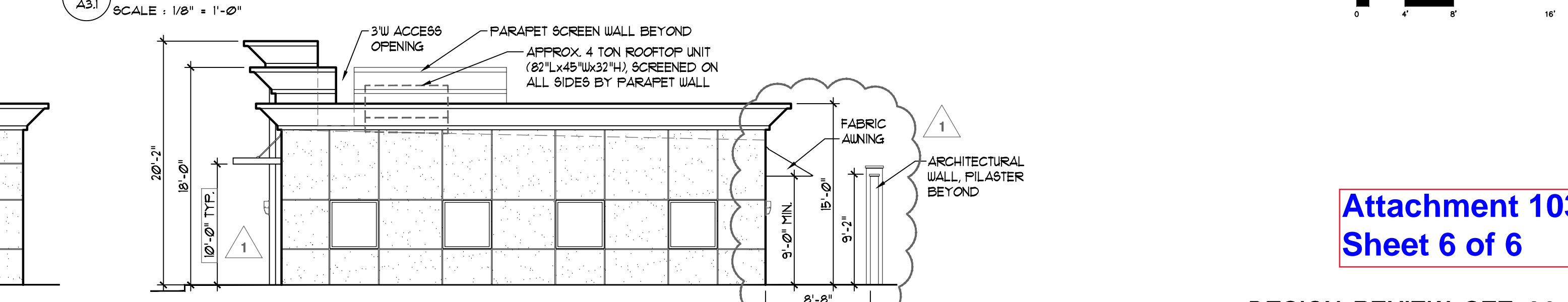
**CONVENIENCE STORE - EAST ELEVATION**  
SCALE: 1/8" = 1'-0"



**CONVENIENCE STORE - NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"



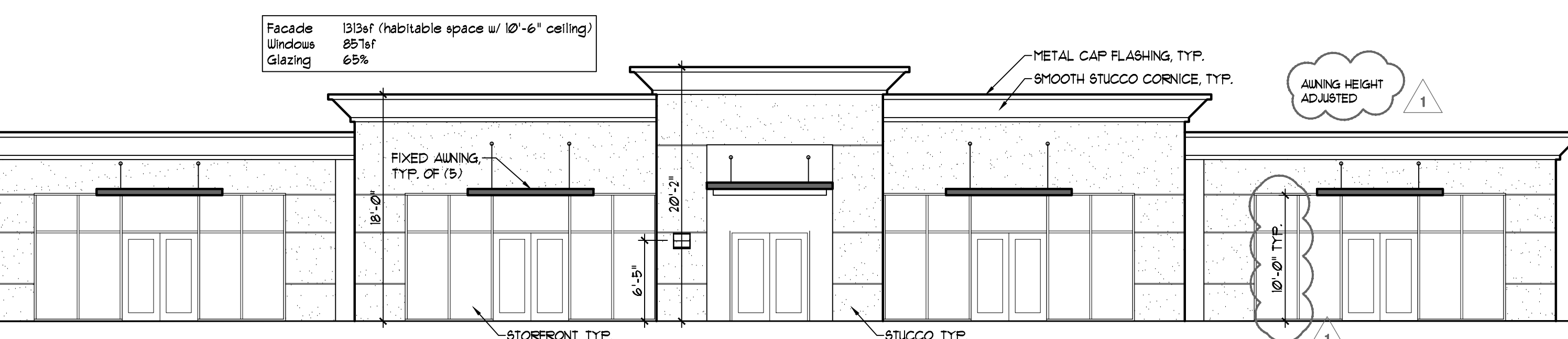
**OFFICE BUILDING - SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"



**OFFICE BLDG - WEST ELEV.**  
SCALE: 1/8" = 1'-0"



# OFFICE BUILDING



**OFFICE BUILDING - NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"

RONALD JAMES PEDERSEN ARCHITECT, P.C.  
1500 883-4458



- 1 DESIGN REVIEW COMMENTS 4.124 - REVISION 1
- 2 DESIGN REVIEW COMMENTS 5.1424 - REVISION 2
- 3 DESIGN REVIEW COMMENTS 6.124 - REVISION 3

NEW OFFICE, RETAIL AND GAS STATION  
**US MARKET**  
2600 NEWBERG HIGHWAY WOODBURN OREGON

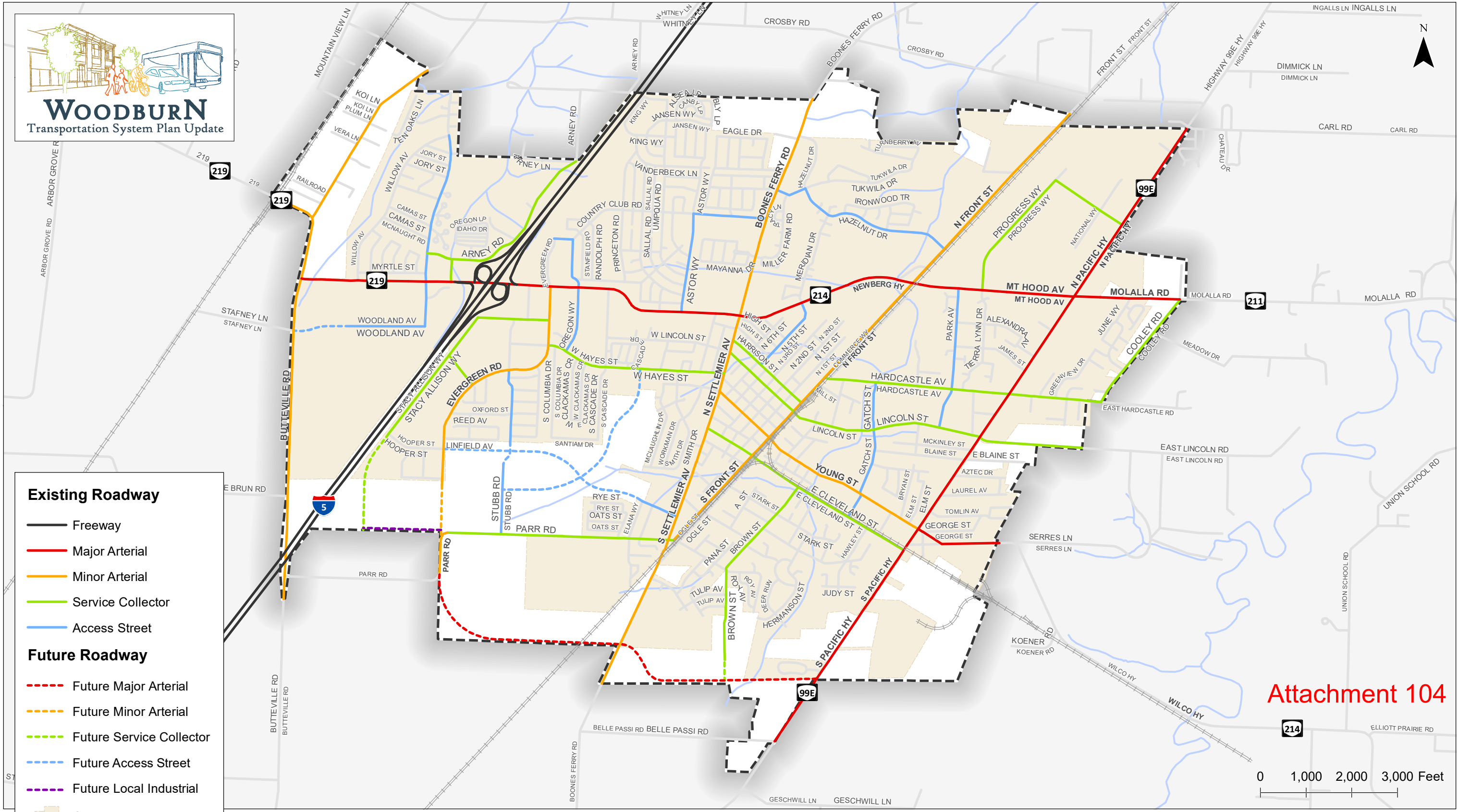
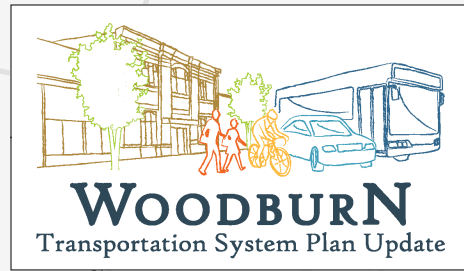
Attachment 103  
Sheet 6 of 6

DATE: DEC. 1, 2020  
DRAWN: AK / KDB  
JOB NO.: 1864  
A3.1

DESIGN REVIEW SET 02.05.24

LAST SAVED: Tue, 14 May 2024 - 12:55 pm LOCATION: C:\Users\kevin\AppData\Local\Temp\AcPublish\_9164\A3.1.1.20.22.dwg A3.1  
PRINTED: Mon, 10 Jun 2024 - 01:46 pm PRINTED BY: kevin





**Existing Roadway**

- Freeway
- Major Arterial
- Minor Arterial
- Service Collector
- Access Street

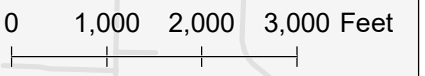
**Future Roadway**

- Future Major Arterial
- Future Minor Arterial
- Future Service Collector
- Future Access Street
- Future Local Industrial

City Boundary

Urban Growth Boundary

Attachment 104



**Functional Roadway Classification  
Woodburn, Oregon** Figure 2

Note: Future roadway alignments are approximate and subject to further refinement.

Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl  
Data Source: City of Woodburn, Oregon Department of Transportation

HI:1212:1071 - Woodburn TSP Update\GIS\TSP02 Functional Roadway Classification.mxd - mmcormick - 5:25 PM 9/18/2019

## CU 24-02 US Market Gas Station 2540 & 2600 Newberg Highway:

### Attachment 201: Dictionary & Glossary

This document defines and explains abbreviations, acronyms, phrases, and words particularly in the context of conditions of approval.

- “ADA” refers to the federal Americans with Disabilities Act of 1990.
- “AW” refers to Architectural Wall.
- “CAE” refers to cross access easement.
- “CDD” refers to the Community Development Department.
- “CEP” refers to civil engineering plan review, which is a review process independent of land use review led by the Community Development Department Planning Division and that is led by the Public Works Department Engineering Division through any application forms, fees, and review criteria as the Division might establish. A staff expectation is that CEP follows land use review and approval, that is, a final decision, and as PW decides either (1) precedes either building permit application or issuance, or (2) is the same as the building permit review process.
- “County” refers to Marion County.
- “C/V” refers to carpool/vanpool.
- “Director” refers to the Community Development Director.
- “EV” refers to electric vehicle.
- “exc.” means excluding.
- “FOC” refers to face of curb.
- “GFA” refers to gross floor area.
- “ft” refers to feet.
- “highway” refers to Oregon Highway 214 / Newberg Highway.
- “max” means maximum.
- “min” means minimum.
- “Modal share” means the percentage of travelers using a particular type of transportation or number of trips using a type, as examples walking, cycling, riding transit, and driving.
- “Modal shift” means a change in modal share.
- “MUTCD” refers to *Manual on Uniform Traffic Control Devices* of the U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA).
- “NE” means northeast.
- “NW” means northwest.
- “OAR” refers to Oregon Administrative Rules.
- “o.c.” refers to on-center spacing, such as of trees or shrubs.
- “ODOT” refers to the Oregon Department of Transportation.

- “OR 211” refers to Oregon Highway 211, which is Molalla Road.
- “OR 214” refers to Oregon Highway 214, which is Newberg Highway.
- “OR 99E” refers to Oregon Highway 99E, which is Pacific Highway.
- “ORS” refers to Oregon Revised Statutes.
- “PU” refers to plant unit as WDO Table 3.06B describes.
- “PUE” refers to public utility easement, whether along and abutting public ROW (“streetside” PUE as WDO 3.02.01B describes) or extending into or across the interior of private property (“off-street” PUE as WDO 3.02.01C describes). In the context of property line adjustment (including lot consolidation), partition, or subdivision, the developer records through or with the plat. Absent this context, recordation is separate from land use review pursuant to a document template or templates established by PW. PW is the project manager for receiving, reviewing, accepting, obtaining City Council approval for, and recording legal instrument materials that a developer submits; at the same time, the developer is responsible for such instruments conforming with the WDO and land use conditions of approval.
- “PW” refers to Public Works (the department) or on rare occasion public works (civil infrastructure) depending on context.
- “Root barrier” refers to that illustrated by PW SS&Ds, [Drawing No. 1 “Street Tree Planting New Construction”](#).
- “ROW” refers to right-of-way.
- “RPZ” refers to root protection zone, which WDO 1.02 defines.
- “SE” means southeast.
- “SDA” refers to site development area, the entire territory that is the subject of the land use application package.
- “Shared rear lane” refers to what resembles and functions like an alley, but isn’t public ROW.
- “sq ft” refers to square feet.
- “SS&Ds” refers to PW [standard specifications and drawings](#).
- “Street trees” refer to trees that conform to the WDO, including 3.06.03A and Tables 3.06B & C, and that have root barriers where applicable per PW [Drawing No. 1 “Street Tree Planting New Construction”](#).
- “Substantial construction” is what WDO 1.02 defines.
- “SW” means southwest.
- “Tax Lot 3400” means 052W12DB03400, which is 943 Oregon Way.
- “Tax Lot 3600” means 052W12DB03600, which is 2600 Newberg Hwy.
- “Tax Lot 3700” means 052W12DB03700, which is 2540 Newberg Hwy.
- “Tax Lot 3700” means 052W12DB03700, which is 2540 Newberg Hwy.
- “Tax Lot 3500” means 052W12DB03500, which is 953 Oregon Way.
- “Tax Lot 90000” means 052W12DB90000, which is 950 Evergreen Rd.
- “TCE” refers to temporary construction easement.

CU 24-02 US Market Gas Station 2540 & 2600 Newberg Hwy etc. Staff Report / Final Decision

Attachment 201

Page 2 of 3

- “TDM” refers to transportation demand management, which means according to the TSP (p. 82), “a policy tool as well as a general term used to describe any action that removes single occupant vehicle trips from the roadway during peak travel demand periods”, and according to Wikipedia as of October 13, 2020, “the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time.”
- “TDP” means the [Transit Development Plan](#) dated June 2023 adopted by Resolution No. 2213 June 12, 2023.
- “Tot.” means total.
- “TPU” means the Transit Plan Update Approved Final Report dated November 8, 2010 and adopted by Resolution No. 1980.
- “TSP” means the [Woodburn Transportation System Plan \(TSP\)](#).
- “UGB” refers to the urban growth boundary.
- “WDO” refers to the [Woodburn Development Ordinance](#).
- “WFD” refers to the independent Woodburn Fire District.
- “WTS” refers to the Woodburn Transit Service or Woodburn Transit System.
- “w/i” means within.
- “w/o” means without.
- “VCA” refers to vision clearance area as WDO 1.02 and 3.03.06 establish or as a specific condition establishes.

## CU 24-02 US Market Gas Station 2540 & 2600 Newberg Highway:

### Attachment 202: Conditioned Fees

All of the following conditioned fees are due as applicable, whether or not mentioned directly by a condition of approval.

Refer to Condition G3 for a dictionary/glossary, including acronyms and shorthand text.

#### **Part A. Fee Provisions**

1. Any and all conditioned fees are in addition to, and not in place or as discounts of, any existing charge or fee however termed ordinarily assessed based on any existing ordinance, resolution, or administrative policy, inc. adopted fee schedules. If and when the City amends any ordinance, resolution, or administrative policy, inc. a fee schedule, to increase a charge or fee that is both (1) the same kind of charge or fee that is conditioned, (2) the amended charge or fee amount would exceed the amount conditioned, and (3) the increase takes effect before the conditioned fee is due, then the developer shall pay the greater amount.
2. Payments of conditioned fees due outside the context of assessment and payment through building permit shall reference a final decision case file number and the condition of approval letter/number designation, be it in a check memo field or through a cover or transmittal letter.
3. For fees due by building permit issuance, a developer may request the Director to allocate payments the same as allowed for fees in-lieu by WDO 4.02.12A.2, specifically, to pay across issuance of two or more structural building permits for the subject development.

For all administrative and logistical questions about payment of land use conditioned fees outside the context of assessment and payment through building permit, the developer is to contact the Administrative Assistant at (503) 982-5246 and refer to this attachment within the CU 24-01 US Market gas station 2115 Molalla Road final decision.

For payment method citywide policy details, the developer is to contact the Finance Department at (503) 982-5222, option 1, for payment method policy details or view its [webpage](#).

**Part B. Fee Table**

<i>Table 202. Conditioned Fees</i>						
<i>Condition Reference</i>	<i>Fee Type</i>		<i>Amount</i>	<i>Context</i>	<i>Timing</i>	<i>Staff Tracking:</i>
T-A1	a. OR 214 & Country Club Rd / Oregon Way: Transportation signal timing and crash safety study fee in-lieu		By year of assessment: 2024 or 2025: \$18,376 2026: \$19,495 2027 or later: \$20,080	Fee in lieu of investigation in coordination with ODOT of corridor signal timing and coordination adjustments. (TSP R11 adjusted for inflation from Sept. 2019 to July 2024 as 2024 amount.)	Building permit issuance	
	b. I-5 interchange with OR 214:		\$1,709	To mitigate and to reduce vehicle crashes. (Related to TSP R8 & R9.)	Building permit issuance	
	c. OR 214 & Evergreen Rd:		By year of assessment: 2024 or 2025: \$16,755 2026: \$17,775 2027 or later: \$18,308	To reduce vehicle crashes. (Related to TSP R10.)	Building permit issuance	
T-T	Bus shelter fee in-lieu		By year of assessment: 2024 or 2025: \$15,464 2026: \$16,406 2027 or later: \$16,898	Oregon Way northbound stop (TDP Fig. 68 adjusted for inflation from June 2023 to July 2024 as 2024 amount.)	Building permit issuance	
	Bus stop bicycle parking fee in-lieu		\$617			
EX1 & EX2	Street tree fee in-lieu	For highway:	\$950 per tree. For EX1, assessed at minimum 9 trees.	Street Adjustment SA 24-01 from standard frontage improvements, which includes existing curb-tight sidewalk. A fee in lieu of the 9 trees that WDO 3.06.03A would have	Building permit issuance	

Condition Reference	Fee Type	Amount	Context	Timing	Staff Tracking:
			required for 265 ft of frontage.		
	For Oregon Way:	\$950 per tree assessed at max 4 trees.	Applies to omitted street trees, or, ones missing from required number upon inspection	Either building permit issuance or prior to passing final inspection / obtaining certificate of occupancy	
EX1	Fee in lieu of highway landscape strip	\$4,832	A fee for sidewalk that SA 24-01 adjusts from conformance/upgrade	Building permit issuance	
	Fee in lieu of upgrading highway sidewalk to conform	\$83,547	A fee for sidewalk that SA 24-01 adjusts from conformance/upgrade	Building permit issuance	
EX2	Fee in lieu of upgrading street to have on-street parallel parking per Fig. 3.01E	\$14,713	A fee for on-street parking that SA 24-01 adjusts from conformance/upgrade	Building permit issuance	
G6c through this Attachment 202	City tree fund	\$2,850	Existing City tree fund (for new trees in City ROWs and in parks and on other City properties)	Building permit issuance	
G6c & D6	Fees in lieu per WDO 3.02.04B through WDO 4.02.12.	Per Part A Fee Provisions above, City ordinance, resolution, or policy. *	WDO 4.02.12 *If by the time necessary to assess in order to issue building permit, the City would have not yet established the fee in lieu of electric power line burial/ undergrounding, then the fee would default to \$568 per lineal ft of line assessed at minimum 265 ft.	Per WDO 4.02.12A: Building permit issuance	

Refer to [Planning Division fee schedule](#) for fees relating to civil engineering plan (CEP) review; inspections; bond / bonding / performance guarantee deferring street improvements beyond building permit issuance; and bond release letter.

[General ledger (GL) account 363-000 3678 "Developer Contributions".]





# Staff Report

**To:** Planning Commission

**Through:** Chris Kerr, AICP, Community Development Director *CK*

**From:** Colin Cortes, AICP, CNU-A, Senior Planner

**Meeting Date:** August 22, 2024 (Prepared August 15, 2024)

**Item:** 2540 & 2600 Newberg Hwy (Oregon Hwy 214), "US Market gas station"  
(CU 24-02)

**Tax Lot(s):** 052W12DB03700 (primary) & 3600

## Table of Contents

**ISSUE BEFORE THE PLANNING COMMISSION ..... 1**

**EXECUTIVE SUMMARY ..... 2**

**RECOMMENDATION ..... 6**

**CONDITIONS OF APPROVAL ..... 6**

**ACTIONS ..... 28**

**ATTACHMENT LIST ..... 28**

### Issue before the Planning Commission

Conditional Use 24-02 (Type III) and related applications for a gas station with convenience store, known as US Market, in the Commercial General (CG) zoning district at the southwest corner of Newberg Highway & Oregon Way: Commission decision.

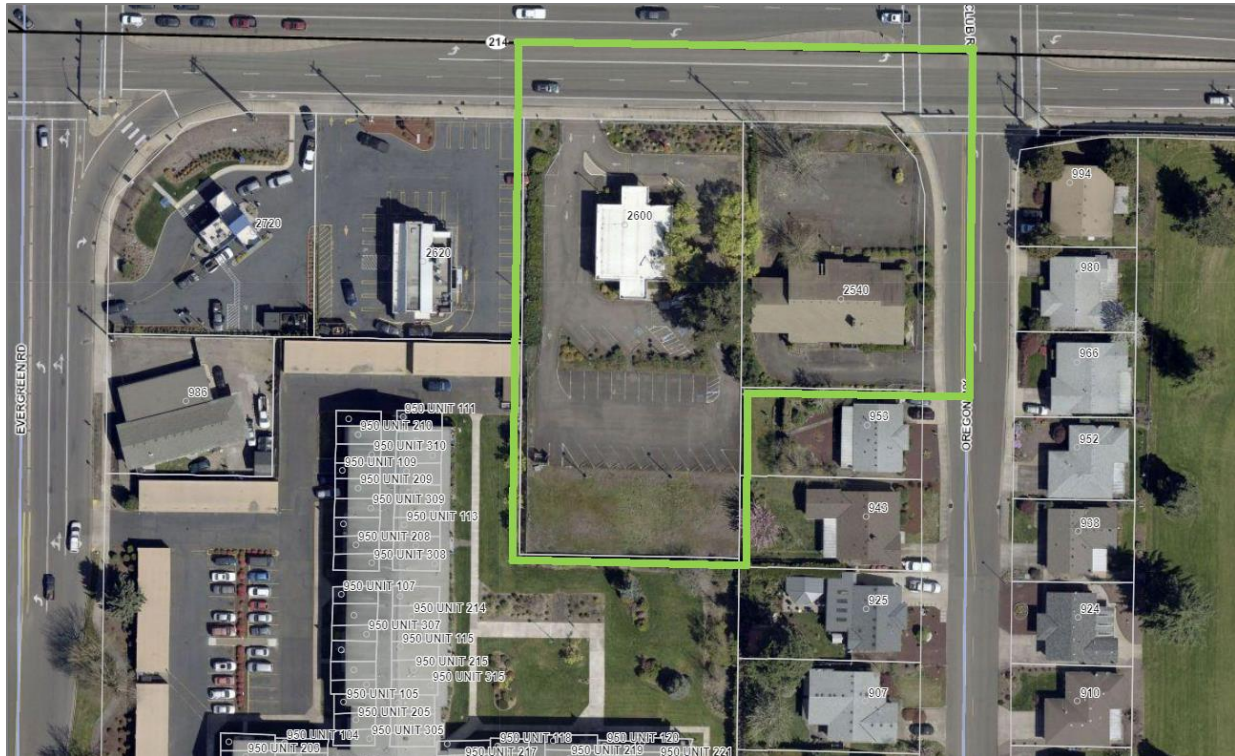
## Executive Summary

### *Location*

The proposal is to redevelop two lots totaling 1.42 acres at 2540 & 2600 Newberg Highway (Oregon Highway 214). The subject property is located at the southwest corner of the intersection of the highway and Oregon Way. To the southeast, it abuts two houses in Woodburn Senior Estates and to the southwest, Panor 360, which is a three-story condominium building.

### *Existing Context*

The subject property is zoned Commercial General (CG) and was occupied by two vacant bank buildings, now demolished.



*County aerial 2021; Subject property outlined in green*



County aerial 2023; Subject property outlined in green

### *Design Review*

The applicant proposes redevelopment into the US Market gas station, a conventional gas station with a convenience store of 4,110 square feet (sq ft), six gas pump islands with 12 pumps total, a commercial office tenant space of 1,863 sq ft attached to the south side of the convenience store, and as Phase 2 a southwest commercial office building of 5,000 sq ft.

### *Conditional Use*

The applicant/developer applied for a conditional use (CU) for the gas station because it is within 200 feet of residentially zoned property.

A “conditional” use is called such because (1) it’s conditional upon discrete approval by the City, and (2) the City can condition physical or operation aspects of a proposal, including on issues particular to the case at hand and above and beyond what Woodburn Development Ordinance (WDO) provisions directly address.

### *The Proposal*

Staff and the developer have worked to produce a good site development by focusing on:

- a. The look and feel of street frontage for passers-by walking, cycling, and driving;
- b. The look and feel of yard landscaping along streets for passers-by walking, cycling, and driving as well as on-site employees and customers;
- c. Urban design: how close buildings are to sidewalk, how many and how large are windows, are their entrances visible from sidewalk and whether the public can see main entrances to buildings from sidewalk, and whether placements of entrances orient to those who walk or cycle no worse than to those who drive and park;
- d. How safely and comfortably pedestrians and cyclist can access and circulation among on-site buildings through walkways and visibly distinct crossings of drive aisles, including decorative pavement that would connect the Oregon Way sidewalk with the NE commercial office area main entrance;
- e. Having enough on-site trash receptacles near sidewalk to lessen the likelihood of litter of yards along streets and street frontage by convenience store customers on foot;
- f. Avoiding excessive exterior lighting;
- g. Having adequate architecture in the context of strip commercial development;
- h. Having the Architectural Wall look adequate;
- i. Getting highway electric power poles and overhead electric power lines buried or fees in-lieu paid to fund such elsewhere in town;
- j. Having a few evergreen trees among newly planted trees; and
- k. Increase street trees and on-site trees in yards along streets, and provide for fee in-lieu to fund tree plantings elsewhere in town;
- l. Administering Street Adjustment SA 24-01 to have the developer improve Oregon Way to be the best of the two frontages for pedestrians and cyclists to give the City some public benefit for leaving the highway frontage as is or largely as is; and
- m. Mitigation of the unpleasant aspects of neighboring and patronizing a gas station and convenience store.

The staff analyses and findings (Attachment 102), especially the Conditional Use Provisions section, provides much more detail, and the recommended conditions of approval secure the above things.

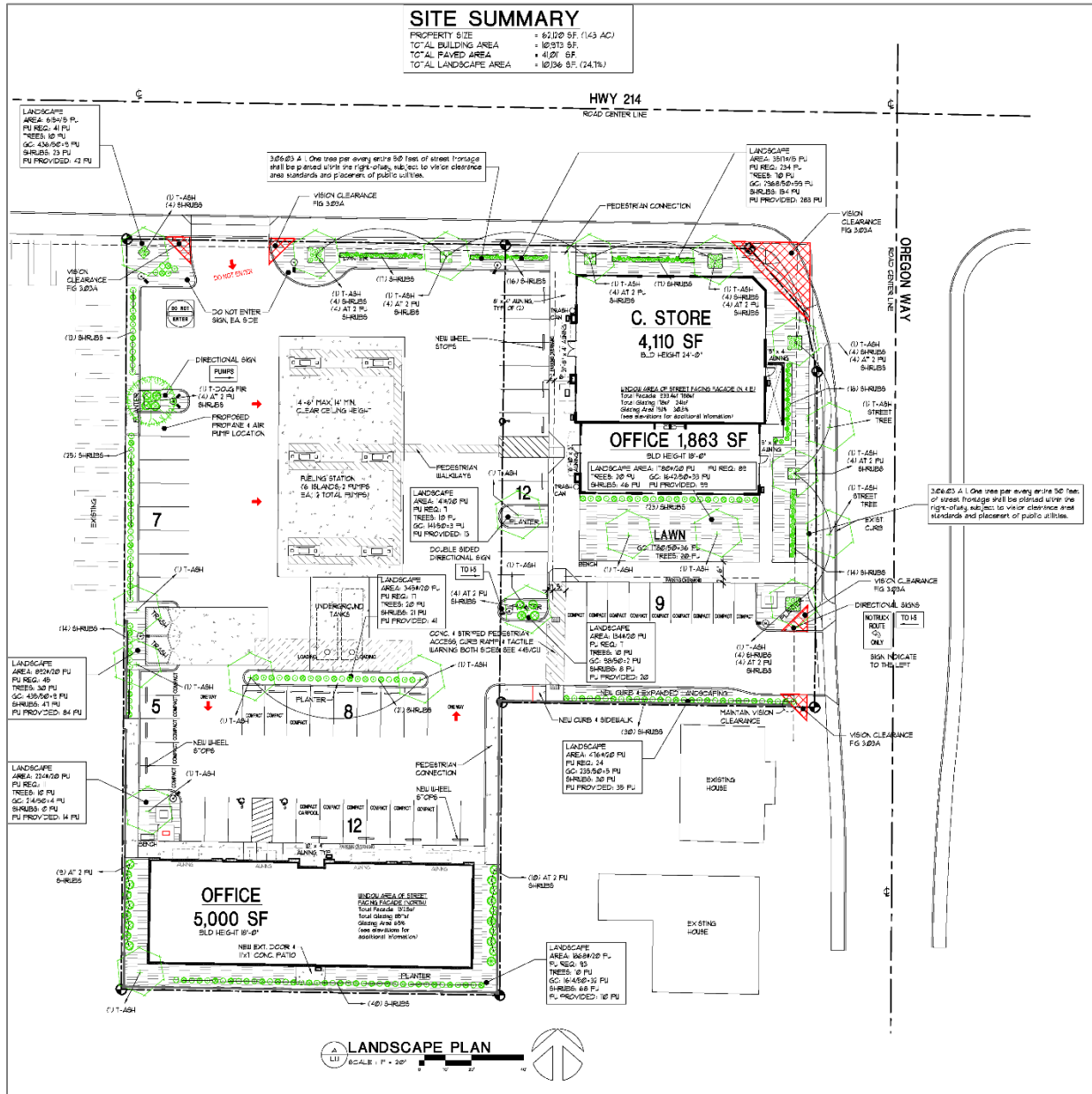
### *Site Plan*

The development is phased into Phases 1 & 2, the second being the southwest commercial office building.

Site plan excerpts follow on the next page(s), and a larger version is among the attached site plans (Attachment 103).



Staff finds that the proposal meets applicable Woodburn Development Ordinance (WDO) provisions per the analyses and findings (Attachment 102).



Landscape Plan Excerpt Prior to Revision per Conditions of Approval

## Recommendation

Approval: Staff recommends that the Planning Commission consider the staff report and attachments and approve the consolidated applications package with the conditions that staff recommends.

## Conditions of Approval

The conditions are copied from towards the end of the analyses and findings (Attachment 102):

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance. The applicant shall submit a cover letter indicating what specific plans sheets or document page numbers demonstrate how the submittal meets each condition.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: Attachment 201 serves as a dictionary or glossary defining certain abbreviations, acronyms, phrases, terms, and words in the context of the conditions of approval. The 200 series of attachments are as binding as the conditions of approval in the main body of the final decision.

G4. Due dates / public improvements:

- a. When public street improvements, and any fees in lieu of public improvements, are due shall be per WDO 3.01.02E and 4.02.12 unless if and where a condition of approval has more restrictive timing. By this condition, there is more restrictive timing: In any case, they are due no later than by Building Division issuance of first certificate of occupancy (C of O), regardless of deferral, if any, that Public Works (PW) might have approved through 3.01.02E. This condition is not deferring to C of O; it is saying that if there were to be PW deferral, then the department could not defer to later than C of O.
- b. ROW/easements: Correct recordation of required right-of-way (ROW) and public easements is due per WDO 2.01.05A – by building permit issuance. See Note A below.
- c. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located. Where an improvement spans phases and cannot be functionally divided by phase, it shall be due by the earliest phase.

- d. Where changes to street addresses are necessary, the developer shall apply through the Planning Division for and obtain approval of an Address Assignment Request. This is due prior to building permit application, and if property line adjustment or lot consolidation were to become relevant, then also after recordation with County. (See the Notes to the Applicant section following the conditions of approval, Note to the Applicant 17.)

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than 6 months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than 3 years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G6. Administration:

- a. Conformance: That a land use approval does not reiterate any and each particular detail, provision, requirement, rule, spec, or standard from any of the WDO, other ordinances, resolutions, public works construction code, or department policies does not exempt development from conformance with them.
- b. Copies: Per WDO 2.01.05B, the developer, including any succeeding contractor, shall provide copies of documentation that a City staff person requests regardless if the documentation source is another City staff person or department.
- c. Fees: The developer shall pay fees per Attachment 202.

Note A: Absent platting or re-platting, dedication of ROW and granting of public easements necessitates a process through Public Works (PW) and City Council acceptance separate from land use approval, which could take several weeks. Upon tentative land use approval by the Planning Commission, contact PW to begin and finish dedication and granting sooner. The City Council meets most second and fourth Mondays, and agenda packet materials are due to the City Recorder by the prior Tuesday at noon.



*Phasing Plan 24-01*

PP1. Phasing Plan:

a. Basic Description:

- (1) Phase 1: On Tax Lot 3600 (east, corner lot), a single northeast (NE) building of with convenience store of 4,110 sq ft and an attached commercial office tenant space of 1,863 sq ft. On Tax Lot 3700 (west, interior lot), a fuel pump canopy. Minimum off-street parking and other corollary improvements for these uses.
- (2) Phase 2: On Tax Lot 3700 (west, interior lot), a southwest (SW) commercial office building of 5,000 sq ft and its parking and other corollary improvements.

b. Phasing: The developer may choose to develop Phase 2, the SW office building and necessary corollary improvements, per land use review Sheet A1.1a later than the Phase 1 gas station complex of convenience store, NE commercial office, and fuel pump canopy and necessary corollary improvements.

c. Phase 2 expiration:

- (1) Phase 1 substantial construction would keep land use approval with conditions valid longer than the baseline 3 years per WDO 4.02.04B (or longer than baseline per subsection D if there will have been an appeal). However, in reference to condition part b. above, there must be building permit application for Phase 2 by 8 years past the date that the Planning Commission motioned to tentatively approve CU 24-02.
- (2) If Phase 1 fails to achieve substantial construction by 5 years past the date of the hearing at which the Planning Commission motioned tentative approval, WDO 4.02.04B.1 & 2 would not be met and – absent the City granting a time extension as subsection B.3 references – the land use approval with conditions would expire for both phases.

d. Phase 2 interim: If Phase 2 does develop later than Phase 1, then – regarding the area where the SW office building and its corollary improvements would be – until Phase 2 develops:

- (1) The landowner shall pour curb or affix a linear obstruction to motor vehicles from driving and parking beyond the boundary of Phase 1 improvements and maintain such obstruction. Exhibit PP1 is an aerial photo of the area in 2023.
- (2) The landowner shall maintain its grounds in conformance with City Ordinance No. 2338 (June 9, 2003; amended regarding lighting by Ordinance No. 2522 September 22, 2014). Staff draws attention to Sections 5-9 about noxious vegetation, “attractive nuisances”, junked vehicle nuisances, open storage of junk, and scattering rubbish.
- (3) Vehicular circulation and parking within the undeveloped Phase 2 area is permissible only if the landowner upgrades as needed for conformance with WDO 3.05.02A, F, & K and 3.04.04. Together they prohibit gravel.





*Exhibit PP1*

- e. All conditions apply to any phasing, unless worded or under a header such that a condition applies more specifically. Where something is due by building permit application or issuance, it means the first of any phase, any building, unless a condition is more specific.

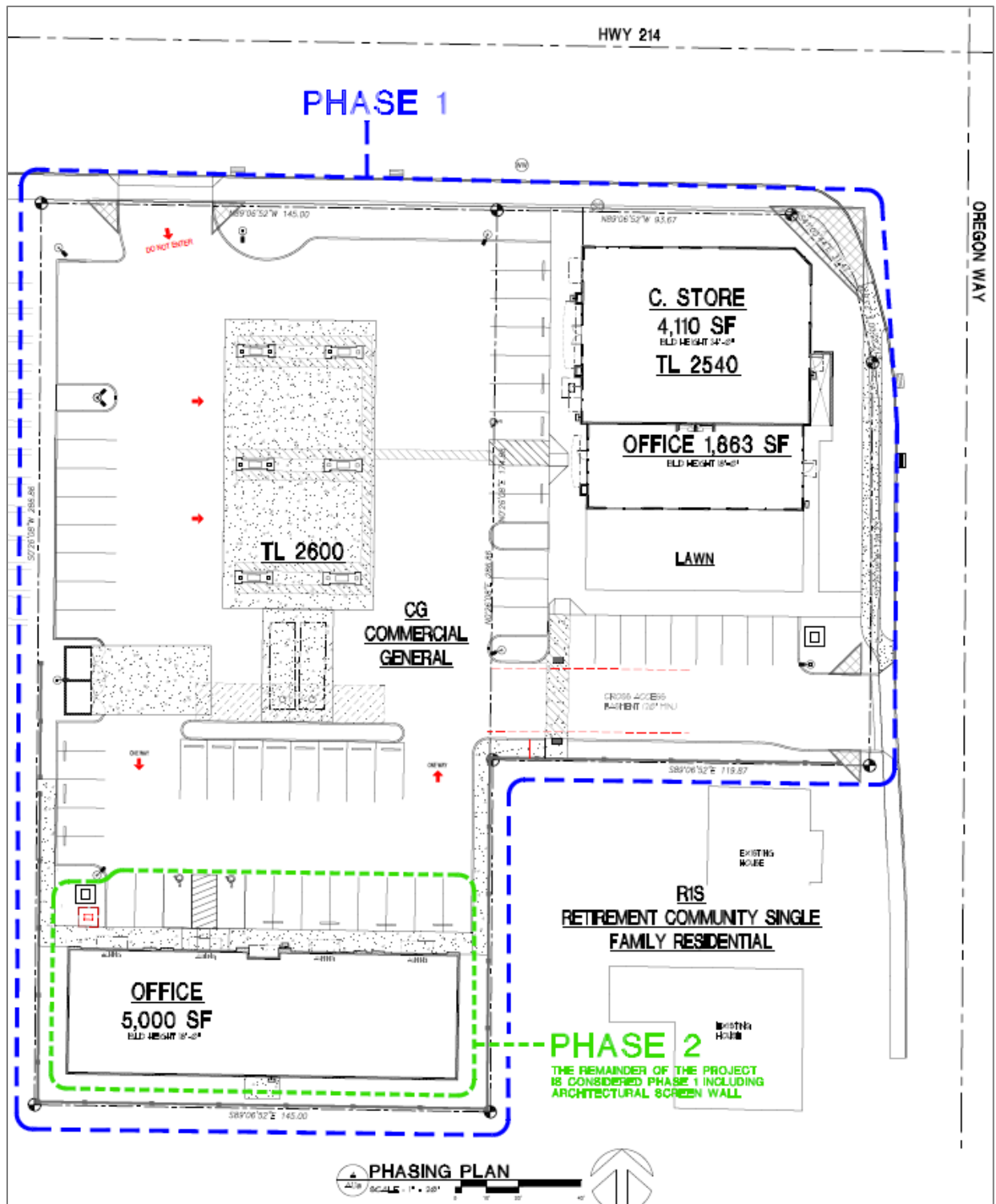


Exhibit PP1: Phasing plan excerpt from Sheet A1.1a dated February 5, 2024 and submitted February 8, 2024



*Design Review 24-02*

D1. ROW:

- a. Highway: To conform with WDO Figure 3.01B “Major Arterial”, as part of recordation the developer shall dedicate ROW if and as necessary to result in half-street ROW that is uniform min width of 50 ft measured from centerline. This is due by building permit application.
- b. Oregon Way: To conform with WDO Figure 3.01E “Access Street”, as part of recordation the developer shall dedicate variable width ROW resulting in half-street ROW that is uniform min width measured from centerline of 33 ft plus additional width along the northerly extent to accommodate the half-street width of the existing northbound left turn lane that the Figure 3.01E, which assumes a mid-block cross section, does not make explicit for telescoping width at intersections. The developer may take and report field measurement of the lane width or assume a lane width of 12 ft, yielding a total minimum width from centerline of  $33 + (12 / 2) = 39$  ft. “Northerly extent” shall extend minimum 140 ft south from a point in line with the highway ROW boundary; it is probable that the total half-street dedication along this extent would equal or approximate a min of  $3 + (12 / 2) = 9$  ft. Dedication is due by building permit application.

D2. PUE: If streetside public utility easements (PUEs) do not yet exist along any of the highway per the minimum of WDO Figure 3.01B and Oregon Way per the minimum and maximum of WDO 3.02.01B & F.2, then the developer shall grant the one or both PUEs.

D3. Driveways:

- a. Number & widths: To conform with WDO 3.04.03B.5 regarding access management, driveways shall be limited as follows:
  - (1) Highway: 1, max width per WDO Table 3.04A: 20 ft for one-way. If one-way inbound, there shall be min one *MUTCD*-compliant do-not-enter sign facing the site, one the east side of the driveway throat, and the pavement shall be striped to indicate no exit.
  - (2) Oregon Way: 1, max width 24 ft for two-way, except 26 ft for two-way if the developer through WDO Table 3.04A footnote 7 provides the same kind of documentation as condition part (1) above describes.
- b. Approach / apron / curb cut: Driveways shall conform to PW SS&Ds, Section 4150, unless documented as overridden by ODOT choosing to apply its standards.

D4. Access management: cross access: To conform with WDO 3.02.01E, 3.04.01A.2, 3.04.03B.3 & 5, 3.04.03C.1, 3, & 4, and 3.04.03D.2, the developer shall provide for what is termed any of cross access, ingress/egress, or shared access revocable only with the written concurrence of the Director and as follows:

a. Properties:

(1) Subject property: Grant cross access (A) across Tax Lot 3600 (2540 Newberg Hwy) to the benefit of 3700 (2600 Newberg Hwy) and (B) across Tax Lot 3700 to the benefit of 3600. (Instead of cross access for the subject property, which is comprised of both Tax Lots 3600 & 3700, the developer may opt to consolidate lots by applying and paying for as well as obtaining City approval of a Property Line Adjustment [PLA], which would be a land use review Type II per WDO 5.01.08 and so a staff decision, and record with the County the lot consolidation, all prior to building permit application.) This is due by building permit application per WDO 2.01.05A.

(2) Adjacent property: Grant cross access across Tax Lots 3600 & 3700 to the benefit of Tax Lot 052W12DB03800 (2620 Newberg Hwy; Dairy Queen). This is due by building permit application per WDO 2.01.05A.

b. Alignment: Applicable to both the subject property and the Tax Lot 3800, follow a drive aisle or aisles and connect each of the highway driveway, the common lot line between Tax Lots 3700 & 3800 somewhere within the segment 60 ft south of the north property line, the common lot line between Tax Lots 3600 & 3700, and the Oregon Way driveway.

c. Drive aisle stub: Extend a drive aisle stub conforming with WDO 3.04.03C.4b to Tax Lot 3800 (2620 Newberg Hwy; Dairy Queen) within the above-specified alignment.

d. Barriers: At the interface of a property line and a drive aisle stub, WDO 3.04.03C.4b prohibits curb and fixed barriers mounted to the drive aisle. (The developer may instead place signed barricades atop the pavement.) While fencing a property line remains permissible per WDO 2.06.02, were the developer or property manager to install fencing, then the segment over the drive aisle shall have vehicular gates.

e. Bicycle/pedestrian: The developer shall grant cross access not only for driving, but also walking and cycling, with alignment along each of the two wide walkways that WDO 3.04.06B requires and connecting with each of the highway and Oregon Way sidewalks.

f. Instrument: Regarding recordation of the cross access easement (CAE) or other types of legal instruments and how, the developer shall conform to the conditions in ways that satisfy the County. This is due by building permit application.

- g. Shared parking: Because Tax Lot 3600 (2540 Newberg Hwy) would lack minimum off-street parking ratio for all land uses on the lot per WDO Table 3.05A, then the developer shall either (1) revise site plans to conform with WDO 3.05.02 & Table 3.05A or (2) create a shared parking agreement, for which cross access is a pre-requisite, per WDO 3.05.05. (A shared parking agreement would be due per WDO 3.05.05D.3: by building permit issuance.) Minimum agreement attachments or exhibits shall be a County tax map, a revised site plan, and if such would exist, a recorded plat.
- h. ODOT factor:
  - (1) The developer shall apply to and obtain from ODOT the relevant approval(s) by building permit application to conform with the access management condition.
  - (2) If after City land use decision ODOT objects specifically to how the City administers or the developer conforms to other parts of the condition or to other conditions concerning vehicular access, then the developer may request and the Director may administratively approve in writing changes to administration or conformance to accommodate the ODOT factor while still having the development meet the WDO and conditions of approval to the max extent remaining. The Director may require developer application for any of Extension of a Development Decision per WDO 4.02.05 or Modification of Conditions per WDO 4.02.07.
  - (3) If after City land use decision ODOT directs access management in conflict with other parts of the condition or to other conditions concerning vehicular access, then the developer shall forward the written direction from ODOT to the attention of the Director; describe the conflict(s); describe the minimum deviation from conformance necessary to comply with ODOT direction while also conforming to the remainder of the condition to the maximum, including plan view illustrations where helpful; and request Director approval through a dated document that cites the land use case file and condition numbers. The Director may approve what the developer first requests or a modified request. The City intends that if the developer were to make use of this part (d) of the condition, he would do so once.

D5: Parking:

- a. Wheel stops: To conform with WDO 3.05.02H, the compact parking spaces along the northeast (NE) office south lawn shall have wheel stops, either 5 shared among the spaces or one per each of the nine spaces, to prevent any overhang of the wide walkway.
- b. Vehicular circulation directional markings/signage: To conform to WDO 3.05.02J, during building permit review the Director may administratively establish details, specifications, and revisions to administer the WDO section. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
- c. C/V: Carpool/vanpool (C/V) parking shall conform with Table 3.05C and 3.05.03H.
- d. EV: Electric vehicle (EV) parking shall conform with Table 3.05E and 3.05.03I.

D6. Electric power poles removal and lines burial: Development shall conform with WDO 3.02.04. The fee in-lieu shall be per Attachment 202. (Absent direction by the applicant otherwise, staff will proceed as if the developer intends to conform by paying the fee in-lieu and will assess it through the building permit.)

D7. Trash enclosure: Outdoor storage of trash and shall be enclosed in conformance with WDO 3.06.06B.5-7 and, regarding roofing, in conformance with Public Works Department Engineering Division administration of standards or directions regarding such, if any, in relation to keeping polluted water from entering drains.

## Conditional Use 24-02

CU1. Wide walkways: The wide walkways that WDO 3.04.06B requires shall have some width of some segments be decorative pavement, specifically, min width 6 ft and along the distance symbolized in green in Exhibit CU1 below. At the turn, the min width may narrow to avoid overlapping ADA ramp slopes. Decorative pavement means any of brick; concrete pavers; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.

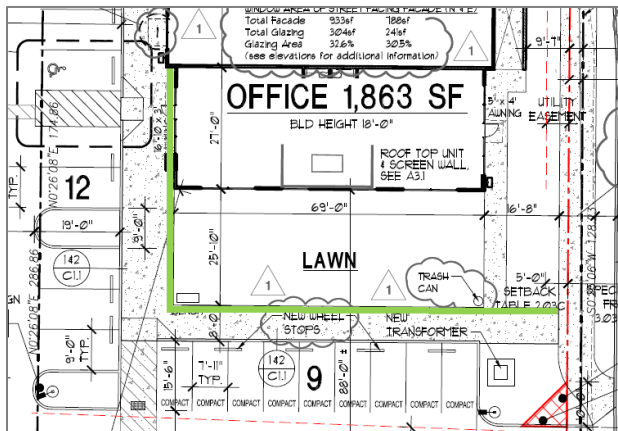


Exhibit CU1

CU2. Bicycle parking shall conform with 3.05.06 and be of min number:

- Convenience store: 2 (for example, 1 U-rack)
- NE commercial office: 2 (for example, 1 U-rack)
- SW commercial office: 4 (for example, 2 U-racks or a wave rack)

CU3. Landscaping generally:

- Bark dust: By the end of the time period per WDO 3.06.02C, 5.0% max of unpaved landscaped area may be non-living material such as bark dust, mulch, wood chips, cobbles, gravel, pebbles, or sand.
- Benches: Min 2.
  - One in the landscaped open space at or near the NE commercial office space, along a wide walkway or in a plaza, install either a bench min width 6 ft or a picnic bench. Set back from walkway and pave the setback, min either 1.5 ft for a bench or 2 ft for a picnic bench.
  - One bench min width 4 ft at or near the SW commercial office building and along a wide walkway.



- c. Buffering/screening: Evergreen hedge or shrubbery shall:
  - (1) Line Architectural Wall (AW) segments.
  - (2) Screen transformers and other at-grade electrical and mechanical equipment along min 2 sides.
  - (3) Serve as means of conformance with WDO 3.06.05B (parking screening).
- d. Coniferous/evergreen trees: Among newly planted trees, min 1 tree of the following coniferous or evergreen species:

Cedar, deodar	Madrone, Pacific
Cedar, incense	Oak, Oregon White
Cedar, Western Red	Pine, Lodgepole
Douglas-fir	Pine, Ponderosa
Fir, Grand	Pine, Western white; and
Hemlock, Western	Yew, Pacific

- e. Tree standards: The same as WDO Table 3.06A “Minimum Size” column – either 10 ft height or 2 inches caliper.

CU4. Front yard landscaping:

- a. Depth: The depth of landscaping from highway ROW south, in the yard west of the convenience store, shall be min 13 ft to vehicular circulation area back of curb to accommodate newly planted front yard trees outside of the streetside PUE. The min depth may instead be 6 ft if ODOT, such as through the Region 2 Development Review Coordinator, allows planting of trees within the PUE, the allowance is documented through building permit review and by building permit issuance with the applicant having submitted plans revised accordingly to both the agency and the City Community development Department, and the developer will have planted such trees by building permit inspection.
- b. Trees: Based on WDO 5.03.01B.3c5), the developer shall plant min:
  - (1) 7 trees in the yard along the highway max 20 ft from ROW; and
  - (2) 4 trees in the yard along Oregon Way max 20 ft from ROW, in a loose row with min 3 of them spaced offset from and complementing street trees.
- c. Hedge/shrubbery: In all areas not occupied by buildings and pavement, landscape per WDO 3.06.
  - (1) On Tax Lot 3700 in the yard along the highway, plant a hedge or row of continuous small or medium shrubbery extending between the driveway and east lot line. Plant min 5 ft from sidewalk and max 12 ft from ROW.
  - (2) On Tax Lot 3600 in the yard along the Oregon Way, line the convenience store rear east free-standing screen wall or wing wall with a hedge or row of continuous small or medium shrubbery, unless the developer declines to build the wing wall.

- d. Site interior:
  - (1) AW: Line each Architectural Wall (AW) segment with a hedge or row of continuous medium or large shrubbery.
  - (2) Lawn large tree: Within open space within 30 ft of the NE commercial office, plant min 2 trees, either both large or min 1 medium and 1 large. Min 1 of these west or south of the plaza – see below.
  - (3) Plaza: At or within 30 ft of the NE commercial office and adjacent to a wide walkway shall be a plaza min 56 sq ft, exc. walkway area, at 7.5 ft narrowest dimension, paved with brick; concrete pavers; field or flagstone; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.
  - (4) South yard: Within 100 ft of the Tax Lot 3700 south lot line, plant min 2 trees.
- e. Parking area:
  - (1) Front yards: To conform with WDO 3.06.05B, within the yards abutting streets the site perimeter landscaped area shall have a hedge or shrubbery as a screen of parking and vehicular circulation area min height 3.5 ft. Such shall be planted to be min 2 ft from sidewalks and wide walkways.
  - (2) NE office: Min 1 large tree in the southwesterly area of the south yard lawn.
  - (3) SW office: For common use by tenants, have a south rear door and a patio of brick, pavers, or poured concrete min 7 ft north-south by 11 ft east-west. Align patio flush with door outer swing. Plant a small tree near the patio west side.

CU5: Architectural Wall (AW) / Fences / Fencing:

- a. Exemption: Where chain-link fence with slats already exists along the north and west lot lines of Tax Lot 3500 (953 Oregon Way), the developer may exempt these two lines from AW if the homeowner in writing consents to exemption and the developer submits documentation by and as part of building permit application.
- b. Extent: Min height shall be along the:
  - (1) North and west lot lines of Tax Lot 3500 6 ft, 1.5 inches (if CMU, equal to 9 courses of blocks plus 1.5-inch smooth concrete cap).
  - (2) North and east lot lines of Tax Lot 90000 (950 Evergreen Road), 9 ft including a 1.5-inch smooth concrete cap between piers or pilasters.
  - (3) Where fencing may substitute per other conditions, for part (1) above it shall be 6 ft, and for part (2) above, 8 ft.

- c. Height at AW ends: Min height shall drop where subject to stair-stepped height limits in yards abutting streets per WDO 2.06.02, within VCA or sight triangles per 3.03.06, and AW shall remain outside streetside PUEs. AW may cross an off-street PUE, if any exist, with written authorization by the Public Works Director, and the PW Director may instead direct that instead of a segment of wall that there be coated chain-link fencing with slats across an off-street PUE. For crossing of private easements, the developer similarly may instead fence.
- d. Gaps or rectangular openings:
  - (1) There shall be one along the east lot line of Tax Lot 90000, min 4 ft wide and 6 ft, 8 inches high above grade, and with the south end of the gap aligned with the Tax Lot 90000 north east-west drive aisle, south curb, north face.



Exhibit CU5-1



Exhibit CU5-2

- (2) If AW exemption per part a. above is not applicable, then there may be a gap along the west lot line of Tax Lot 3500, aligned with where there exist west backyard chain-link gates, minimum width equal to the width of the gates.

- e. Color: Masonry, whether dyed or painted, regarding WDO 3.06.06B.5 & 6 shall be a color or colors other than black, charcoal, or dark gray. For any other fence / fencing or free-standing wall, including gates if any, the coating and slats that WDO 2.06.02D requires and any wall shall be a color or colors other than black, charcoal, or dark gray. On free-standing walls with two or more colors, darker color shall be towards the bottom and lighter color towards the top.
- f. Material: Masonry; however, AW segments, other than those along the north and east lot lines of Tax Lot 90000 (950 Evergreen Road), may be partly made of opaque cedar wood fencing if the wall appears mostly masonry. Specifically, masonry must constitute the bottom extent of wall segment from grade up to min of 4 ft (for example, 6 CMU courses) above grade plus the height of a smooth concrete cap between the masonry and the wood, and there shall be piers, pillars, or pilasters per subsection “Pillars” below. Exhibit CU5-3 below illustrates a similar example (that does not exactly meet the condition) and serves as concrete masonry unit (CMU) model:

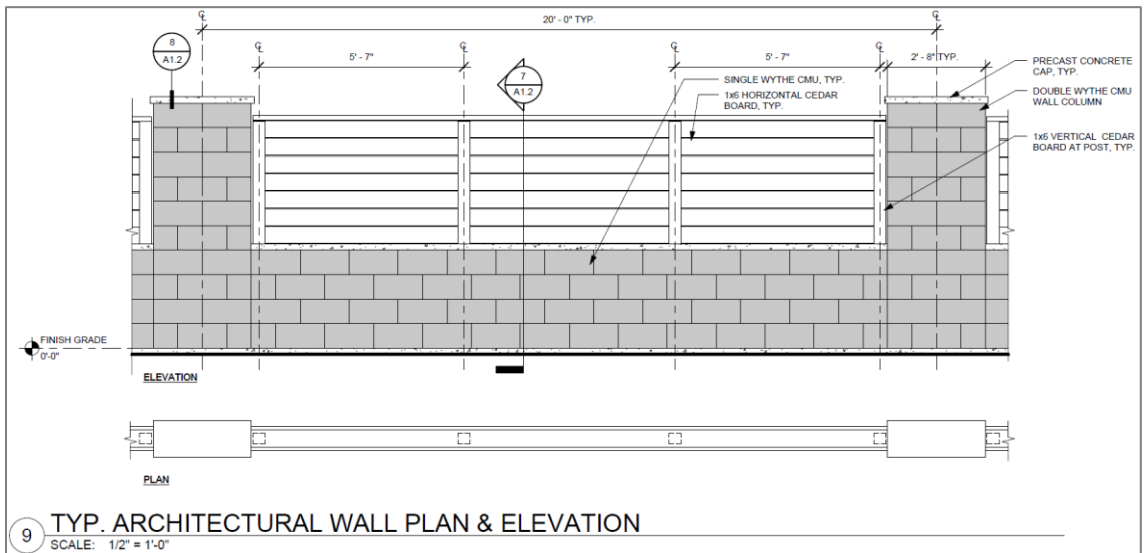


Exhibit CU5-3 (DR 2017-08)

- g. Texture: WDO 3.06.06B.7 is interpreted such that the standard for scoring, texture, or pattern on minimum 80.0% of the wall surface is applicable only to the WDO Table 3.06D minimum height of 6 ft – 80.0% being 7.2 of 9 CMU courses – not the conditioned minimum height of 9 ft, which equals 13.5 courses. In this context, the scored, textured, or split-face CMU courses shall start at or just beneath grade, and there shall be minimum 3 courses of ground or smooth-face CMU composing an upper band of the wall and minimum 1 course of ground or smooth-face CMU at approximately elbow height of an average height person standing at grade.

- h. Pillars: Whether the AW is solid masonry or incorporates wood fencing, each AW segment end shall have a pier, pillar, or pilaster min 16 inches wide relative to wall face and per WDO 3.06.06B.3 projecting min 3 inches each side of the wall.
  - (1) Number: Each segment shall have a min number of piers, pillars, or pilasters equal to a ratio of 1 per 40 ft of wall, and each segment end shall have a pier, pillar, or pilaster.
  - (2) Cap: Each pier or pilaster shall be capped with ornamental concrete in the form of any of a shallow-sloped pyramid or sphere or other finial atop such pyramid.
- i. This condition is due by the first building permit regardless of phase; that is, it is due regardless if Phase 2 is not developed at the same time as Phase 1.

CU6. Architecture:

- a. Canopies / fixed awnings:
  - (1) General: Min height clearance 9 ft.
  - (2) Fuel pump canopy: Max ceiling height 16 ft to either (a) ceiling or (b) ceiling-mounted lighting fixtures, whichever is lower.
  - (3) Convenience store and NE commercial office: The store and NE commercial office main entrances shall each have a canopy, fixed awning, building recess, or roof projection that shelters from precipitation, the former 4 ft narrowest dimension and 48 sq ft min area and the latter 4 ft and 32 sq ft. Each side or rear single staff door on the rest of the store and NE commercial office shall have the same, except 3 ft narrowest dimension and 18 sq ft min area, and for a set of double staff doors, 30 sq ft min area.
  - (4) SW commercial office: Each north entrance shall have a fixed awning, canopy, building wall projection, or secondary roof that shelters from the weather, min area 48 sq ft, min depth 4 ft. A fixed awning or canopy may be smaller if combined with a building recess and together they meet the min area. The south patio door elsewhere conditioned shall have the same, except min area 66 sq ft, min depth 6 ft.
- b. Cladding/materials: Convenience store and attached NE commercial office area:
  - (1) Base cladding min height 2 ft of brick, ceramic tile resembling stone, concrete masonry unit (CMU) block finished to resemble cut stone, or adhered stone. Otherwise, the desired materials provision of WDO 3.07.06B.2b(2) shall be a standard for all building elevations.
  - (2) The prohibited materials provision of WDO 3.07.06B.2b(3) shall be a standard.
  - (3) The proposed east CMU masonry screen wall or wing wall, if not precluded by streetside PUE, shall be max height 4 ft, 2 inches, have the bottom 2 courses be split face and the upper 4 courses ground face and be capped with smooth concrete. The NE corner angled wall shall have a window min area 15 sq ft, min 2.5 ft wide, and wholly within 8.5 ft of grade.

- (4) Subsection (3) is void if the screen wall or wing wall would come to be in part or wholly within a streetside PUE because it would come closer to the building than the developer anticipates because of telescoping ROW width – see Conditions D1b & D2 – and if any of PW or ODOT directs and administers there not be a newly constructed free-standing wall within the Oregon Way streetside PUE, shortening or precluding the wall. Also, in this scenario, because PW has historically allowed chain-link fencing with streetside PUEs, the developer may in place of the intended wing wall install a chain-link fence that conforms with WDO 2.06.02D.1 & 2 and has slats of a color other than black, charcoal, or dark gray.
  - c. Scuppers: Any building rainwater scuppers shall not to dump onto the pavement of a wide walkway.
  - d. Setbacks:
    - (1) General: Site NE corner min setback shall equal streetside PUE.
    - (2) Convenience store / NE commercial office building: max 15 ft from highway ROW and max 20 ft from Oregon Way widened ROW (measured from straight line ROW, not the curved ROW near the intersection).
    - (3) SW commercial office: min 5 ft from Tax Lot 3700 east, south, and west lot lines.
  - e. Windows:
    - (1) General: All windows shall be square, round, or vertically proportioned. Operable windows shall have insect screens.
    - (2) Min areas, which shall be transparent:
      - (A) Convenience store:
        - 1. West façade 30.0%; north 30.0%; east 36 sq ft. For the angled, NE façade in particular, min 18 of the 36 sq ft.
        - 2. NE commercial office: West and south façades 30.0%; east 132 sq ft.
      - (B) SW commercial office: North façade 30.0%; east 15.0%; south 20.0%; and west 20.0%.
- CU7. Lighting: Besides conformance with WDO 3.11, including 3.11.02C color temperature:
- a. Buffer: Parking area or other pole-mounted fixtures are prohibited between the north lot line of 953 Oregon Way (Tax Lot 3500) and the east-west drive aisle.
  - b. Fuel pump canopy:

- (1) Max 14 ceiling fixtures. Any ceiling fixture shall be no closer to ceiling outer edge than 4 ft. Neon lighting, or a lighting technology that mimics the appearance of neon lighting, is prohibited on the fuel pump canopy and on the southernmost primary building on Tax Lot 3700. The developer shall make so either of the following: (1) ceiling light fixtures shall not drop below the ceiling plane, or (2) for ceiling-mounted fixtures, the canopy roof edge perimeter shall as a shield drop or extend down to the same plane as the underside of the lowest fixture. In either case, fixtures that drop or extend down from the ceiling shall each have opaque housing on all sides.
- (2) Based on the hours in Ordinance No. 2338, Section 5A Light Trespass, fuel pump canopy lights shall be off during the same hours as when the fuel pumps are closed.
- c. Max:
  - (1) Convenience store: 1 wall fixture on the east rear and none on the north side.
  - (2) NE commercial office: 1 wall fixture each on the east and west and none on the south side.
  - (3) South commercial office: 1 wall fixture at the south rear and none at the east and west sides.

CU8. Gas station operations:

- a. Noise:
  - (1) Gas station and convenience store: The gas station and convenience store shall be open to customer use no earlier and later than Monday through Saturday 6:00 a.m. to midnight and Sunday 6:00 a.m. to 11:00 p.m.
  - (2) Fuel pumps: Audible audiovisual advertising, if any, is prohibited from sounding from fuel pump electronic display speakers. Such advertising shall be limited to sight only.
  - (3) Tire/vacuum: Addition of any vehicle interior vacuum facility outdoors, tire pump facility outdoors, or other similar mechanical facility outdoors for gas station customers that makes noise shall be located min 100 ft north of the south lot line of Tax Lot 3700. Any vacuum shall be open to customer use no earlier and later than Monday through Saturday 7:00 a.m. to 9:00 p.m. and Sunday 9:00 a.m. to 6:00 p.m.
- b. Trash: There shall be at least one trash receptacle along each of the walkways, at min 0.5 ft from walkway edge or outside wide walkway minimum width (8 ft), to and from the highway and Oregon Way sidewalks, within 25 ft of ROW, for intended use by convenience store customers, and remaining privately maintained and serviced.
- c. Vehicular circulation: The Director may administratively establish locations, details, specifications, and revisions to administer this condition part during building permit review. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
  - (1) Fuel pump queueing:



- (A) General: The developer shall stripe directional arrows and lines to direct motorists into fuel pump queues and distinguish the queues from driving routes around the fuel pump canopy.
- (B) Stacking: Of six queues, min 3 shall each fit stacking of min one car west of the fuel pump island behind cars parked at the pumps. Queueing may be obtusely angled relative to the pump islands.
- (C) Queuing shall not back up past face of curb in the highway right lane, and property management shall dispatch one or more employees to direct motorists as needed to prevent or correct such queuing.
- (2) Pump directional signage: There shall be directional signage that accomplishes directing on-site motorists where and how to queue, including pumps that are self-service and those served by an attendant.
- (3) I-5 directional signage: There shall be outside of ROW and streetside PUEs directional signage that accomplishes directing on-site motorists bound for I-5:
  - (A) On Tax Lot 3700 (west lot), min 2 signs, each min area 18 by 24 inches, mounted min 2 ft and max 7 ft above grade, text min 6 inches high, and including the standard Interstate 5 logo. Detail drawings of these specifications are due by building permit application.
  - (B) On Tax Lot 3600 (east lot), min 2 signs, the same dimensions and mounting as per part (A) above. One sign shall indicate trucks to turn left only, and the other sign shall indicate that left is to I-5 by using a left arrow and the standard Interstate 5 logo. The two signs may be mounted together on the same support. Sign detail drawings – in color – are due by building permit application.
- d. Median: A median barrier is required to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site; refer to Attachment 102A, Public Works comments, item 6.


CU9. Signage: Electronic changing image: In addition to WDO 3.10.12, based on the hours in Ordinance No. 2338, Section 5A Light Trespass, any sign electronic changing image, if and where WDO 3.10 allows such, other than fuel price displays, shall be off during the same hours as when the convenience store is closed.

CU10. Modification: Because the WDO, including 5.03.01, does not specify how changes to an approved conditional use (CU) and related site improvements might trigger another CU or modification of a CU approval, for Director determination the following serve as criteria and – where noted – as factors:

- a. Significant expansion of the use(s), factors being an increase in any of: total GFA by 25.0% or more or by an absolute value of 1,000 sq ft or more, and, the number of buildings by 1 or more;
- b. Increase in off-street parking by 6 or more stalls, even if the existing supply were in excess of the minimum required ratio(s);
- c. Net increase in impervious surface totaling at least 1,000 sq ft;
- d. Adding the land uses of automotive maintenance and repair, whether or not including through service bay structures.
- e. Development as defined in WDO 1.02 within twenty (20) feet of a property boundary and not already conditioned through the subject approval;
- f. Any proposal necessitating a request for Adjustment to Street Right-of-Way and Improvement Requirements (“Street Adjustment”);
- g. Any proposal necessitating a request to vary from the WDO, that is, a variance;
- h. Any proposal necessitating a Type III or IV land use application type;
- i. City adoption of a unified development ordinance replacing the WDO were to have intervened;
- j. A request for major modification, as the Director determines, of the phasing plan; and
- k. Conversion of any NE or SW commercial office GFA to fast-food restaurant or limited-service eating place, for which WDO Table 3.05A row 11 has a minimum parking ratio higher than for general retail or food and drinking places. Exemptions from this condition are the creation of (1) a food or drinking place that is a permitted use within the CG zoning district, max 400 sq ft GFA, and accessory to the primary use of commercial office, and (2) fast-food restaurant or limited-service eating place that is a permitted use within the CG zoning district, has no drive-through, and is any of max 400 sq ft GFA within the NE commercial office and max 1,200 sq ft GFA within the SW commercial office building. Exemptions do not exempt permitted uses from some or all of the off-street parking minimum ratios per WDO Table 3.05A.
- l. Shared parking change: Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, the shared parking agreement, shall require review and authorization not only through any of, “a subsequent Design Review or Modification of Conditions” per WDO 3.05.05D.1, but also with the option of being through a Conditional Use (CU).

Modification of a specific condition of approval remains pursuant to WDO 4.02.07. Were the City to have amended the WDO to establish modification provisions for conditional uses, the Director may decide that the provisions supersede this condition of approval.

CU11. Discontinuance/revocation: Because the WDO does not specify if and when a conditional use approval would expire were a use to cease, based on WDO 4.02.04B the approval shall expire if the WDO Table 2.03A, B.2 use of "gasoline station" ceases and 3 years pass without the use recommencing. This CU approval excludes the uses "automotive maintenance" and "repair services" from the group of uses as the WDO terms. Violation of one or more conditions of approval may serve as a basis for City revocation.



*Conditional Use 24-02: Transportation*

T-A1:

- a. OR 214 & Oregon Way: The developer shall pay a fee per Attachment 202 to fund a transportation study, specifically to investigate in coordination with ODOT (1) corridor signal timing and coordination adjustments and (2) improving safety by reducing vehicle turning or angle crashes. This is due by building permit issuance. [TSP R11 & revised TIA p. 14]
- b. I-5 interchange with OR 214: To reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R8 & R9 & revised TIA p. 14]
- c. OR 214 & Evergreen Rd: To mitigate effect on the intersection and reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R10 & revised TIA p. 14]

T-T. Bus transit: Bus stop improvements: To further TDM through bus transit, regarding the WTS Oregon Way northbound stop that is adjacent to 966 & 980 Oregon Way, where because ROW and streetside PUE are too narrow relative to the street to accommodate installation, the developer shall pay a fee in-lieu as well as a fee in lieu of a bus stop bicycle rack per Attachment 202.



*Street Adjustment 24-01*

SA1. Frontage/street improvements: Highway: No min surface improvements are required other than either elsewhere conditioned or necessary to conform to Public Works (PW) direction or comply with ODOT engineering guidance. The developer may let existing improvements lie, excepting conforming upgrade of the driveway apron as the WDO and other conditions require, but also shall pay fees in lieu of highway improvements per Attachment 202.

SA2. Frontage/street improvements: Oregon Way: These shall be as follows:

- a. Parking: No on-street parallel parking lane 8-feet wide is required, this being an adjustment from what WDO Figure 3.01E would have required. The developer shall pay a fee in-lieu per Attachment 202.
- b. Landscape strip: Min width 6.5 ft wide inc. curb width and with min street trees per WDO 3.06.03A.1 (1:30), equaling 6 trees. For max 4 of the trees, the developer may pay a fee in-lieu per Attachment 202. Landscaping of area remaining after tree planting and irrigation shall be per the WDO 3.01.04B last paragraph.
- c. Sidewalk: Min width 8 ft.

Overlap: Wider sidewalk shall not narrow the landscape strip. The extra width of planter strip and sidewalk shall either (1) be within additional ROW that accommodates them, or (2) overlap outside ROW into streetside PUE, the PUE or other recorded legal instrument granting public access to the overlap. If (2), then the developer shall submit a draft of the legal instrument for Planning and PW review by either civil engineering plan (CEP) review application to PW or, if PW performs CEP review through building permit review, then by building permit application. Per WDO 2.01.05A, the developer shall submit copies of correctly recorded documents to the Planning Division.

SA3. ROW & PUE: There is no street adjustment to narrow below the minimum requirements; instead, see Conditions D1 & D2.

## **Actions**

The Planning Commission may instead act on the land use application to:

1. Approve with modified conditions, or
2. Deny, based on WDO criteria or other City provisions.

If the Planning Commission were to act upon the recommendation, staff would prepare a “final decision” document for signature by the Commission chair in the days following the hearing.

## **Attachment List**

101. Marked Tax Map
102. Analyses & Findings
- 102A. Public Works comments (August 13, 2024; 2 pages)
103. Application materials / site plans / elevations (June 10, 2024; 6 sheets)
104. Transportation System Plan (TSP) Fig. 2 “Functional Roadway Classification”
- 201.\* CU 24-02 US Market Gas Station: Dictionary & Glossary
202. CU 24-02 US Market Gas Station: Conditioned Fees

\*The 200 series of attachments are details for the conditions of approval.

## CU 24-02: Analyses & Findings

This attachment to the staff report analyzes the application materials and finds through statements how the application materials relate to and meet applicable provisions such as criteria, requirements, and standards. They confirm that a given standard is met or if not met, they call attention to it, suggest a remedy, and have a corresponding recommended condition of approval. Symbols aid locating and understanding categories of findings:

<i>Symbol</i>	<i>Category</i>	<i>Indication</i>
✓	Requirement (or guideline) met	No action needed
✗	Requirement (or guideline) not met	Correction needed
⊖	Requirement (or guideline) not applicable	No action needed
▲	<ul style="list-style-type: none"> <li>Requirement (or guideline) met, but might become unmet because of condition applied to meet separate and related requirement that is not met</li> <li>Plan sheets and/or narrative inconsistent</li> <li>Other special circumstance benefitting from attention</li> </ul>	Revision needed for clear and consistent records
■	Deviation: Planned Unit Development, Zoning Adjustment, and/or Variance	Request to modify, adjust, or vary from a requirement

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

### Table of Contents

Project Name & Case File Numbers .....	2
Location.....	2
Land Use & Zoning .....	2
Statutory Dates .....	3
Design Review Provisions.....	4
Conditional Use Provisions .....	25
Adjustment to Street Improvement Requirements ("Street Adjustment") Provisions .....	45
Phasing Plan Provisions.....	55
Remaining Provisions.....	59



Recommendation..... 60  
 Applicant Identity..... 82  
 Notes to the Applicant ..... 82

**Project Name & Case File Numbers**

The applicant submitted the project name US Market. The land use application master/parent case file number is Conditional Use CU 24-02, and the children/corollary case file numbers are Design Review 24-02, Phasing Plan PP 24-01, & Adjustment to Street Improvement Requirements ("Street Adjustment") SA 24-01.

The subject property is composed of two lots, and the developer of the proposed strip commercial development proposes no Property Line Adjustment (PLA) or lot consolidation.

The gas station development is:

1. On Tax Lot 3600 (east, corner lot), a convenience store of 4,110 square feet (sq ft), 6 pump islands with 12 pumps, a commercial office tenant space of 1,863 sq ft attached to the south side of the convenience store, and;
2. On Tax Lot 3700 (west, interior lot), as Phase 2 a southwest commercial office building of 5,000 sq ft.

**Location**

<i>Address(es)</i>	2540 & 2600 Newberg Hwy (SW corner of Oregon Hwy 214 / Newberg Hwy & Oregon Way)
<i>Tax Lot(s)</i>	052W12DB03700 (primary) & 3600; respectively 0.95 & 0.47 acres, totaling 1.42 acres
<i>Nearest intersection</i>	Oregon Hwy 214 / Newberg Hwy & Oregon Way

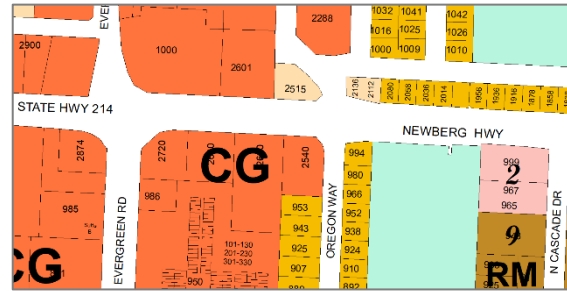
**Land Use & Zoning**

<i>Comprehensive Plan Land Use Designation</i>	Commercial
<i>Zoning District</i>	Commercial General (CG)
<i>Overlay District(s)</i>	none
<i>Existing Use(s)</i>	None following demolition of two vacant bank buildings no later than 2022

For context, the comprehensive plan land use map designations and zoning are illustrated below with excerpts from the City geographic information system (GIS) and the zoning is tabulated further below:



Comprehensive Plan land use map excerpt



Zoning map excerpt

<i>Cardinal Direction</i>	<i>Adjacent Zoning</i>
North	Across OR Hwy 214: Commercial General (CG)
East	Across Oregon Way: Retirement Community Single Family Residential (R1S)
South	East to west: R1S (943 & 953 Oregon Way; houses) and CG (950 Evergreen Rd; Panor 360 condominiums)
West	CG (950 Evergreen Rd; Panor 360 condominiums; and 2620 Newberg Hwy; Dairy Queen)

## Statutory Dates

<i>Application Completeness</i>	July 3, 2024
<i>120-Day Final Decision Deadline</i>	October 31, 2024 per Oregon Revised Statutes (ORS) <a href="#">227.178</a> . (The nearest and prior regularly scheduled City Council date would be October 28, 2024.

# Design Review Provisions

## DR Provisions

### Volume 1 Organization and Structure

#### 1.04 Nonconforming Uses and Development

The developer already obtained demolition permits from the Building Division, and the site is cleared. Because the proposal is full redevelopment, nonconformance of private, on-site improvements is not an applicable concept and the development will conform to the WDO and conditions of approval. Regarding nonconforming public street improvements, staff further addresses this nonconformance under the Adjustment to Street Improvement Requirements ("Street Adjustment") section of this document.

⊖ Not applicable.

### Volume 2 Land Use Zoning and Specified Use Standards

#### 2.03 Commercial Zones

#### 2.05 Overlay Districts

#### 2.06 Accessory Structures

#### 2.07 Special Uses

#### 2.08 Specific Conditional Uses

Uses Allowed in Commercial Zones Table 2.03A		
Use		Zone
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		CG
<b>B</b>	<b>Commercial Retail and Services</b>	
<b>2</b>	Automotive maintenance and gasoline stations, including repair services	CU <sup>3</sup>
<b>6</b>	Business services	P
<b>16</b>	Office and office services and supplies	P
<b>19</b>	Printing, publishing, copying, bonding, finance, insurance, medical, data processing, social assistance, legal services, management, and corporate offices	P
<b>20</b>	Professional services	P
<b>3. Allowed outright if not within 200 feet of residentially zoned properties</b>		

A proposed use is a gasoline station, hereafter referred to as gas station. Because it is within 200 ft of residentially zoned property – 943 & 953 Oregon Way to the southeast that is zoned R1S, for the subject property the use and its convenience store remain a conditional use. Commercial office is a permitted use.

<b>Commercial General (CG) - Site Development Standards</b>			
<b>Table 2.03C</b>			
<b>Lot Area, Minimum (square feet)</b>		<b>No minimum</b>	
<b>Lot Width, Minimum (feet)</b>		<b>No minimum</b>	
<b>Lot Depth, Minimum (feet)</b>		<b>No minimum</b>	
<b>Street Frontage, Minimum (feet)</b>		<b>No minimum</b>	
<b>Front Setback and Setback Abutting a Street, Minimum (feet)</b>		<b>5 <sup>1</sup></b>	
<b>Side or Rear Setback, Minimum (feet)</b>	<b>Abutting RS, R1S, or RM zone</b>	<b>10 <sup>4</sup></b>	
	<b>Abutting CO, CG, DDC, NNC, P/SP, IP, SWIR, or IL zone</b>	<b>0 or 5 <sup>4, 5</sup></b>	
<b>Setback to a Private Access Easement, Minimum (feet)</b>		<b>1</b>	
<b>Lot Coverage, Maximum</b>		<b>Not specified <sup>2</sup></b>	
<b>Building Height, Maximum (feet)</b>	<b>Primary or accessory structure</b>	<b>Outside Gateway subarea</b>	<b>70</b>
		<b>Western Gateway subarea</b>	<b>50</b>
		<b>Eastern Gateway subarea</b>	<b>40</b>
	<b>Features not used for habitation</b>		<b>100</b>
<ol style="list-style-type: none"> <li><b>1. Measured from the Street Widening Setback (Section 3.03.02), if any</b></li> <li><b>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</b></li> <li><b>3. Only allowed in the Gateway Overlay District</b></li> <li><b>4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</b></li> <li><b>5. A building may be constructed at the property line, or shall be set back at least five feet.</b></li> </ol>			

The site plans and elevations show that the proposed development conforms with the basic development standards that Table 2.03C contains.

## 2.05 Overlay Districts

### 2.05.02 Interchange Management Area Overlay District

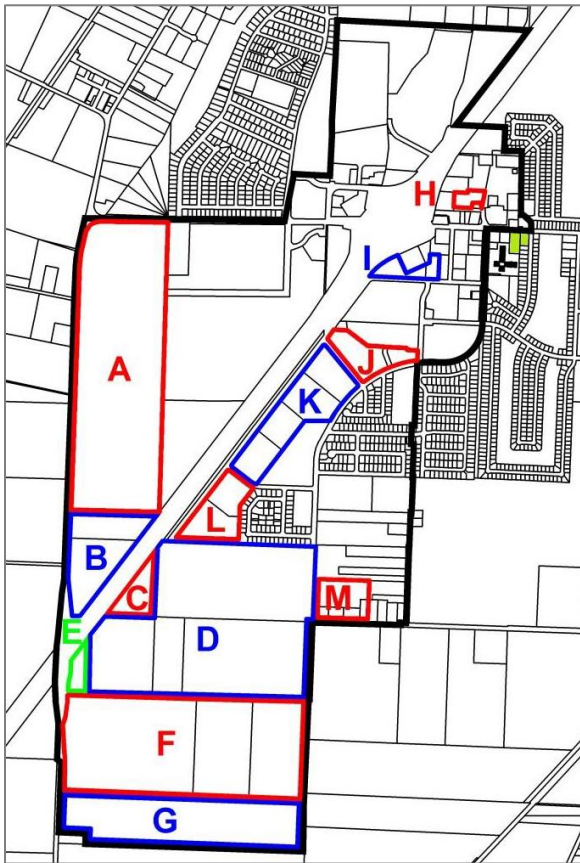


Figure 2.05B – Interchange Management Area Boundary and Subareas (with subject property at NE marked in green)

For those aware of the Interchange Management Area Overlay District (IMA), the above WDO figure marked to show the subject property confirms that the property lies just outside the IMA, that is, the property is *not* in the IMA. (Also, none of the other overlay districts are applicable.)

⊖ Not applicable.

## 2.06 Accessory Structures

### 2.06.02 Fences and Walls

Regarding the “Architectural Wall” as a buffer or screen wall per 3.06.05 to the standards of 3.06.06 and any fence or fencing the developer would build and install, a condition or conditions of approval would secure conformance, as well as a fence permit application type per 5.01.03 “Fence and Free Standing Wall”.

▲ In order to secure conformance to 2.06.02, staff applies a condition or conditions.

### **2.06.03 Structures**

Within the proposal, which is phased development, neither phase includes accessory structures such as sheds, making this WDO section not applicable; however, even if the fuel pump canopy were considered an accessory structure instead of a primary one, it remains proposed more than 5 ft away from a property line. (Other WDO sections address the proposed trash enclosure.)

– Not applicable.

### **2.07 Special Uses**

#### **2.07.08 Facilities During Construction**

This is not directly relevant to land use review. Contractor behavior is to conform during construction. No condition of approval is necessary to reiterate the requirement.

– Not applicable.

### **2.08 Specific Conditional Uses**

None relate to a gas station.

– Not applicable.

## **Volume 3 Development Guideline and Standards**

### **3.01 Streets**

Regarding public street improvements, staff further addresses this under the Adjustment to Street Improvement Requirements ("Street Adjustment") section of this document.

■ SA: Staff further addresses public street improvements further under the Street Adjustment Provisions section (under criterion 3, factor b).

### **3.02 Utilities and Easements**

#### **3.02.01 Public Utility Easements**

**A. The Director shall require dedication of specific easements for the construction and maintenance of municipal water, sewerage and storm drainage facilities located on private property.**

**B. Streetside:** A streetside public utility easement (PUE) shall be dedicated along each lot line abutting a public street at minimum width 5 feet. Partial exemption for townhouse corner lot: Where such lot is 18 to less than 20 feet wide, along the longer frontage, streetside PUE minimum width shall be 3 feet; or, where the lot is narrower than 18 feet, the longer side frontage is exempt from streetside PUE.

**C. Off-street:** The presumptive minimum width of an off-street PUE shall be 16 feet, and the Public Works Director in writing may establish a different width as a standard.

**E.** As a condition of approval for development, including property line adjustments, partitions, subdivisions, design reviews, Planned Unit Developments (PUDs), Street Adjustments, Zoning Adjustments, or Variances, the Director may require dedication of additional public easements, including off-street public utility easements and other easement types such as those that grant access termed any of bicycle/pedestrian access, cross access, ingress/egress, public access, or shared access, as well as those that identify, memorialize, and reserve future street corridors in place of ROW dedication.

**F. Streetside PUE maximum width:**

- 1. Purpose:** To prevent developers and franchise utilities from proposing wider than minimum streetside PUEs along tracts or small lots after land use final decision; to prevent particularly for a tract or lot abutting both a street and an alley; to encourage developers to communicate with franchise utilities and define streetside PUE widths during land use review and how to what is defined; to avoid overly constraining yards, and to avoid such PUEs precluding front roofed patios, porches, or stoops.
- 2. Standards:** Exempting any lot or tract subject to Figure 3.01B “Major Arterial”, the following standards are applicable to a lot or tract with:
  - a. No alley or shared rear lane:** 8 feet streetside.
  - b. Alley or shared rear lane:** Either 8 feet streetside and 5 feet along alley or shared rear lane, or, 5 feet streetside and 8 feet along alley or shared rear lane.

**Nothing in this section precludes a streetside PUE from variable width where necessary such as to expand around public fire hydrants.**

Regarding A, the Public Works Department handles this through its own conditions and processes. Additionally, one of the two frontages is a state highway, which involves the standards and permitting processes of the Oregon Department of Transportation (ODOT).

Regarding B, because the site plan calls out a streetside PUE along Oregon Way but does not indicate its width, staff applies a condition or conditions. The highway is subject to a superseding standard requiring a 10-ft wide easement: Figure 3.01B “Major Arterial”, and the site plan calls out a streetside PUE and indicates a 10-foot width.

Regarding C, the Public Works Department implements this through its own permit processes, standards, and specifications, and Planning Division also staff apply a condition or conditions for WDO conformance and to deal with existing context of public utilities. Additionally, one of the two frontages is a state highway, which involves ODOT standards and permitting processes.



▲ In order to secure conformance with Figure 3.01B and 3.02.01B & F.2, staff applies a condition or conditions.

### **3.02.02 Creeks and Watercourse Maintenance Easements**

There are no creeks or watercourses.

⊖ Not applicable.

### **3.02.03 Street Lighting**

The Public Works Department handles this through its own permit processes, standards, and specifications. Additionally, one of the two frontages is a state highway, which involves the standards and permitting processes of the Oregon Department of Transportation (ODOT).

▲ In order to secure conformance to 3.02.03, the Public Works Department might apply public works standards and specifications.

### **3.02.04 Underground Utilities**

**B. Street: All permanent utility service within ROW resulting from development shall be underground, except where overhead high-voltage (35,000 volts or more) electric facilities exist as the electric utility documents and the developer submits such documentation.**

- 1. Developments along Boundary Streets shall remove existing electric power poles and lines and bury or underground lines where the following apply:**
  - a. A frontage with electric power poles and lines is or totals minimum 250 feet; and**
  - b. Burial or undergrounding would either decrease or not increase the number of electric power poles. The developer shall submit documentation from the electric utility.**

**Where the above are not applicable, a developer shall pay a fee in-lieu, excepting residential development that has 4 or fewer dwellings and involves no land division.**

- 2. Fees in-lieu: Per Section 4.02.12.**

Because the application materials fail to show that the development would conform along the highway where electric power poles and overhead electric power lines existing, staff applies a condition or conditions. (Absent direction by the applicant otherwise, staff will proceed as if the developer intends to conform by paying the fee in-lieu and will assess it through the building permit.)

▲ In order to secure conformance to 3.02.04, staff applies a condition or conditions.

### **3.03 Setbacks and Open Space**

#### **3.03.02 Special Setbacks**

This is a street widening setback. Because the development proposes and/or is conditioned to conform regarding ROW widths, the Special Setback is not applicable.

⊖ Not applicable.

#### **3.03.03 Projections into the Setback Abutting a Street**

#### **3.03.04 Projections into the Side Setback**

#### **3.03.05 Projections into the Rear Setback**

Because the development is strip commercial with conventional setbacks that meet or exceed zoning minimums, there are no projections. Were that to change later, the developer would still have to demonstrate conformance and the development conform.

⊖ Not applicable.

#### **3.03.06 Vision Clearance Area**

The application materials indicate that the applicant is aware of and intending to conform regarding driveways and the building closest to the site NE corner, which is the SW corner of the highway and Oregon Way, because the NE building (the convenience store and attached NE commercial office) is notched at the NE to keep out of the vision clearance area (VCA) or sight triangle. The building isn't near any driveway. (Were a site plan to fall out of conformance upon building permit application, staff would prompt the developer to correct during permit reviews.)

✓ The requirement is met.

### **3.04.01 Applicability and Permit**

#### **A. Street Access**

Every lot shall have:

- 1. Direct access to an abutting public street, or**
- 2. Access to a public street by means of a public access easement and private maintenance agreement to the satisfaction of the Director, revocable only with the concurrence of the Director, and that is recorded. The easement shall contain text that pursuant to Woodburn Development Ordinance (WDO) 3.04.03B.3, the public shared access (ingress and egress) right of this easement is revocable only with the written concurrence of the Community Development Director.**

This standard plus the highway being a state highway affects access management. A main reason the developer proposes the highway driveway as one-way inbound is because of an Oregon Department of Transportation (ODOT) "Conditional Approval of Grant of Access", file code 30-24 and "CHAMPS" No. 093457 dated January 23, 2024, of which the applicant submitted a copy to the City among the February 8, 2024 application materials. It states, "Traffic movements for the private approach at the subject location shall only allow right turns off Hillsboro-Silverton Highway."

In any case, there would be full physical access to and from the highway via the Oregon Way driveway and Oregon Way itself, which intersects the highway to the north of that driveway; however, because the subject property is two lots that the applicant proposes neither to adjust nor consolidate, and motorists would have to cross Tax Lot 3600 (2540 Newberg Hwy) to get from the fuel pump canopy on Tax Lot 3700 (2600 Newberg Hwy) onto Oregon Way as a means to get to the highway, the developer needs to grant what is termed any of cross access, ingress/egress, or shared access across the two lots revocable only with the written concurrence of the Community Development Director in order to conform with 3.04.01A.2.

▲ In order to secure conformance with 3.04.01A.2, staff applies a cross access condition to the two lots composing the subject property.

### **3.04.02 Drive-Throughs**

The strip commercial development includes none.

⊖ Not applicable.

### **3.04.03 Driveway Guidelines and Standards ...**

#### **B. Number of Driveways**

- 3. For nonresidential uses, the number of driveways should be minimized based on overall site design, including consideration of:**
  - a. The function classification of abutting streets;**
  - b. The on-site access pattern, including parking and circulation, joint access, turnarounds and building orientation;**
  - c. The access needs of the use in terms of volume, intensity and duration characteristics of trip generation.**
- 5. For all development and uses, the number of driveways shall be further limited through access management per subsections C & D below.**

#### **C. Joint Access**

- 1. Lots that access a Major Arterial, Minor Arterial, Service Collector, or Access Street should be accessed via a shared driveway or instead to an alley or shared rear lane.**

2. **A partition, subdivision, or PUD should be configured so that lots abutting a Major Arterial, Minor Arterial, Service Collector, or Access Street have access to a local street, alley, or shared rear lane. Access to lots with multiple street frontages should be from the street with the lowest functional class.**
3. **Every joint driveway or access between separate lots shall be per the same means as in Section 3.04.01A.2.**
4. **Standards: ...**

One of the two frontages is a state highway, which involves the standards and permitting processes of the Oregon Department of Transportation (ODOT). The developer wants to narrow the highway driveway from 30 to 20 ft, which involves ODOT permitting and standards. That width is within WDO maximum for a one-way driveway (per Table 3.04A). The Oregon Way driveway width is 24 ft. Section 3.04.03 encourages and in part requires joint or shared driveways, and because of the analysis and findings for 3.04.01A related to street access, cross access causes the Oregon Way driveway to be required as a joint or shared one. Through the conditional use process staff applies conditions limiting driveway widths for both frontages.

▲ In order to secure conformance to conditional use criteria, staff applies a condition or conditions.

**D. Access management:**

2. **Commercial: Any development within a commercial zoning district that Section 2.03A lists shall grant shared access to adjacent lots and tracts partly or wholly within any of the same districts. An alley or shared rear lane may substitute for meeting this standard if the alley provides equivalent public access. Zoning Adjustment is permissible.**

<b>Access Requirements</b>		
<b>Table 3.04A</b>		
		<b>Commercial or Industrial Use</b>
<b>Paved Width of Driveway (feet)</b> <small>3, 4, 7, 8</small>	<b>1-way</b>	<b>10 minimum</b> <b>20 maximum</b>
	<b>2-way</b>	<b>Commercial/Mixed-Use:</b> <b>20 minimum</b> <b>24 maximum*</b> <b>*(Add 12 ft maximum if a turn pocket is added)</b>
		<b>Industrial:</b> <b>22 minimum</b> <b>36 maximum*</b> <b>*(Add 8' if a turn pocket is added)</b>
<b>Throat Length (feet) <sup>5</sup></b>	<b>Major Arterial, Minor Arterial, Service Collector</b>	<b>Commercial:</b> <b>36 minimum;</b> <b>Industrial:</b> <b>50 minimum</b>
	<b>Access or Local Street</b>	<b>18 minimum</b>

<b>Access Requirements</b> <b>Table 3.04A</b>	
1.	The separation should be maximized.
2.	Driveways on abutting lots need not be separated from each other, and may be combined into a single shared driveway.
3.	Driveways over 40 feet long and serving one dwelling unit may have a paved surface minimum 8 feet wide.
4.	Notwithstanding the widths listed in this table, the minimum clearance around a fire hydrant shall be provided (See Figure 3.04D).
5.	Throat length is measured from the closest off-street parking or loading space to the right-of-way. A throat applies only at entrances (See Figure 3.05B).
6.	Maximum of 4 individual lots can be served from single shared driveway (See Figure 3.04A) except where and as Section 3.04.03D.3 "Flag Lots" supersedes.
7.	It is permissible that the Oregon Fire Code (OFC) as administered by the independent Woodburn Fire District may cause driveway widths to exceed minimums and maximums. It is a developer's responsibility to comply with the OFC.
8.	Width measurement excludes throat side curbing, if any.
9.	Refer to OFC Appendix D, Figure D103.1.

The site plan shows proposed driveways that conform.

✓ The requirement is met.

### 3.04.05 Transportation Impact Analysis

**B. A transportation study known as a transportation impact analysis (TIA) is required for any of the following:**

1. **Comprehensive Plan Map Change or Zone Change or rezoning that is quasi-judicial, excepting upon annexation designation of zoning consistent with the Comprehensive Plan.**
2. **A development would increase vehicle trip generation by 50 peak hour trips or more or 500 average daily trips (ADT) or more.**
3. **A development would raise the volume-to-capacity (V/C) ratio of an intersection to 0.96 or more during the PM peak hour.**

4. **Operational or safety concerns documented by the City or an agency with jurisdiction, such as ODOT or the County, and submitted no earlier than a pre-application conference and no later than as written testimony entered into the record before the City makes a land use decision.**
5. **A development involves or affects streets and intersections documented by ODOT as having a high crash rate, having a high injury rate of persons walking or cycling, having any cyclist and pedestrian deaths, or that partly or wholly pass through school zones that ODOT recognizes.**
6. **Where ODOT has jurisdiction and ORS or OAR, including OAR 734-051, compels the agency to require.**

The applicant submitted a revised traffic impact analysis (TIA) dated June 23, 2023 on May 1, 2024 as well as a supplement dated and submitted July 23, 2024.

Page 36, "Findings and Recommendations" proposed no mitigation measures. Staff addresses the TIA further under the Conditional Use Provisions section of this document.

#### **3.04.03E. Interconnected Parking Facilities.**

1. **All uses on a lot shall have common or interconnected off-street parking and circulation facilities.**
2. **Similar or compatible uses on abutting lots shall have interconnected access and parking facilities.**

Because the proposal is a single, integrated site development for several primary uses – a gas station, composed of the fuel pump canopy and convenience store – plus NE attached commercial office and a (Phase 2) SW commercial office building, it would be like a commercial strip mall. The site plan shows continuous drive aisles and obvious shared parking across the two lots composing the subject property.

✓ The requirement is met.

#### **3.04.04 Improvement Standards**

The site plans illustrate pavement that conforms.

✓ The requirement is met.



### 3.05 Off-Street Parking and Loading

#### 3.05.02 General Provisions

Because the application materials fail to show that the development would conform fully to the requirements, staff applies a condition or conditions.

▲ In order to secure conformance with the above subsections of 3.05.02, staff applies a condition or conditions.

#### E. Setback

1. In commercial and industrial zones, the parking, loading, and circulation areas shall be set back from a street a minimum of five feet.
2. Parking, loading, and circulation areas shall be set back from a property line a minimum of five feet, excepting any of (a) interior lot lines of lots in a development that have the same owner or that have outbuildings as part of a complex of buildings sited amid parking, such as in an office or industrial park or strip mall, (b) a shared access and use agreement between or among landowners per Section 3.04, and (c) shared access in the specific context of residential development of other than multiple-family dwellings.

Subsection 2(a) is applicable and, because of conditioning for other WDO sections related to cross access and shared parking, 2(b) will be applicable.

✓ The requirement is met.

#### J. All uses required to provide 20 or more off-street parking spaces shall have directional markings or signs to control vehicle movement.

The phrase, “directional markings or signs to control vehicle movement” leaves room for interpretation about what kinds of markings or signs, number, size, placements, and symbols and text. A gas station involves a lot of queuing and conflicts among vehicles moving across the site. The site plan shows some detail, but in staff opinion not enough to direct gas station motorists to pump queues and distinguish queuing areas from drive aisles.

Also, because of how access management would work, motorists returning to I-5 would exit to Oregon Way to turn left/north to then turn left/west at OR 214.

With ODOT highway access management as describe earlier above for 3.04.01A, Planning Division staff intends that markings and signage direct motorists seeking I-5 to go to Oregon Way. Because of the room for interpretation, and that the applicant will later refine the site plan, it is during building permit review that administratively establishing details, specifications, and revisions to administer the WDO section would be timely and fruitful.

**3.05.03 Off-Street Parking**

**3.05.03 Off-Street Parking**

**A. Number of Required Off-Street Parking Spaces**

1. Off-street vehicle parking spaces shall be provided in amounts not less than those set forth in this Section (Table 3.05A).
2. Off-street vehicle parking spaces shall not exceed two times the amount required in this Section (Table 3.05A).

...

C. A maximum of 20 percent of the required vehicle parking spaces may be satisfied by compact vehicle parking spaces.

D. Off-street vehicle parking spaces and drive aisles shall not be smaller than specified in this Section (Table 3.05C).

**F. Garages ...**

2. For multi-family dwellings, one-half of the parking spaces required by this Section (Table 3.05A) shall be in a garage or garages, whether conventional or tandem, or, in a carport or carports.

**Table 3.05A**

<b>Off-Street Parking Ratio Standards</b> <b>Table 3.05A</b>	
<b>Use<sup>1</sup></b>	<b>Parking Ratio - spaces per activity unit or square feet of gross floor area</b>
<b>COMMERCIAL / PUBLIC</b>	
<b>6. Motor vehicle service</b>	<b>1/ 200 retail area + 3/ service bay + 1/ pump island</b>
<b>12. Offices (such as professional, scientific and technical services, finance and insurance, real estate, administrative and support services, social assistance, and public administration – but not including ambulatory health services)</b>	<b>1/ 350 square feet</b>
<b>1. The Director may authorize parking for any use not specifically listed in this table. The applicant shall submit an analysis that identifies the parking needs, and a description of how the proposed use is similar to other uses permitted in the zone. The Director may require additional information, as needed, to document the parking needs of the proposed use.</b>	

Minimum required off-street parking is:

<i>Land use</i>	<i>Ratio</i>	<i>Square Footage</i>	<i>Spaces</i>
Gas station	1 per 200 sq ft of retail area (4 per 1,000) + 1 per island	4,110	20.6
Commercial office	1 per 350 sq ft (2.86 per 1,000)	1,863 (NE)	5.3
		5,000 (SW)	14.3
All sitewide			40.2 → 40

Even without counting any space under the fuel pump canopy, the site plan proposes 50 spaces sitewide, exceeding the minimum requirement sitewide, but not so much it would exceed the maximum parking or parking cap per 3.05.03A.2 above. (Staff concurs with the applicant assumption that that the “1/ pump island” parking minimum has no practical effect on minimum parking, the area under any gas station fuel pump canopy being its own minimum parking.) There are 12 compact parking spaces. Because there are 10 excess parking spaces, a fraction of the compact parking could be considered part of minimum parking. Of 40, 20% is 8 compact spaces, and with 10 extra spaces sitewide, the site plan minimum parking of 40 can be interpreted to meet the compact parking maximum of 8.

However, while Tax Lot 3700 (2600 Newberg Hwy) would meet minimum parking for the fuel pumps and exceed that for the SW commercial office building, Tax Lot 3600 (2540 Newberg Hwy) would have 19 or 20 spaces, short of the minimum 26 parking stalls for the convenience store and attached NE commercial office space. This raises the issue of shared parking, which staff addresses further below under 3.05.05.

✓ The requirement is met.

**Table 3.05.05 Parking Space and Drive Aisle Dimensions**

The site plan appears to conform. The applicant opted for standard size stalls to be 19 ft long, 1 ft longer than the minimum length of 18 ft.

**Carpool/Vanpool Parking  
Table 3.05C**



Development or Use	Description	Stall Minimum Number or Percent
1. Non-residential development within commercial zoning districts	Zero to 19 total minimum required off-street parking spaces	n/a
	20 to 33 total	1 stall
	34 to 65 total	2 stalls
1. Standard applies even if the site is not zoned P/SP. 2. See Section 3.05.03H for carpool/vanpool (C/V) development standards.		

The site plan shows the minimum 2 C/V spaces at the east central front corner of the SW office building, as indicated by "CARPOOL". Because there is no additional information about specifications such as for signage and striping per 3.05.03H, staff applies a condition to secure clarification and conformance during building permit review. Because the applicant will later refine the site plan, it is during building permit review that determining full conformance with the WDO specifications would be timely and fruitful.

▲ In order to secure conformance with Table 3.05.03H, staff applies a condition or conditions.

**3.05.05 Shared Parking ...**

**D. Shared parking may be allowed if the following standards are met:**

- 1. Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, a shared parking agreement, shall require review and authorization of a subsequent Design Review or Modification of Conditions.**
- 2. Legal documentation, to the satisfaction of the Director, shall be submitted verifying shared parking between the separate developments. Shared parking agreements may include provisions covering maintenance, liability, hours of use, and cross-access easements.**
- 3. The approved legal documentation shall be recorded by the applicant at the Marion County Recorder's Office and a copy of the recorded document shall be submitted to the Director, prior to issuance of a building or other land use permit.**


The subject property is two lots that the applicant proposes neither to adjust nor consolidate, with Tax Lot 3600 (2540 Newberg Hwy) having the convenience store and attached NE commercial office area and Tax Lot 3700 (2600 Newberg Hwy) having the fuel pump canopy and SW office building.

As mentioned earlier above regarding minimum parking, while Tax Lot 3700 (2600 Newberg Hwy) would meet minimum parking for the fuel pumps and exceed that for the SW commercial office building, Tax Lot 3600 (2540 Newberg Hwy) would have 19 or 20 spaces, short of the minimum 26 parking stalls for the convenience store and attached NE commercial office space.

For these reasons, shared parking is *de facto* proposed and a shared parking agreement becomes required.

The application materials lack a draft shared parking agreement. Staff applies a condition to secure conformance during building permit review.

▲ In order to secure conformance with 3.05.05D, staff applies a condition or conditions.

<b>Off-Street Bicycle Parking</b> <b>Table 3.05D</b>		
		
Development or Use	Description	Stall Minimum Number, Percent, or Ratio
<b>2. Non-residential development within commercial zoning districts</b>		<b>Whichever of the two rates is greater:</b> <b>(1) 2 stalls or 15% of total minimum required parking spaces, whichever is greater; or</b> <b>(2) 2 stalls or equal to 0.6/ 1,000 square feet GFA, whichever is greater.</b>
<b>3. The Director may authorize off-street bicycle parking for any use that the Development or Use column does not clearly include.</b>		
<b>4. See Section 3.05.06 for bicycle parking development standards.</b>		

Minimum bicycle parking is whichever of the two rates is greater:

- (1) 2 stalls or 15% of 25 parking spaces, whichever is greater; or
- (2) 2 stalls or equal to 0.6 x (4,394/1,000) square feet GFA of the convenience store, whichever is greater.

This is the same as:


- (1) 2 stalls or (40 x 0.15) → 6 stalls, whichever is greater; or
- (2) 2 stalls or equal to (0.6 x 6.863) = 4.1 stalls →, whichever is greater.

So, rate (2) is applicable, and of that, the second rate is applicable, yielding the minimum required bicycle parking of 6 stalls. The site plan shows 4 at the convenience store and 2 at the SW commercial office building.

Because the SW commercial office building of 5,000 sq ft per the site plan and elevations would have as many as 4-5 tenant spaces, staff believes more than 2 are necessary at that building and by conditional use requires a sitewide minimum of 8 with minimum 4 of these being at the SW office commercial building. For reasons why, see farther below under the Conditional Use Provisions section (Table CU-3, row CU2, third column).

The Table 3.05C minimum ratio is met, and conceptually the bicycle parking could conform with 3.05.06. Because there is no additional information about specifications, staff applies a condition to secure clarification and conformance during building permit review. Because the applicant will later refine the site plan, it is during building permit review that determining full conformance with the WDO specifications would be timely and fruitful.

▲ In order to secure conformance with 3.05.06, staff applies a condition or conditions.

<p style="text-align: center;"><b>Electric Vehicle Parking</b> <b>Table 3.05E</b></p> 		
<b>Development or Use</b>	<b>Description</b>	<b>Stall Minimum Number or Percent</b>
<b>2. Non-residential development within commercial zoning districts</b>	<b>Zero to 19 total minimum required spaces</b>	<b>n/a</b>
	<b>20 to 39 total</b>	<b>2 stalls</b>
	<b>40 or more total</b>	<b>2 stalls or 5%, whichever is greater</b>
<p><b>2. The Director may authorize EV parking for any use that the Development or Use column does not clearly include.</b></p> <p><b>3. See Section 3.05.03I below for EV development standards.</b></p> <p><b>4. Administrative note: As of January 2022, electrical permitting remains through the County instead of the City by agreement between the City and County.</b></p>		

The site plan shows the minimum 2 EV spaces at the site northwest front of the SW commercial office building symbolized with “EV SPACE”, meeting Table 3.05E. (Regarding, “2 stalls or 5%, whichever is greater”, 5% of 40 minimum parking spaces equals 2.)

Because there is no additional information about specifications such as for charging level, signage, and striping per 3.05.03I, staff applies a condition to secure clarification and conformance during building permit review. Because the applicant will later refine the site plan, it is during building permit review that determining full conformance with the WDO specifications would be timely and fruitful.

▲ In order to secure conformance with 3.05.03I, staff applies a condition or conditions.

### **3.05.04 Off-Street Loading & Unloading**

The proposal conforms.

✓ The requirement is met.

### **3.06 Landscaping**

#### **3.06.03 Landscaping Standards**

##### **A. Street Trees**

Staff addresses this further under both the Conditional Use Provisions and the Adjustment to Street Right of Way and Improvement Requirements (“Street Adjustment”) Provisions sections of this document.

■ *CU & SA:* Staff further addresses street trees further under both the Conditional Use Provisions section (under criterion 3, factor b) and the Adjustment to Street Right of Way and Improvement Requirements (“Street Adjustment”) Provisions section.

#### **3.06.05 Screening**

##### **A. Screening between zones and uses shall comply with Table 3.06D.**

The row “Property being Developed – must provide screening if no comparable screening exists on abutting protected property” and “CG or MUV zone” that intersects with the columns “Adjacent properties – zone or use that receives the benefit of screening” and both “RS, R1S, or RSN zone” and “Multiple-family dwelling” necessitates an “Architectural Wall” (AW) along the lot lines abutting the lots with the two houses at 943 & 953 Oregon Way and the Panor 360 condominiums at 950 Evergreen Road.

▲ In order to secure conformance with Table 3.06D, staff applies a condition or conditions.



**B. All parking areas, except those for single-family and duplex dwellings, abutting a street shall provide a 42-inch vertical visual screen from the abutting street grade. Acceptable design techniques to provide the screening include plant materials, berms, architectural walls, and depressed grade for the parking area. All screening shall comply with the clear vision standards of this ordinance (Section 3.03.06).**

Because the landscape plan symbolizes some shrubbery or hedges that don't quite fully line parking and vehicular circulation areas so as to screen them, staff applies a condition or conditions.

▲ In order to secure conformance with the screening requirement, staff applies a condition or conditions.

### **3.06.06 Architectural Walls**

Because the application materials fail to show that the development would conform to the requirement, staff applies a condition or conditions.

▲ In order to secure conformance with AW standards, staff applies a condition or conditions.

### **3.06.07 Significant Tree Preservation & Removal**

See the Conditional Use Provisions section under criterion 3, factor c5) "aesthetics", for analysis.

Through conditional use process, staff applies a fee to mitigate the loss of Significant Trees and to increase the City tree fund. For the explanation why, see the paragraph farther below under the Conditional Use Provisions section (under criterion 3, factor c5).

▲ In order to secure Significant Tree removal mitigation, staff applies a condition or conditions.

## **3.07 Architectural Design**

### **3.07.06 Standards for Non-Residential Structures in Residential, Commercial and Public/Semi Public Zones**

Per 3.07.01A, the architectural provisions are standards for land use review Type I and guidelines for higher types. The application types composing the consolidated package result in Type III.

The site plans and building elevations show largely what the guidelines describe; however, without conditions applied through the conditional use process, guidelines would remain just that – optional for the developer and subject to “value engineering”.

▲ In order to secure adequate architecture in the context of strip commercial development, staff applies a condition or conditions.

### **3.08 Partitions and Subdivisions**

None proposed.

– Not applicable.

### **3.10 Signs**

Land use application types generally are not the means for the City to review or approve signage. Signage, including wall and monument signs, remain subject to review and approval through a Type I sign permit through 5.01.10 “Sign Permit”.

– Not applicable.

### **3.11 Lighting**

The site plans through Sheet E1.1 “Lighting Plan” appears to conform with 3.11.02. Regarding color temperature / hue in particular per 3.11.02C, the application materials submitted May 1, 2024 included cut or spec sheets indicating that parking area pole lights would be the model of 4,000° Kelvin (K) color temperature, a conforming value. However, the color temperature is not specified for either the wall-mounted fixture model or the fuel pump canopy ceiling light fixture model nor, it is necessary to specify model purchase and installation of the 4,000° K and not the 5,000° K models. This may be through marked cut or spec sheets, plan sheet revisions, or both. Staff conditions accordingly.

▲ In order to secure conformance with 3.11.02C & F, staff applies a condition or conditions.

## Conditional Use Provisions

### CU Provisions

#### 5.03.01 Conditional Use

**A. Purpose:** A conditional use is an activity which is permitted in a zone but which, because of some characteristics, is not entirely compatible with other uses allowed in the zone, and cannot be permitted outright. A public hearing is held by the Planning Commission and conditions may be imposed to offset impacts and make the use as compatible as practical with surrounding uses. Conditions can also be imposed to make the use conform to the requirements of this Ordinance and with other applicable criteria and standards. Conditions that decrease the minimum standards of a development standard require variance approval.

**B. Criteria:**

1. The proposed use shall be permitted as a conditional use within the zoning district.
2. The proposed use shall comply with the development standards of the zoning district.
3. The proposed use shall be compatible with the surrounding properties.

Relevant factors to be considered in determining whether the proposed use is compatible include:

- a. The suitability of the size, shape, location and topography of the site for the proposed use;
- b. The capacity of public water, sewerage, drainage, street and pedestrian facilities serving the proposed use;
- c. The impact of the proposed use on the quality of the living environment:
  - 1) Noise;
  - 2) Illumination;
  - 3) Hours of operation;
  - 4) Air quality;
  - 5) Aesthetics; and
  - 6) Vehicular traffic.
- d. The conformance of the proposed use with applicable Comprehensive Plan policies; and
- e. The suitability of proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity.

#### *Scope of review*

The applicant duly consolidated the development applications per WDO 4.01.07 – master/parent case file number is Conditional Use CU 24-02, and the children/corollary case file numbers are Design Review 24-02, Phasing Plan PP 24-01, & Adjustment to Street Improvement Requirements ("Street Adjustment") SA 24-01. Under consolidated review, City policy is not to segment development review into discrete parts in a manner that could preclude comprehensive review of the entire development and "its cumulative impacts" (4.01.07). The proposed development includes a mix of uses, with the gas station being a conditional use

pursuant to the WDO and the convenience store being a permitted use. However, the mixed uses on the property are arguably tied together under a singular business model, each reliant on the other components and benefitting from their assembled presence on a singular site. It is reasonable to assume that individuals using the fueling islands will also use the convenience store, whether for paying for fuel, purchasing food and beverages, using the restroom, etc. The City is not required to identify a subarea of the property as the “gas station site” and consider impacts framed by a smaller area. The uses have a grouped impact that generally cannot be separated. In particular and as evident from the transportation impact analysis (TIA), the site development traffic effects result from the whole and all of the site uses. For that reason, it is reasonable for the City in evaluating the effects of the proposed gas station, convenience store, and office areas, to also assume and condition the reasonable convenience store impacts along with the other uses. Also, the City reviewed and considered the effects of the mixed uses on the development site on the surrounding properties to the full extent of the property lines as part of its evaluation.

#### *Criteria and factors*

Looking at each criterion and factor:

*1 “The proposed use shall be permitted as a conditional use within the zoning district.”*

The use of gas station is permitted as a conditional use as examined under the Design Review Provisions section of this document.

✓ The criterion is met.

*2 “The proposed use shall comply with the development standards of the zoning district.”*

It complies with some but not others as examined under other sections in this document, particularly the Design Review Provisions section.

▲ In order to secure full compliance, staff applies a condition or conditions.

*3 “The proposed use shall be compatible with the surrounding properties.*

Recommended conditions of approval make the proposed conditional use compatible with the surrounding properties.

*Relevant factors to be considered in determining whether the proposed use is compatible include:*

*a. The suitability of the size, shape, location and topography of the site for the proposed use;”*

CU 24-02 US Market Gas Station 2540 & 2600 Newberg Hwy Staff Report

Attachment 102

Page 26 of 85

The site is composed of two lots totaling 1.42 acres, zoned Commercial General (CG), L-shaped, located at a street corner, and flat. Nothing about these are compelling factors against a gas station.

*“b. The capacity of public water, sewerage, drainage, street and pedestrian facilities serving the proposed use;”*

Regarding the capacity of public water, sewerage, and drainage facilities, the Public Works Department Engineering Division handles this through its own conditions and processes. Public Works comments (Attachment 102A, August 13, 2024) identify no objections to development. The proposed use for any given facility is either sufficient or will be after the developer upgrades per the Public Works Department Engineering Division, except where and as Oregon Dept. of Transportation (ODOT) is applicable. Typically, ODOT accommodates developers drawing and constructing street improvements to City standards even along Oregon Highways 99E, 211, 214, & 219.

Regarding street and pedestrian facilities, the Planning Division is taking the lead. The developer applied for an Adjustment to Street Improvement Requirements ("Street Adjustment"), SA 24-01, for both the highway and Oregon Way. Both frontages are nonconforming relative to Figures 3.01B "Major Arterial" and 3.01E "Access Street". They lack both landscape strips with street trees per 3.06.03A and sidewalk that is not curb-tight. Development requires ROW dedication per 3.01.01A & Fig. 3.01B and street improvements per WDO 3.01.01B & D, 3.01.02A & E, 3.01.03A & C.1, Fig. 3.01A, 3.01.04B, and Fig. 3.01B.

Allowing the existing context to remain with strip commercial development would make the walking and cycling environment along highly-trafficked streets (for those cyclists who feel and are safer riding on sidewalk) no less hostile. Additionally, an SA is a discretionary application type. Second, staff applies conditions that secure improvements though less than WDO standards, and that are reasonably proportional to the development. For reasons why, see Table CU-3 below, row CU4, third column.

*“c. The impact of the proposed use on the quality of the` living environment:*

*1) Noise;”*

See Table CU-3, row CU8, third column below.

*“2) Illumination;”*

See Table CU-3, row CU7, third column below.

*“3) Hours of operation;”*

See Table CU-3, row CU8, third column below.

*“4) Air quality;”*

Staff addresses climate change simply to say, it’s a gas station with all the greenhouse gas and volatile organic compound (VOC) emissions that it would enable.

Putting aside climate change, what else is “air quality?” A gas station comes with fumes, particularly easy to get a whiff of near the pumps. However, once a gas station is in place, a city government can do little to change that fact. If this factor is important to someone, the question would be a simple yes or no to a gas station.

Otherwise regarding air quality, staff applies conditions for additional trees in the east and north yards and a wider sidewalk along Oregon Way as a public bicycle pedestrian path, serving as transportation demand management (TDM) by inducing adjacent and nearby residents to drive less often, especially to and from the proposed development and nearby destinations in the commercial area around the intersections of the highway with Country Club Road and Evergreen Roads and with Lawson Avenue, and with fewer driving trips comes better air quality. Also, regarding on-site trees, see factor 5) below.

*5) Aesthetics; and*

Staff interprets this to include:

- a. The look and feel of street frontage for passers-by walking, cycling, and driving;
- b. The look and feel of yard landscaping along streets for passers-by walking, cycling, and driving as well as on-site employees and customers;
- c. Urban design: how close buildings are to sidewalk, how many and how large are windows, are their entrances visible from sidewalk and whether the public can see main entrances to buildings from sidewalk, and whether placements of entrances orient to those who walk or cycle no worse than to those who drive and park;
- d. How safely and comfortably pedestrians and cyclist can access and circulation among on-site buildings through walkways and visibly distinct crossings of drive aisles, including decorative pavement that would connect the Oregon Way sidewalk with the NE commercial office area main entrance;
- e. Having enough on-site trash receptacles near sidewalk to lessen the likelihood of litter of yards along streets and street frontage by convenience store customers on foot;
- f. Avoiding excessive exterior lighting;
- g. Having adequate architecture in the context of strip commercial development;
- h. Having the Architectural Wall look adequate;
- i. Getting highway electric power poles and overhead electric power lines buried or fees in-lieu paid to fund such elsewhere in town;
- j. Having a few evergreen trees among newly planted trees; and
- k. Increase street trees and on-site trees in yards along streets, and provide for fee in-lieu to fund tree plantings elsewhere in town;

- l. Administering Street Adjustment SA 24-01 to have the developer improve Oregon Way to be the best of the two frontages for pedestrians and cyclists to give the City some public benefit for leaving the highway frontage as is or largely as is; and
- m. Mitigation of the unpleasant aspects of neighboring and patronizing a gas station and convenience store.

Significant Tree removal: Also, regarding on-site trees, for a condition and Attachment 203 (fee table) regarding contribution to the City tree fund, having a fee is based on conditional use compatibility with surrounding properties (criterion 3) and impact of the proposed use on the quality of the living environment (factor 3c) including air quality and aesthetics (factors 3c4 & 3c5). The reason is that a demolition contractor, while demolishing the two vacant banks, removed from the subject property at least two but likely three Significant Trees (as 1.02 defines) in May 2021 without City authorization, particularly a Significant Tree Removal Permit per 5.01.11. Staff had seen and photographed on-site trees during at least two site visits, one each on November 9, 2018 and April 26, 2019. The removal prompted neighbor complaints to the City Council at the May 24, 2021 meeting, and there was code enforcement. The Council on August 9, 2021 adopted Ordinance No. 2592 “establishing an enhanced penalty” for violations of WDO tree preservation and removal provisions.

Through conditional use process, staff applies a fee to mitigate the loss and to increase the City tree fund.

Staff applies conditions towards these objectives.

#### *6) Vehicular traffic.*

The proposal is strip commercial development of a gas station with convenience store and two commercial office spaces, one at the northeast attached to the south side of the convenience store, and at the southwest an office building.

The applicant recycled the traffic impact analysis (TIA) dated August 13, 2021 from CU 21-02 as a CU 24-02 submittal February 8, 2024. The applicant revised the TIA June 23, 2023 and submitted it May 1, 2024. The applicant submitted a five-page supplement dated and submitted July 23, 2024 clarifying how the applicant’s consultant applied the Institute of Transportation Engineers (ITE) *Trip General Manual* rates of vehicle trips that would pass by the site, i.e., “pass-by” trip rates. Staff had the transportation consultant to the City review the revised TIA and draft a memo (February 26, 2024).

TIA page 36, “Findings and Recommendations” proposed no mitigation measures.



Page 14 of the revised TIA identifies high vehicle turning and angle crash rate at most intersections in Table 4, reproduced below, and p. 12 of the revised TIA references crash history. The crash history states:

“The table also provides a crash rate per million entering vehicles, which is often used to assess whether a geometric or traffic control deficiency is present when the crash rate is greater than 1.0 per million entering vehicles.”

**Table 4. Intersection Crash Summary (January 2015 to December 2019)**  
*(Note that 2020 crash data is available but is impacted by COVID trends)*

Intersection	# of Crashes	Severity			Crash Rate per MEV	ODOT 90 <sup>th</sup> % Rate
		Fatal	Injury	Non-Injury		
1: I-5 SB Ramps/ Newberg Hwy	48	0	35	13	0.93	3SG: 0.509 Urban
2: I-5 NB Ramps/ Newberg Hwy	48	0	27	21	0.90	3SG: 0.509 Urban
3: Evergreen Rd/ Newberg Hwy	67	0	39	28	1.36	4SG: 0.860 Urban
4: RI Access/ Newberg Hwy	1	0	0	1	0.05	Right-In/ Right-Out
5: Oregon Way/ Newberg Hwy	43	0	30	13	1.08	4SG: 0.860 Urban
6: Oregon Way/ Access	0	0	0	0	0.00	3ST: 0.293 Urban

3SG: Three-legged signalized, 4SG: Four-legged signalized, 3ST: Three-legged stop-controlled

From p. 14

**Table 9. Trip Generation Estimates (ITE 11<sup>th</sup> Edition)**

Land Use	ITE Code	Metric	Daily Trips	Weekday AM Peak Hour			Weekday PM Peak Hour		
				Total	In	Out	Total	In	Out
<b>Existing Uses</b>									
Drive-in Bank	912	5,714 SF	573	57	33	24	120	60	60
Pass-by Trips			-201	-17	-10	-7	-42	-21	-21
<b>Net New Trips</b>			<b>372</b>	<b>40</b>	<b>23</b>	<b>17</b>	<b>78</b>	<b>39</b>	<b>39</b>
<b>Proposed Uses</b>									
Small Office Building	712	6,863 SF	99	11	9	2	15	5	10
Convenience Store/ Gas Station	945	4,110 SF 12 pos.	3,086	324	162	162	273	137	136
Pass-by Trips			-2,315	-246	-123	-123	-205	-103	-102
<b>Total Proposed Uses</b>			<b>3,185</b>	<b>335</b>	<b>171</b>	<b>164</b>	<b>288</b>	<b>142</b>	<b>146</b>
<b>Total Pass-by Trips</b>			<b>-2,315</b>	<b>-246</b>	<b>-123</b>	<b>-123</b>	<b>-205</b>	<b>-103</b>	<b>-102</b>
<b>Net New Trips</b>			<b>870</b>	<b>89</b>	<b>48</b>	<b>41</b>	<b>83</b>	<b>39</b>	<b>44</b>
<b>Total New Trips (Proposed Trips – Approved Bank Trips)</b>									
Total Trip Difference			+2,612	+278	+138	+140	+168	+82	+86
Pass-by Trip Difference			-2,114	-229	-113	-116	-163	-82	-81
<b>Net New Trip Difference</b>			<b>+498</b>	<b>+49</b>	<b>+25</b>	<b>+24</b>	<b>+5</b>	<b>+0</b>	<b>+5</b>

From p. 26

Modeling predicts that the proposed development would generate net 870 daily vehicle trips, more than the two banks, now demolished, did – a net 498 more per revised TIA Table 9 on p. 26, of which AM peak trips are total 89 or net 49 and PM peak trips are total 83 or net 5.

This would include greater numbers of left turns (from Oregon Way), suggesting that crash risk remains or rises. The p. 36, “Findings and Recommendations” section, third bullet, acknowledges, “The safety analysis identified high crash rates at the I-5 ramp intersections, Evergreen Road, and Oregon Way on OR 214.” The fourth bullet states:

“The Evergreen Road/OR 214 and Oregon Way/OR 214 intersections were included on the ODOT SPIS[\*] lists in 2019, 2020, and 2021 at a 95th percentile. The signal phasing was recently changed at these signals from protected-permissive to protected only left-turn phasing, which is not reflected in the crash data. As most crashes at these intersections were turning collisions on the highway, this is expected to reduce the number of crashes reported at these intersections and further monitoring is recommended.”

\*Safety Priority Index System.

However, it’s not known if crash risks are actually lower, and with Table 4 indicating that this intersection of those studied has the highest crash rate and that the intersection of the highway and Country Club Road / Oregon Way has the second highest, staff finds the revised TIA unconvincing about crash safety and errs on the side of caution.

#### *Country Club Road / Oregon Way*

For this second-highest crash rate intersection, staff applies Condition T-A1 as a mitigation measure to fund the Transportation System Plan (TSP) Project R11, a signal timing study from TSP p. 32, and to supplement with addition funding both to examine improving safety and to account for inflation after the City Council adopted the TSP in September 2019, using the [U.S. Bureau of Labor Consumer Price Index \(CPI\) Inflation Calculator](#) to adjust \$15,000 from then to July 2024, the latest month the calculator made available as of August 14, 2024. Staff applies Condition T-A1a.

#### *I-5 Interchange*

The City conditioned the approval of the DR 21-07 Amazon warehouse, formerly known as “Project Basie”, at 450 Butteville Road through Condition 10 to provide a proportionate share contribution of \$10,000 towards TSP Projects R8 & R9, signal/intersection studies estimated at \$15,000 each and totaling \$30,000, to address the elevated crash rate along the highway at the I-5 northbound on and off-ramps, the third-highest crash rate per TIA Table 4 above.

Page 22, Table 7 of the revised TIA lists developments including Amazon and cites its trip generation as 457 trips during the AM Peak hours and 176 during the PM peak hour; however the DR 21-7 revised TIA dated July 6, 2021 totals 599 AM peak hour trips per p. 33 Fig. 13 and 224 PM peak hour trips per p. 35 Fig. 14.

The subject CU 24-02 US Market as examined earlier above would generate 89 AM peak trips compared with 83 PM peak hour trips. Both Amazon and the gas station have higher trips during the AM peak than the PM one. The gas station 89 trips equals 14.9% of the 599 of Amazon. Because of Amazon having given \$10,000, 14.9% of that would be \$1,490 towards the total remaining \$20,000 needed for the estimated total cost of \$30,000 of both TSP Projects R8 & R9. Staff adjusts from September 2021, the date of the DR 21-07 Planning Commission staff report, to July 2024, the latest month the aforementioned calculator made available, and this yields \$1,709 rounded. Staff applies Condition T-A1b.

#### *Evergreen Road*

The City for DR 2019-05 Allison Way Apartments at 398 Stacy Allison Way through Condition T-A3 required a proportionate share contribution of \$15,000 toward a signal/intersection study related to TSP Project R10 to alleviate the crash condition for the 67 additional PM peak hour trips added to the intersection. (The Public Works Department has not reported that there has been study. For the gas station first attempt, CU 21-02, the dollar amount of this share would have been \$15,000.)

CU 24-02 US Market would add 61 trips to that intersection, almost that of the apartments, and as Table 4 above shows, the intersection has a high crash rate. The proportionate share calculation is 61 gas station trips compared to 67 apartment trips,  $61 / 67 = 91.0\%$ , which when applied to \$15,000 yields \$13,657. Because the base amount dates from May 2020, the date of the DR 2019-05 Planning Commission staff report, staff adjusts the \$13,657 for inflation to be in July 2024 dollars, the latest month the aforementioned calculator made available. This yields \$16,755 rounded. Staff applies Condition T-A1c.

#### *Bus transit*

To further transportation demand management (TDM) through bus transit, regarding the Woodburn Transportation System (WTS) Oregon Way northbound stop that is adjacent to 966 & 980 Oregon Way, where because ROW and streetside PUE are too narrow relative to the street to accommodate installation staff applies a condition for fees in lieu of a bus shelter and bus stop bicycle parking. The cost is based on the City Transit Development Plan (TDP; Resolution No. 2213 on June 12, 2023). (The TDP follows the Transit Plan Update, also known as the Transit Update Plan, adopted via Resolution No. 1980 on November 8, 2010.) TDP Fig. 68 from p. 94, footnote 6, estimated \$15,000 for a bus stop improved with a shelter.

Staff adjusts from June 2023 to July 2024, the latest month the aforementioned calculator made available. Staff had determined the cost of bus stop bicycle parking was \$510.20 through ANX 2019-01 Woodburn Eastside Apartments (known Woodburn Place Apartments), and staff adjusts from October 2020 to July 2024. Staff applies Condition T-T.

*“d. The conformance of the proposed use with applicable Comprehensive Plan policies; and”*  
 Staff applies conditions in support of [Comprehensive Plan](#) Policies:

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
Residential Land Development and Housing:		
D-1.9	15	<p>“Industrial and commercial uses that locate adjacent to a residential area should buffer their use by screening, design, and sufficient setback that their location will not adversely affect the residential area.”</p> <p>The site is abouts two houses in Woodburn Senior Estates to the southeast and a three-story condominium building, Panor 360, to the southwest. East across Oregon Way are three more houses in the Estates.</p> <p>Conditions address the policy and thereby address CU criterion 3, factor d. The conditions also address factors among c1)-5) &amp; e, the ones addressing:</p> <ul style="list-style-type: none"> <li>• Front yard landscaping that has more trees and shrubs</li> <li>• Architectural Wall (AW) along the southeast and southwest property lines abutting the properties with the two houses and the condominium building</li> <li>• Lights on number and placements of exterior light fixtures</li> <li>• Gas station operations – including regarding noise; hours of operation of the convenience store and vacuums; trash; and fuel pump vehicle queuing</li> <li>• Lighting regarding electronic changing imagery within front yard signage.</li> </ul>
Commercial Land Development and Employment:		
F-1.2	24	<p>“Lands for high traffic generating uses (shopping centers, malls, restaurants, etc.) should be located on well improved arterials. The uses should provide the necessary traffic control devices needed to ameliorate their impact on the arterial streets.”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>A gas station is a high traffic generating use, and its proposed site is at the corner of a state highway and a street, the developer being conditioned to upgrade the street frontage. A T transportation condition secures transportation mitigation fees as examined under CU factor 6) about vehicular traffic and as different means of meeting the intent of the Comprehensive Plan policy than changing the traffic signal at the highway intersection with Oregon Way.</p>
F-1.3	24	<p>“Strip zoning should be discouraged as a most unproductive form of commercial land development. Strip zoning is characterized by the use of small parcels of less than one acre, with lot depths of less than 150 feet and parcels containing multiple driveway access points. Whenever possible, the City should encourage or require commercial developments which are designed to allow pedestrians to shop without relying on the private automobile to go from shop to shop. Therefore, acreage site lots should be encouraged to develop "mall type" developments that allow a one stop and shop opportunity. Commercial developments or commercial development patterns that require the use of the private automobile shall be discouraged.”</p> <p>The two lots total 1.42 acres with highway and Oregon Way frontages of 265 and 178 ft respectively.</p> <p>Conditions implement access management to not increase the number of driveways within the development and across successive developments along the major thoroughfares that are the spines of the CG zoning district.</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses.</p>
F-1.4	24	<p>“Architectural design of commercial areas should be attractive with a spacious feeling and enough landscaping to reduce the visual impact of large expanses of asphalt parking areas. Nodal and mixed use village commercial areas should be neighborhood and pedestrian oriented, with parking to the rear or side of commercial buildings, and with pedestrian connections to neighboring residential areas.”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>Conditions make a dent in large expanses of asphalt parking areas through more trees in yards along streets and hedge or shrubbery screening parking areas from streets. Conditions require minimum window area on street-facing walls for attractiveness, and wide walkways connecting sidewalks with all building main entrances on the site. An objective is to make a gas station development less ugly than it might otherwise be.</p>
F-1.6	25	<p>“Commercial office and other low traffic generating commercial retail uses can be located on collectors or in close proximity to residential areas if care in architecture and site planning is exercised. The City should ensure by proper regulations that any commercial uses located close to residential areas have the proper architectural and landscaping buffer zones.”</p> <p>The WDO and conditions secure care in architecture and site planning for the commercial development close to residential area to the southeast and southwest through a combination of wall, slatted fencing, vegetation, and height limits on light poles and wall-mounted lights.</p>
Transportation:		
H-1.1	33	<p>“Develop an expanded intracity bus transit system that provides added service and route coverage to improve the mobility and accessibility of the transportation disadvantaged and to attract traditional auto users to use the system.”</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The easier walking and cycling are, the more likely they become the means of “last mile” travel for those who ride the bus.</p> <p>Conditions also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
H-1.3	34	<p>“Develop a low stress network of bicycle lanes and routes that link major activity centers such as residential neighborhoods, schools, parks, commercial areas and employment centers. Identify off-street facilities in City greenway and park areas. Ensure all new or improved collector and arterial streets are constructed with bicycle lanes.”</p> <p>Conditions induce cycling by requiring rain canopies at building entrances, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, and wide sidewalk along Oregon Way, the less trafficked and noisy street. The wide sidewalk is minimum 8 ft, enough to serve as a bicycle/pedestrian path (or “multi-use path”) for most cyclists who feel safer riding outside a roadway when possible.</p>
H-1.4	34	<p>“Develop a comprehensive network of sidewalks and off-street pathways. Identify key connections to improve pedestrian mobility within neighborhoods and link residential areas to schools, parks, places of employment and commercial areas. Ensure all new collector and arterial streets are constructed with sidewalks.”</p> <p>Conditions induce walking and cycling by requiring rain canopies at building entrances, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The wide sidewalk is minimum 8 ft, enough to serve as a bicycle/pedestrian path (or “multi-use path”) for most cyclists who feel safer riding outside a roadway when possible.</p>
H-2.3	34	<p>“Encourage multi-modal transportation options, including park-and-ride facilities, carpooling, and use of transit services.”</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The easier walking and cycling are, the more likely they become the means of “last mile” travel for those who ride the bus.</p>



<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p> <p>The development site NE corner is approximately 1,000 ft walking distance southeast from the Woodburn Memorial Transit Center / Woodburn Park and Ride at 2900 Tom Tennant Drive.</p>
H-2.5	34	<p>“Provide inter-parcel circulation through crossover easements, frontage or backage roads, or shared parking lots where feasible.”</p> <p>DR conditions secure access management based on WDO 3.04.03 and Table 3.04A.</p>
H-3.1	35	<p>“Continue coordination with ODOT to improve safety on state facilities within the City and citywide access management strategies.”</p> <p>CU transportation conditions secure transportation mitigation fees relating to study of highway signal timing and intersection crash reduction. They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p>
H-3.2	35	<p>“Implement strategies to address pedestrian and bicycle safety issues, specifically for travel to and from local schools, commercial areas, and major activity centers.”</p> <p>Conditions induce walking and cycling by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses.</p> <p>CU transportation conditions secure transportation mitigation fees relating to study of highway signal timing and intersection crash reduction. They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p> <p>The development site NE corner is approximately 1,000 ft walking distance southeast from the Woodburn Memorial Transit Center / Woodburn Park and Ride at 2900 Tom Tennant Drive.</p>
H-4.1	35	<p>“Evaluate the feasibility of various funding mechanisms, including new and innovative sources.”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		CU transportation conditions secure transportation mitigation fees relating to study of highway signal timing and intersection crash reduction. They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.
H-5.1	35	<p>“Implement, where appropriate, a range of potential Transportation Demand Management (TDM) strategies that can be used to improve the efficiency of the transportation system by shifting single-occupant vehicle trips to other models [<i>sic</i>] and reducing automobile reliance at times of peak traffic volumes.”</p> <p>Conditions induce walking and cycling, which could make a dent in some vehicular traffic at least for the convenience store and commercial office area, by requiring rain canopies at building entrances, minimum window area on street-facing walls, bicycle parking and some covering/sheltering of it, wide walkways connecting sidewalks with all building main entrances on the site, trees in yards along streets, and landscape strip with street trees and wide sidewalk along Oregon Way, the less trafficked and noisy street and the one closest to and serving the nearest houses. The easier walking and cycling are, the more likely they become the means of “last mile” travel for those who ride the bus.</p> <p>They also secure fees in lieu of a bus shelter and bus stop bicycle parking relating to the Oregon Way northbound stop.</p> <p>The development site NE corner is approximately 1,000 ft walking distance southeast from the Woodburn Memorial Transit Center / Woodburn Park and Ride at 2900 Tom Tennant Drive.</p>
Natural ... Resources:		
J-1.1	40	<p>“... Outside of designated floodplains and riparian corridors, developers should be required to leave standing trees in developments where feasible.”</p> <p>See the Conditional Use Provisions section under criterion 3, factor c5) “aesthetics”, for analysis relating to Significant Tree removal mitigation. A condition secures contribution to the City tree fund.</p>
Energy Conservation:		
M-1.2	49	<p>“The City shall increase its commitment to energy conservation, including alternative energy vehicles, increased recycling, and reduction in out-of-direction travel. ... .”</p>

<i>Policy</i>	<i>Page</i>	<i>Policy &amp; Analysis</i>
		<p>CU conditions induce walking and cycling by requiring a wide landscape strip and wide sidewalk and trees in the yards abutting the highway and the street. A wider, shadier sidewalk along Oregon Way induces more walking and cycling trips and by reducing vehicle trips lowers risk of collisions.</p> <p>Conditions limit number of exterior light fixtures.</p>

*“e. The suitability of proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity.”*

The City Engineer through Attachment 102A did not identify any deficiencies of or threats to public infrastructure in regards to factor b. of the third CU criterion – subsection B.3b – and the proposal sketches street improvements, construction level details to be determined in conformance with the conditions of approval and in concert with the Oregon Dept. of Transportation (ODOT).

Staff applies conditions regarding chiefly a few main topics to ensure compatibility of the development:

- a. WDO conformance;
- b. Mitigation of the unpleasant aspects of neighboring and patronizing a gas station and convenience store, through CU conditions;
- c. Traffic mitigation through a transportation condition – a “T” condition; and
- d. Aesthetics as examined above for 3c5), both (1) on-site and (2) through Street Adjustment SA 24-01 regarding Oregon Way frontage, especially landscape strip and sidewalk.

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
CU1	3c, 3c5), 3e	<ul style="list-style-type: none"> <li>• To have the Oregon Way front yard, the yard closest to nearby houses, look more attractive from the street.</li> <li>• To delineate the route from Oregon Way to the northeast commercial office main entrance.</li> <li>• To have the northeast commercial office area south side lawn feel more park-like for tenants and customers.</li> </ul>

Table CU-3		
CU Condition	CU Criteria/Factors	Reasons
CU2	3b, 3c, 3c4), 3c6)	<ul style="list-style-type: none"> <li>• Because the SW commercial office building of 5,000 sq ft per the site plan and elevations would have as many as 4-5 tenant spaces, staff believes more than 2 are necessary at that building and by conditional use requires a sitewide minimum of 8 with minimum 4 of these being at the SW office commercial building.</li> <li>• One stall per tenant space seems more reasonable</li> <li>• If bicycle parking is adequate, tenants and customers are more likely to make use of it, contributing to traffic reduction and better air quality.</li> </ul>
CU3	3c, 3c5)	<ul style="list-style-type: none"> <li>• To ensure that landscape areas are just that and mostly green, not mostly bark dust.</li> <li>• To reduce the urban heat island effect.</li> <li>• To screen at-grade electrical transformers and other equipment.</li> <li>• To provide for variety of trees, specifically to have a few evergreens that can grow large for habitat and for visual wayfinding.</li> </ul>
CU4	3a, 3c, 3c5), 3e	<ul style="list-style-type: none"> <li>• The proposal is whole redevelopment of a demolished site.</li> <li>• There is room within the proposed site plan to omit the northernmost parking space for deeper highway front yard landscaping.</li> <li>• Regarding the highway frontage, invite the Oregon Dept. of Transportation (ODOT) and the City Public Works Dept. Engineering Division, one or both of which would have <i>de facto</i> jurisdiction over the streetside public utility easement (PUE) of 10-foot width per WDO Fig. 3.01B "Major Arterial", to agree to the planting of trees within the streetside PUE, allowing the applicant to keep the depth of proposed south site perimeter landscaping as is.</li> <li>• Have trees in the Oregon Way front yard complementing the street trees, making the frontage more pedestrian-friendly.</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• To have the northeast commercial office area south side lawn feel more park-like for tenants and customers by providing along the lawn a tiny plaza in which a bench that is both proposed and required bench can be sited.</li> <li>• To provide ample, paved, and covered outdoor common area for the southwest commercial office building tenants in the rear south yard large enough to fit a table and chairs away from door swing.</li> </ul>
CU5	3c, 3c5)	<ul style="list-style-type: none"> <li>• To establish clear standards for the required Architectural Wall (AW).</li> <li>• To require that the AW be 9 ft, the maximum height per WDO 2.06.02 and what the Planning Commission ordered for CU 21-02, to provide a better buffer/screen from Panor 360, the three-story condominium building at 950 Evergreen Road.</li> <li>• Staff allows a portion of an AW to consist of cedar wood to allow the developer to shave some construction cost. This is in keeping with precedent established for the AW at 1750 Park Avenue and recently the Commission approval of CU 24-01 for the US Market gas station at 2115 Molalla Road. The use of cedar wood is not precluded by WDO 3.06.06B.</li> <li>• An AW is practical and makes the development compatible with the adjacent two houses and the Panor 360 condominium building, thereby meeting a part of the CU purpose statement in 5.03.01A.</li> </ul>
CU6	3c, 3c5)	<ul style="list-style-type: none"> <li>• To prevent “value engineering” or similar: the developer omitting improvements that neither the WDO requires nor are conditioned, but the City expected per the land use review site plan, including minimum percentage % window areas on building elevations and a single small window in the angled northeast elevation of the convenience store, as well as some masonry cladding at the base along much of the front and the sides of the convenience store, and sheltering from the elements at building main entrance and employee side doors.</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• To require some WDO 3.07.06B architectural provisions that are “should’s” for Type III land use reviews into “shall’s”.</li> <li>• Regarding the fuel pump canopy, acknowledging that federal highway clearances range from 14-16 feet, with the lower end more common along state highways, a canopy with 16 ft of clearance is practical and safe even for box trucks and recreation vehicles (RVs).</li> </ul>
CU7	3a, 3c, 3c2), 3c5), 3e	<ul style="list-style-type: none"> <li>• Same as the WDO 3.11.01A purpose statement.</li> <li>• At gas stations generally, fuel pumps come with fixed canopies with high ceilings and many ceiling lights, sometimes with neon-like exterior trim.</li> <li>• The development would be next to two houses and a three-story condominium building.</li> <li>• Whatever one’s feelings and perceptions of safety from crime, gas stations and convenience store fronts are brightly lit. Lighting by itself doesn’t prevent assault or theft.</li> <li>• To avoid lighting annoyances to neighbors as well as to passers-by on the sidewalks.</li> </ul>
CU8	3c, 3c1), 3c5), 3e	<ul style="list-style-type: none"> <li>• To preclude audible advertising from pump speakers – in other words, those loud obnoxious video ads that play while refueling at some gas stations – reaching apartment patios and balconies and through windows.</li> <li>• To prevent obnoxious intrusion of advertising, especially sudden and loud – into every aspect and moment of life.</li> <li>• To allow reasonable hours for use of vacuums and reasonable placement of tire pumps and vacuums away from residences. No particular Planning Division permit is required for such equipment, so a condition of approval is the only regulatory way to address their noise outside of the Ordinance No. 2312 (April 8, 2002). (Staff goes easy on any tire pump that might appear because motorists expect a gas station any time of day or night to have a pump available and working when their car tires suddenly need air.)</li> </ul>

<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• Because convenience stores can at times, especially at night, attract customers or would-be customers who are homeless, as well as wayward juveniles, and because the noise associated with interacting with such persons can reasonably be expected to cause nuisance to residential neighbors, it is reasonable to require closure of the convenience store for much of the night for hours similar to that of other convenience stores not open 24/7, for example, the US Market at 1030 Broadway NE, Salem, OR and the recently approved CU 24-01 US Market at 2115 Molalla Road conditioned with the same hours as CU 24-02, it being surrounded by residential development. The Woodburn gas stations that have stores open 24/, though clustered at the west side of town at I-5, are surrounded by commercial properties. The proposed convenience store might not have been open 24/7 anyway.</li> <li>• Limiting the convenience store hours is especially justified because the development would abut two houses and a three-story condominium building.</li> <li>• For customers of the convenience store not getting gas, especially those coming and going on foot or by bicycle, to provide a trash can to lessen temptation to litter at or in the right-of-way.</li> <li>• Regarding the part of a condition about vehicle queuing, to provide for orderly arrival of vehicles at the pump and to provide for organized queuing when needed to lessen motorist frustration and honking.</li> <li>• The conditioned hours of operation, trash receptacle, and prohibitions of audible audio visual advertising and electronic changing imagery other than fuel prices within signage are practical and make the development compatible with the adjacent residences, thereby meeting a part of the CU purpose statement in 5.03.01A.</li> </ul>
CU9	3c, 3c2), 3c5), 3e	<ul style="list-style-type: none"> <li>• To prevent obnoxious intrusion of advertising, especially sudden and loud – into every aspect and moment of life, including at the gas pumps.</li> </ul>



<i>Table CU-3</i>		
<i>CU Condition</i>	<i>CU Criteria/Factors</i>	<i>Reasons</i>
		<ul style="list-style-type: none"> <li>• The presence of front yard permanent signage that is permissible per WDO 3.10 that would brand the gas station and have fuel prices is enough to catch the attention of would-be customers, and electronic changing imagery within the sign face that is on 24/7 is unnecessary to identify the development or attract customers.</li> <li>• Electronic changing image advertising is of no need during convenience store closure.</li> <li>• Regarding lighting, the same as the WDO 3.11.01A purpose statement and the same intent as Ordinance No. 2338 (June 9, 2003), Sect. 5A (as amended by Ordinance No. 2522 September 22, 2014).</li> <li>• An unnecessary distraction to highway and Oregon Way motorists is precluded, particularly helpful during the evening and at night.</li> </ul>

▲ In order to secure the development meeting criteria 2 & 3, staff conditions.

## **Adjustment to Street Improvement Requirements ("Street Adjustment") Provisions**

### **SA Provisions**

#### **5.02.04 Adjustment to Street Improvement Requirements ("Street Adjustment")**

**A. Purpose:** The purpose of a Type II Street Adjustment is to allow deviation from the street standards required by Section 3.01 for the functional classification of streets identified in the Woodburn Transportation System Plan. The Street Adjustment review process provides a mechanism by which the regulations in the WDO may be adjusted if the proposed development continues to meet the intended purposes of Section 3.01. Street Adjustment reviews provide discretionary flexibility for unusual situations. They also allow for alternative ways to meet the purposes of Section 3.01. They do not serve to except or exempt from or to lessen or lower minimum standards for ROW improvements, with exceptions of subsections B & H. A Street Adjustment is for providing customized public improvements that substitutes for what standards require, while a Variance is for excepting or exempting from, lessening, or lowering standards, with exceptions of subsections B & H. A Street Adjustment for a development reviewed as a Type I or II application shall be considered as a Type II application, while development reviewed as a Type III application shall be considered a Type III application.

**B. Applicability:** Per the Purpose subsection above about improvements, and regarding ROW Street Adjustment may be used to narrow minimum width. Regarding alleys or off-street bicycle/pedestrian corridor or facility standards, see instead Zoning Adjustment.

**C. Criteria:**

1. The estimated extent, on a quantitative basis, to which the rights-of-way and improvements will be used by persons served by the building or development, and whether the use is for safety or convenience;
2. The estimated level, on a quantitative basis, of rights-of-way and improvements needed to meet the estimated extent of use by persons served by the building or development;
3. The estimated impact, on a quantitative basis, of the building or development on the public infrastructure system of which the rights-of-way and improvements will be a part;
4. The estimated level, on a quantitative basis, of rights-of-way and improvements needed to mitigate the estimated impact on the public infrastructure system.
5. The application is not based primarily on convenience for a developer or reducing civil engineering or public improvements construction costs to a developer.
6. The application is not based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages.
7. Narrowing of ROW minimum width, if proposed, is not to a degree more than necessary to meet other criteria. In no case shall ROW total fewer than 35 feet, whether or not the total is allocated across centerline or to its side, except that this base requirement would not apply if subsection H below applies.

**8. A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such.**

**D. Minimum Standards:** To ensure a safe and functional street with capacity to meet current demands and to ensure safety for vehicles, bicyclists and pedestrians, as well as other forms of non-vehicular traffic, the minimum standards for rights-of-way and improvements for Boundary and Connecting Streets per Sections 3.01.03C & D continue to apply. Exempting from or lessening or lowering those standards shall require a Variance. Deviation from applicable public works construction code specifications would be separate from the WDO through process that the Public Works Department might establish.

**E. Factors:** Street Adjustment applications, where and if approved, shall have conditions that customize improvements and secure accommodations for persons walking and cycling, not only driving, that meet the purposes of Section 3.01. The City may through approval with conditions require wider additional ROW dedication along the part or the whole of an extent of the subject frontage to accommodate either adjusted improvements or improvements that vary from standards.

**F. Bicycle/pedestrian facility:** If and where a Street Adjustment application requests to substitute or omit one or more required bicycle facilities, such as bicycle lanes, and the City approves the application, then the following should apply: For each substitute or omitted facility, the developer would construct a minimum width 8 feet bicycle/pedestrian facility on the same side of street centerline as the substituted or omitted facility. The City may condition wider.

**G. Landscape strip:** If and where a Street Adjustment application requests to adjust one or more required landscape strips from between curb and sidewalk, and the City approves the application, then the list below should apply. This subsection is not applicable to bridge / culvert crossing.

- 1. Sidewalk:** Construction of sidewalk minimum width 8 feet on the same side of street centerline as the adjusted landscape strip. The City may condition wider.
- 2. Planting corridor:** For each landscape strip that is relocated, delineation and establishment of a street tree planting corridor along the back of sidewalk in such a way as to allow newly planted trees to not conflict with any required streetside PUE to the extent that the Public Works Department Engineering Division in writing defines what constitutes a conflict. To give enough room for root growth, the corridor minimum width would be either 6 feet where along open yard or 7 ft where it would be flush with a building foundation. This would include installation of root barriers between the trees and street centerline to public works construction code specification.
- 3. ROW:** Where necessary to meet the above standards, dedication of additional ROW even if the additional is more than the minimum additional dedication that Section 3.01 requires.
- 4. Planting in ROW required:** Street trees would not be planted in the yard outside ROW.

**H. If the applicable Boundary Street minimums are the lesser minimums for residential development of 4 or fewer dwellings and where no land division is applicable, as Section 3.01.03C.2 allows, then allowed adjustment is: ...**

**I. Plan review:** An applicant shall submit among other administratively required application materials scaled drawings, including plan and cross section views, of proposed street improvement widths, extents, and details as well as existing conditions and proposed development site plans that include

property and easement lines and physical features some distance beyond the boundaries of the subject property for fuller context.

What would have been the standard cross sections are below:

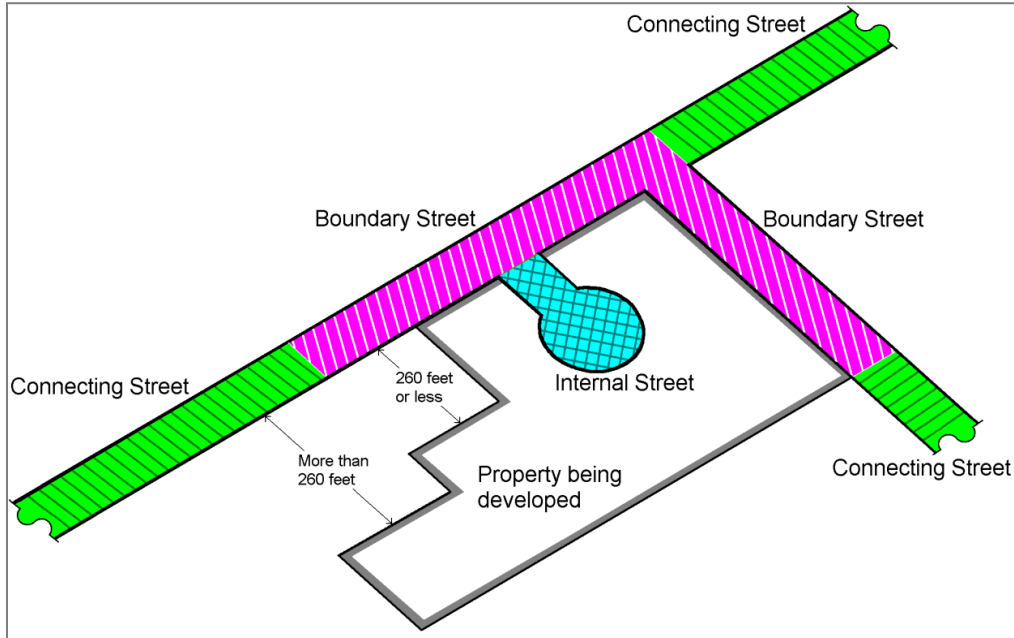


Figure 3.01A – Internal, Boundary, and Connecting Streets

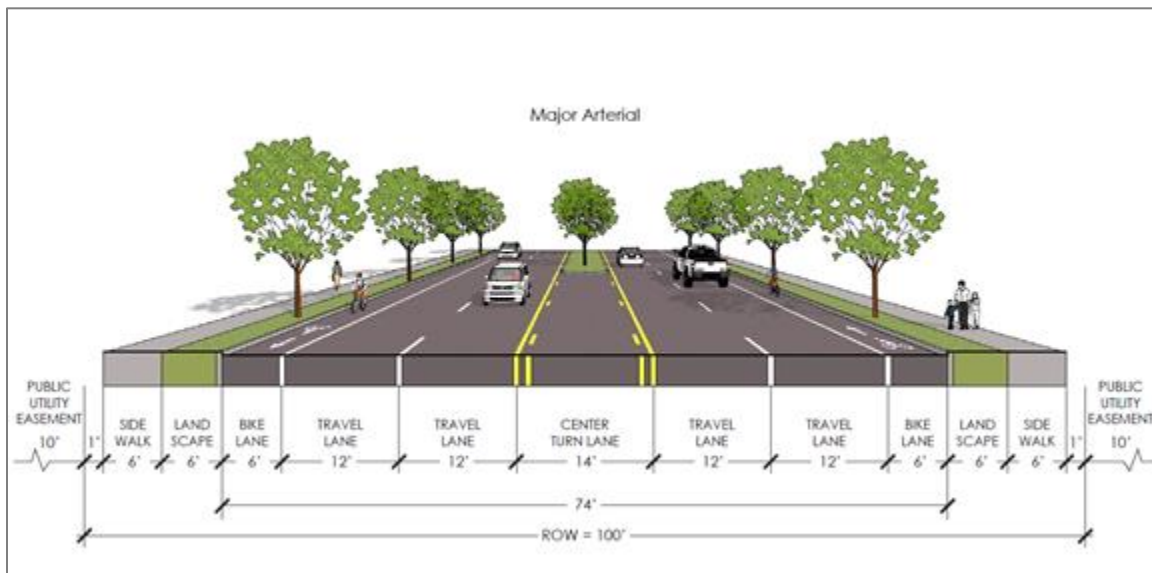


Figure 3.01B – Major Arterial (Oregon Hwy 214 / Newberg Hwy)

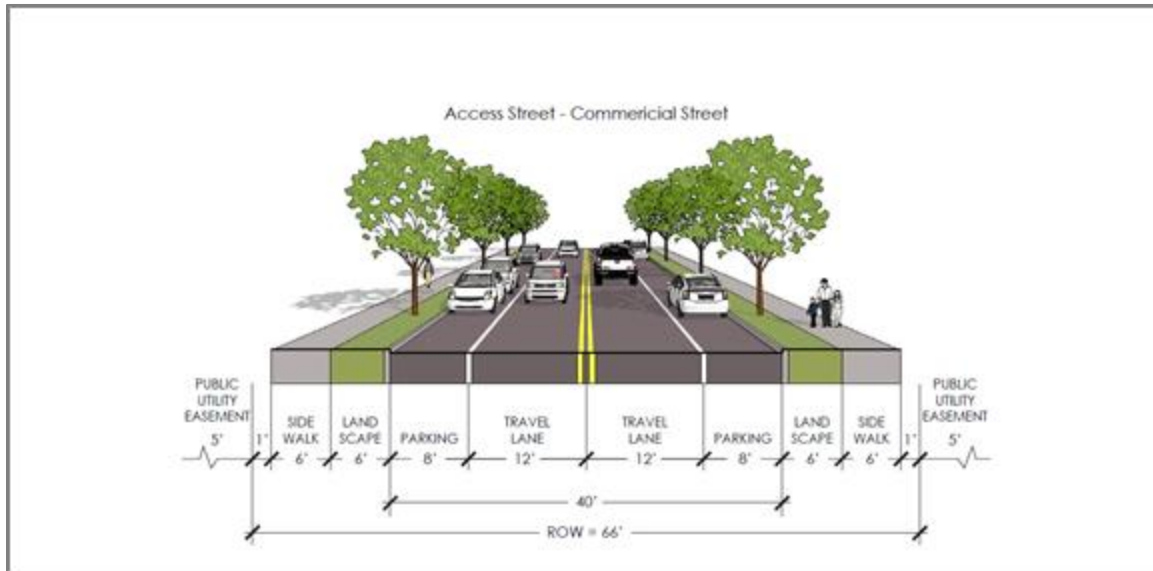


Figure 3.01E – Access Street (Oregon Way)

The application materials include a Street Adjustment narrative (“Exception to Street Right of Way Narrative”) dated February 5, 2024 and submitted February 8, 2024.

Regarding criterion 1, the applicant’s narrative (p. 2) states:

“The existing frontages on Hwy 214 and Oregon Way meet the WDO standards with the exception of the landscape strip and sidewalk being reversed. On Hwy 214 conforming strictly to the WDO standards would actually narrow the road by 6’ to add a landscape strip adjacent to the roadway, see A1.1. Changing this would not affect ‘the extent to which the right of way and improvements will be used by persons served by the building or development.’”

Though staff disagrees about the narrowing – of course a developer would dedicate right-of-way to fit in a landscape strip and sidewalk, not remove the right travel lane – staff otherwise concurs about no effect on the extent to which the right of way and improvements will be used by persons served by the development in the sense that there are at present and will remain the same number of vehicular lanes along both frontages, highway bicycle lane, and sidewalks. The proposed land uses of gas station and convenience store are for convenience and not safety.

*Paragraph 1*

Relative to Figure 3.01B, highway non-conformance is limited to lack of planter strip and street trees. Conventional traffic engineering does not address effects of development on walking and cycling as it does for vehicular trips, there is no widely recognized norm for how to address such, and the WDO provides no guidance on the topic. Second, the north frontage context is strip commercial along a heavily trafficked state highway, the kind of dangerous and noisy environment that repels pedestrian and cyclists. Those who do walk and cycle are likely those who are living nearby, the homeless, those without access to car, and those few who wish to brave existing conditions. The presence of a sidewalk is sufficient for sheer practicality for those who wish to walk along a highway or cycle outside of the bicycle lane because they don't feel safe in a highway bicycle lane. In this context, the number of pedestrians and off-street cyclists is moot. Pedestrians and cautious cyclists can and do use the wide sidewalk today, and the pedestrians and cautious cyclists the development might attract would use the same wide sidewalk.

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

*Paragraph 2*

Relative to Figure 3.01E, Oregon Way non-conformance is limited to lack of parking lane, planter strip, and street trees. Staff applies conditions that excepts only the parking lane but also requires fee in lieu of such parking. Additionally, the conditions require wider planter strip and wider sidewalk exceeding the minimums of Figure 3.01E. Like conventional development and zoning codes, the WDO requires off-street parking for almost all developments, including the subject development, so the absence of on-street parking is not of concern from this perspective. Second, pedestrians and cautious cyclists can and do use the narrow curb-tight sidewalk today, and the pedestrians and cautious cyclists the development might attract would use the new wider sidewalk. A wide sidewalk encourages walking and cycling, particularly for cyclists afraid to ride on-street. Third, Figure 3.01E does not account for the presence of a left turn lane at intersections, and such exists because of ODOT, and given that ODOT and the Public Works Department assume its continued existence, Public Works assumes that the developer would adapt required Oregon Way half-street improvements to fit along the turn lane, and that ODOT typically asks that there be no on-street parking within a certain distance of state highway intersections, usually 50 ft, it is reasonable in this case to allow for fee in lieu of what little on-street parking a civil engineer could fit.

Staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, the criterion 1 is met.

Regarding criterion 2, the applicant's narrative (p. 2) states:

"As stated above there is no change to the extent of use from existing conditions to WDO standards, thus no improvements are needed to meet the estimated use, beyond those shown on the submitted plans. According to our engineer of record;

I would estimate that the quantitative impact to remove and replaced existing infrastructure to the current standard would be on the order of \$150/lf over the approximately 425 feet of frontage is around \$65,000 not including engineering, permitting and survey work which may add another \$25,000 when dealing with ODOT. The addition of a parking lane on Oregon Way would require ROW dedication, additional paving, adjustment of utilities, etc... to potentially gain 1 or 2 parking spaces since we have a driveway on the south end and you can't park too close to the intersection. The additional cost for that might be \$50,000 or more."

Staff has no interest in the developer's estimated civil engineering improvements cost, and cost concern goes against criterion 5.

Here, the same as criterion 1 analysis "Paragraph 1" and "Paragraph 2".

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, criterion 2 is met.

Regarding criterion 3, the applicant's narrative (p. 3) states:

"The extent to which the building or development will impact the public infrastructure would be unaffected by maintaining the existing conditions vs an increased impact the change to strict conformance to the WDO requirements would create."

Staff has no interest in the developer's estimated civil engineering improvements cost, and cost concern goes against criterion 5.

Here, the same as criterion 1 analysis "Paragraph 1" and "Paragraph 2".

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, criterion 3 is met.



Regarding criterion 4, the applicant's narrative (p. 3) states:

"Changing to conform strictly to the WDO requirements, rather than letting the existing conditions that meet the intent of the code remain, is what would create an impact on the public infrastructure system that is unnecessary. According to our engineer of record;

I would estimate that the quantitative impact to remove and replaced existing infrastructure to the current standard would be on the order of \$150/lf over the approximately 425 feet of frontage is around \$65,000 not including engineering, permitting and survey work which may add another \$25,000 when dealing with ODOT. The addition of a parking lane on Oregon Way would require ROW dedication, additional paving, adjustment of utilities, etc... to potentially gain 1 or 2 parking spaces since we have a driveway on the south end and you can't park too close to the intersection. The additional cost for that might be \$50,000 or more.

The changes needed to meet the requirements of WDO would cost approximately \$140,000 and would create a discontinuity to the frontage along the affected areas. Furthermore the existing conditions provide both a sidewalk and landscape strip in of a size required by the code if not in the exact locations intended."

Staff has no interest in the developer's estimated civil engineering improvements cost, and cost concern goes against criterion 5.

Here, the same as criterion 1 analysis "Paragraph 1" and "Paragraph 2".

Staff conditions fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and staff conditions fee in lieu of Oregon Way on-street parking.

With conditioning, criterion 4 is met.

The applicant's narrative fails to cite and address the remaining criteria, criteria 5-8:

"5. The application is not.

6. The application is not based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages.

7. Narrowing of ROW minimum width, if proposed, is not to a degree more than necessary to meet other criteria. In no case shall ROW total fewer than 35 feet, whether or not the total is allocated across centerline or to its side, except that this base requirement would not apply if subsection H below applies.

8. A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such."

Regarding criterion 5, the developer's comments cited earlier above clearly show intent to base the SA application based primarily on convenience for the developer or reducing civil engineering or public improvements construction costs to the developer. The criterion precludes this.

Regarding criterion 6, at least the developer did not assert that the application is based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages, which allows staff to find the criterion met.

Criterion 7 is not applicable because the developer did not propose to narrow any required right-of-way (ROW) dedication.

Criterion 8 is met with conditioning of fees in lieu of highway street trees per WDO 3.06.03A, the landscape strip landscaping that 3.01.04B would have required, and new sidewalk along a landscape strip, and conditioning of fee in lieu of Oregon Way on-street parking.

About Street Adjustments in general, Planning staff adds that the Public Works Department is content with frontages along the corridor, and defers to ODOT for developments where ODOT has jurisdiction. By 2015, ODOT improved the I-5 interchange and as part of that project widened OR 214 east of the interchange to a little east of Oregon Way. As expected, the agency constructed to its own economized standards, which resulted in curb-tight sidewalk, though wide at about 8 ft, no street trees, and no burial of the south side overhead electric power lines. Also, until late 2017 and early 2018, staff approved any Street Exception (as the application type was then termed) that a developer requested, and Planning staff experience in these years was that the Public Works Department prefers curb-tight sidewalk and existing conditions anyway generally beyond curbs as long as there were minimum improvements to driving area between curbs and subsurface/underground potable water, sanitary sewer, and stormwater utilities. In more recent years, Planning staff took the lead in at least imposing conditions on Street Exception and Street Adjustment approvals to get a degree of improvements and/or fees in-lieu. Regarding the highway, Planning staff years ago recognized the *de facto* policy decision by other departments to leave the ODOT-improved segment as is and not have individual redevelopments upgrade their frontages to have landscape strips, new sidewalk that conforms, and buried power lines redevelopment by redevelopment.

The developer's chief justification for the SA, which for CU 21-02 originally (that which the City Council denied in 2022) had proposed no upgrades of nonconforming street frontages, was convenience, saving money, and be of no profit to the gas station or commercial office enterprises. For any development, if and where the City grants Street Adjustments, it implicitly assumes the taxpayer cost of upgrading frontages itself through capital improvement projects. This guided Planning staff applying the SA criteria and conditioning.

Through both conditional use and Street Adjustment, Planning staff applies conditions that grant SA approval for both frontages, but also to give the City some public benefit for leaving the highway as is or mostly as is and for Oregon way not having required on-street parking; require the developer to make the Oregon Way frontage the best for pedestrians through wide landscape strip with street trees, wide sidewalk, and setting maximums for Oregon Way driveway width; and securing fees in-lieu.

#### *Fees in-Lieu*

For Condition SA1 and Attachment 202 (fee table) regarding fee in lieu of upgrading highway sidewalk to conform with Fig. 3.01B, staff derived as follows:

- Poured concrete at \$33.00 per sq ft adjusted for inflation using the [U.S. Bureau of Labor Consumer Price Index \(CPI\) Inflation Calculator](#) from June 2022 (CU 21-02) to July 2024, the latest month the calculator made available as of August 14, 2024, which equals \$35.03;
- Sidewalk 6 ft wide per Fig. 3.01B;
- Frontage width of 265 ft per Tax Map 052W12DB as sidewalk extent; and
- 150% of the subtotal to account for construction public labor instead of private labor, based on the percentage in WDO 4.02.08 as a means of implementing WDO 4.02.12A “Fees in-Lieu”.

This calculates as  $(\$35.03 \times 6 \times 265) \times 1.5 = \$83,547$ .

Regarding fee in lieu of highway landscape strip to conform with Fig. 3.01B and 3.01.04B, staff derived as follows:

- Grass at \$2.21 per sq ft;
- Landscape strip 5.5 ft wide, excluding curb width, per Fig. 3.01B;
- Frontage width of 265 ft per Tax Map 052W12DB as landscape strip extent; and
- 150% of the subtotal to account for construction public labor instead of private labor, based on the percentage in WDO 4.02.08 as a means of implementing WDO 4.02.12A “Fees in-Lieu”.

This calculates as  $(\$2.21 \times 5.5 \times 265) \times 1.5 = \$4,832$ .

For Condition SA2 and Attachment 202 (fee table) regarding fee in lieu of Oregon Way on-street parallel parking, staff derived as follows:

- Asphalt at \$15.00 per sq ft adjusted for inflation using the [U.S. Bureau of Labor Consumer Price Index \(CPI\) Inflation Calculator](#) from June 2022 (CU 21-02) to July 2024, the latest month the calculator made available as of August 14, 2024, which equals \$15.92;
- Parking stall dimensions of 8 ft wide by 22 ft long;
- 3.5 parking stalls after taking the distance from in line with the south property line at Oregon Way north to the stop bar at the intersection with the highway (172 ft), then subtracting 50 ft (minimum parking distance from intersection), 30 ft (driveway and its curb flares), and 16 ft (two 8-ft long transition areas of curb at each end of parking aisle) resulting in  $(172 - [50+30+16]) / 22 = 3.5$ ; and
- 150% of the subtotal to account for construction public labor instead of private labor, based on the percentage in WDO 4.02.08 as a means of implementing WDO 4.02.12A "Fees in-Lieu".

This calculates as  $(\$15.92 \times [8 \times 22] \times 3.5) \times 1.5 = \$14,713$ .

Through Condition G6c and Attachment 202 (fee table) regarding fee in lieu of electric powerline burial/undergrounding to conform with WDO 3.02.04B and 4.02.12A, because as of August 14, 2024 the City has not yet adopted a fees in-lieu schedule, staff establishes a default fee the would be applicable if by the time necessary to assess the fee in order to issue building permit, the City would have not yet established this among other fees in lieu. The default fee is based on a Pacific Gas and Electric Company, a subsidiary of PG&E Corp., estimate that in general burial costs \$3 million per mile (PG&E "Currents" newsletter, article "Facts About Undergrounding Electric Lines", October 31, 2017 <<https://www.pgecurrents.com/2017/10/31/facts-about-undergrounding-electric-lines/>>). This equates to  $\$3,000,000 / 5,280 \text{ ft} = \$568.18$  rounded to \$568 per foot.

- ▲ In order to secure the development meeting the conditional use criteria and justify Street Adjustment, staff applies conditions.



## Phasing Plan Provisions

### 5.03.05 Phasing Plan for a Subdivision, PUD, Manufactured Dwelling Park or any other Land Use Permit

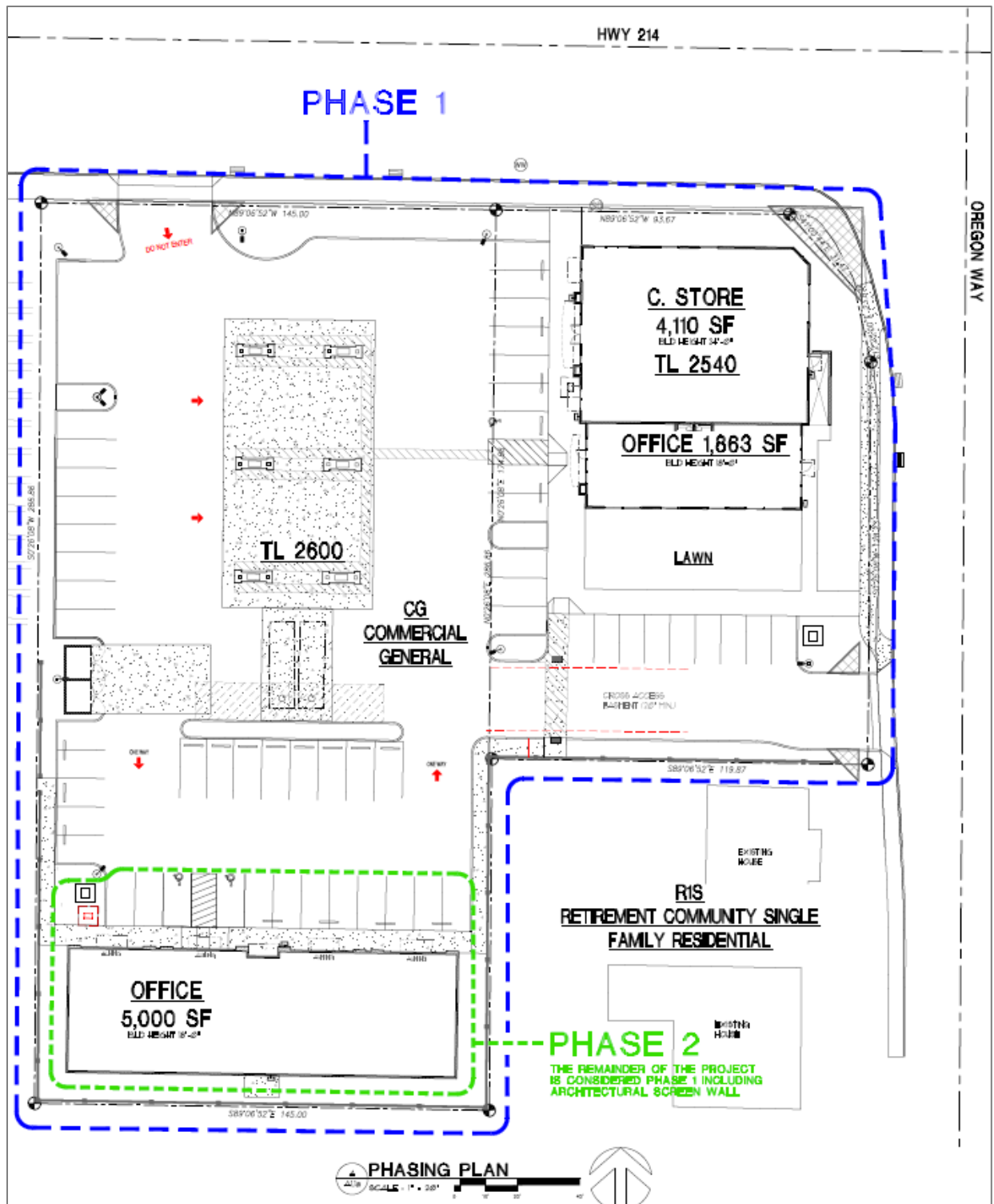
**A. Purpose:** The purpose of a Type III Phasing Permit is to allow phased construction of development while meeting the standards of this ordinance (Sections 2 and 3), while providing fully functional phases that develop in compliance with the tentative approval for the development.

**B. Criteria:** The proposed phasing of development shall:

1. Ensure that individual phases will be properly coordinated with each other and can be designed to meet City development standards; and
2. Ensure that the phases do not unreasonably impede future development of adjacent undeveloped properties;
3. Ensure that access, circulation, and public utilities are sized for future development of the remainder of the site and adjacent undeveloped sites.

The applicant's phasing plan narrative dated February 2, 2024 and submitted February 8, 2024 parrots the criteria with answers almost identical to the criteria text.

From the site plans, specifically Sheet A1.1a "Phasing Plan" dated February 5, 2024 and submitted February 8, 2024, staff was able to determine what the proposed phasing is: the southwest commercial office building and its immediate vicinity including north front parking constitute Phase 2. The plan notes, "The remainder of the project is considered Phase 1 including architectural screen wall", which staff makes sure is the case through a PP condition.



Phasing plan excerpt from Sheet A1.1a dated February 5, 2024 and submitted February 8, 2024

The phasing plan sheet makes apparent that the Phase 1 gas station – fuel pump canopy, convenience store, and northeast commercial office area – can be constructed and meet the criteria on its own.

Staff applies PP conditions and CU modification one in case Phase 2 were to lag in construction, never manifest, or become the subject of a developer’s request to construct something slightly or wholly different. These ensure criteria are met.

Also, as is routine for its land use review of developments, the Public Works Department through Attachment 102A has the usual kind of infrastructure text for the development in question and that is premised on the department approach to *de facto* approve any development, in turn premised on the idea that during its own department processes and reviews following the land use review stage, such as for civil engineering plan (CEP) plan review and right-of-way (ROW) permits, it will coordinate with ODOT to apply specific agency and City public works requirements and have the developer make so whatever is necessary to get ODOT and Public Works Department approvals that both respect conditions of approval that the Department sees as led and administered by the Planning Division while also meeting public works requirements for public infrastructure both on-site and in ROW and public utility easements (PUEs), the “public utilities” that criterion B.3 mentions. Essentially, the Public Works Department indicates that criterion B.3 is met or can be met through Attachment 102A and its later department processes and reviews following the land use review stage, such as for civil engineering plan (CEP) plan review and right-of-way (ROW) permits, so Planning Division staff defer and concur.

Lastly, City staff act on the premise that while a local government can and should deny an application that is inconsistent with applicable land use regulations, it can and should avoid denial if staff can impose reasonable conditions of approval. For virtually every land use review, staff can impose reasonable conditions of approval to avoid denial, and the review of the subject development is such a case.

The legislature gives implicit support for the concept in at least two statutes. The statutes are not applicable as regulations but are relevant regarding legislative intent. ORS 197.522 “Local government to approve subdivision, partition or construction; conditions” is about partition, subdivision, and needed housing, none of which are relevant to the subject development; however, its subsection (4) states, “A local government shall deny an application that is inconsistent with the comprehensive plan and applicable land use regulations and that cannot be made consistent through amendments to the application or the imposition of reasonable conditions of approval.” The second, OS 227.185 “Transmission tower; location; conditions” – no transmission tower being relevant to the subject development – states, “The governing body of a city or its designee may allow the establishment of a transmission tower over 200 feet in height in any zone subject to reasonable conditions imposed by the governing body or its designee”. These statutes indicate that the legislature expects local governments to apply land use conditions of approval in preference to denying. Also, neither statute defines the term

“reasonable”, and the term is elastic. Staff drafted the conditions to be reasonable and based on the characteristics of the subject development. Staff emphasizes that besides the Phasing Plan, the master or parent application type is Conditional Use, a term that says it all about the premise of conditioning.

Criterion B.3 is met.





## Remaining Provisions

These are applicable provisions not already addressed in the application type provisions sections above.

### 4.01.07 Consolidated Applications

**An applicant may request, in writing, to consolidate applications needed for a single development project. Under a consolidated review, all applications shall be processed following the procedures applicable for the highest type decision requested. It is the express policy of the City that development review not be segmented into discrete parts in a manner that precludes a comprehensive review of the entire development and its cumulative impacts.**

The proposal is consolidated.

In conclusion to the above analyses and findings, staff would recommend that the Planning Commission consider the staff report and its attachments and approve the consolidated applications package with conditions.

## Recommendation

Approval with conditions: Staff recommends that the Planning Commission consider the staff report and its attachments and approve the consolidated applications package with the conditions recommended by staff below:

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance. The applicant shall submit a cover letter indicating what specific plans sheets or document page numbers demonstrate how the submittal meets each condition.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: Attachment 201 serves as a dictionary or glossary defining certain abbreviations, acronyms, phrases, terms, and words in the context of the conditions of approval. The 200 series of attachments are as binding as the conditions of approval in the main body of the final decision.

G4. Due dates / public improvements:

- a. When public street improvements, and any fees in lieu of public improvements, are due shall be per WDO 3.01.02E and 4.02.12 unless if and where a condition of approval has more restrictive timing. By this condition, there is more restrictive timing: In any case, they are due no later than by Building Division issuance of first certificate of occupancy (C of O), regardless of deferral, if any, that Public Works (PW) might have approved through 3.01.02E. This condition is not deferring to C of O; it is saying that if there were to be PW deferral, then the department could not defer to later than C of O.
- b. ROW/easements: Correct recordation of required right-of-way (ROW) and public easements is due per WDO 2.01.05A – by building permit issuance. See Note A below.
- c. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located. Where an improvement spans phases and cannot be functionally divided by phase, it shall be due by the earliest phase.

- d. Where changes to street addresses are necessary, the developer shall apply through the Planning Division for and obtain approval of an [Address Assignment Request](#). This is due prior to building permit application, and if property line adjustment or lot consolidation were to become relevant, then also after recordation with County. (See the Notes to the Applicant section following the conditions of approval, Note to the Applicant 17.)

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than 6 months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than 3 years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G6. Administration:

- a. Conformance: That a land use approval does not reiterate any and each particular detail, provision, requirement, rule, spec, or standard from any of the WDO, other ordinances, resolutions, public works construction code, or department policies does not exempt development from conformance with them.
- b. Copies: Per WDO 2.01.05B, the developer, including any succeeding contractor, shall provide copies of documentation that a City staff person requests regardless if the documentation source is another City staff person or department.
- c. Fees: The developer shall pay fees per Attachment 202.

Note A: Absent platting or re-platting, dedication of ROW and granting of public easements necessitates a process through Public Works (PW) and City Council acceptance separate from land use approval, which could take several weeks. Upon tentative land use approval by the Planning Commission, contact PW to begin and finish dedication and granting sooner. The City Council meets most second and fourth Mondays, and agenda packet materials are due to the City Recorder by the prior Tuesday at noon.



*Phasing Plan 24-01*

PP1. Phasing Plan:

a. Basic Description:

- (1) Phase 1: On Tax Lot 3600 (east, corner lot), a single northeast (NE) building of with convenience store of 4,110 sq ft and an attached commercial office tenant space of 1,863 sq ft. On Tax Lot 3700 (west, interior lot), a fuel pump canopy. Minimum off-street parking and other corollary improvements for these uses.
- (2) Phase 2: On Tax Lot 3700 (west, interior lot), a southwest (SW) commercial office building of 5,000 sq ft and its parking and other corollary improvements.

b. Phasing: The developer may choose to develop Phase 2, the SW office building and necessary corollary improvements, per land use review Sheet A1.1a later than the Phase 1 gas station complex of convenience store, NE commercial office, and fuel pump canopy and necessary corollary improvements.

c. Phase 2 expiration:

- (1) Phase 1 substantial construction would keep land use approval with conditions valid longer than the baseline 3 years per WDO 4.02.04B (or longer than baseline per subsection D if there will have been an appeal). However, in reference to condition part b. above, there must be building permit application for Phase 2 by 8 years past the date that the Planning Commission motioned to tentatively approve CU 24-02.
- (2) If Phase 1 fails to achieve substantial construction by 5 years past the date of the hearing at which the Planning Commission motioned tentative approval, WDO 4.02.04B.1 & 2 would not be met and – absent the City granting a time extension as subsection B.3 references – the land use approval with conditions would expire for both phases.

d. Phase 2 interim: If Phase 2 does develop later than Phase 1, then – regarding the area where the SW office building and its corollary improvements would be – until Phase 2 develops:

- (1) The landowner shall pour curb or affix a linear obstruction to motor vehicles from driving and parking beyond the boundary of Phase 1 improvements and maintain such obstruction. Exhibit PP1 is an aerial photo of the area in 2023.
- (2) The landowner shall maintain its grounds in conformance with [City Ordinance No. 2338](#) (June 9, 2003; amended regarding lighting by Ordinance No. 2522 September 22, 2014). Staff draws attention to Sections 5-9 about noxious vegetation, “attractive nuisances”, junked vehicle nuisances, open storage of junk, and scattering rubbish.

- (3) Vehicular circulation and parking within the undeveloped Phase 2 area is permissible only if the landowner upgrades as needed for conformance with WDO 3.05.02A, F, & K and 3.04.04. Together they prohibit gravel.



*Exhibit PP1*

- e. All conditions apply to any phasing, unless worded or under a header such that a condition applies more specifically. Where something is due by building permit application or issuance, it means the first of any phase, any building, unless a condition is more specific.

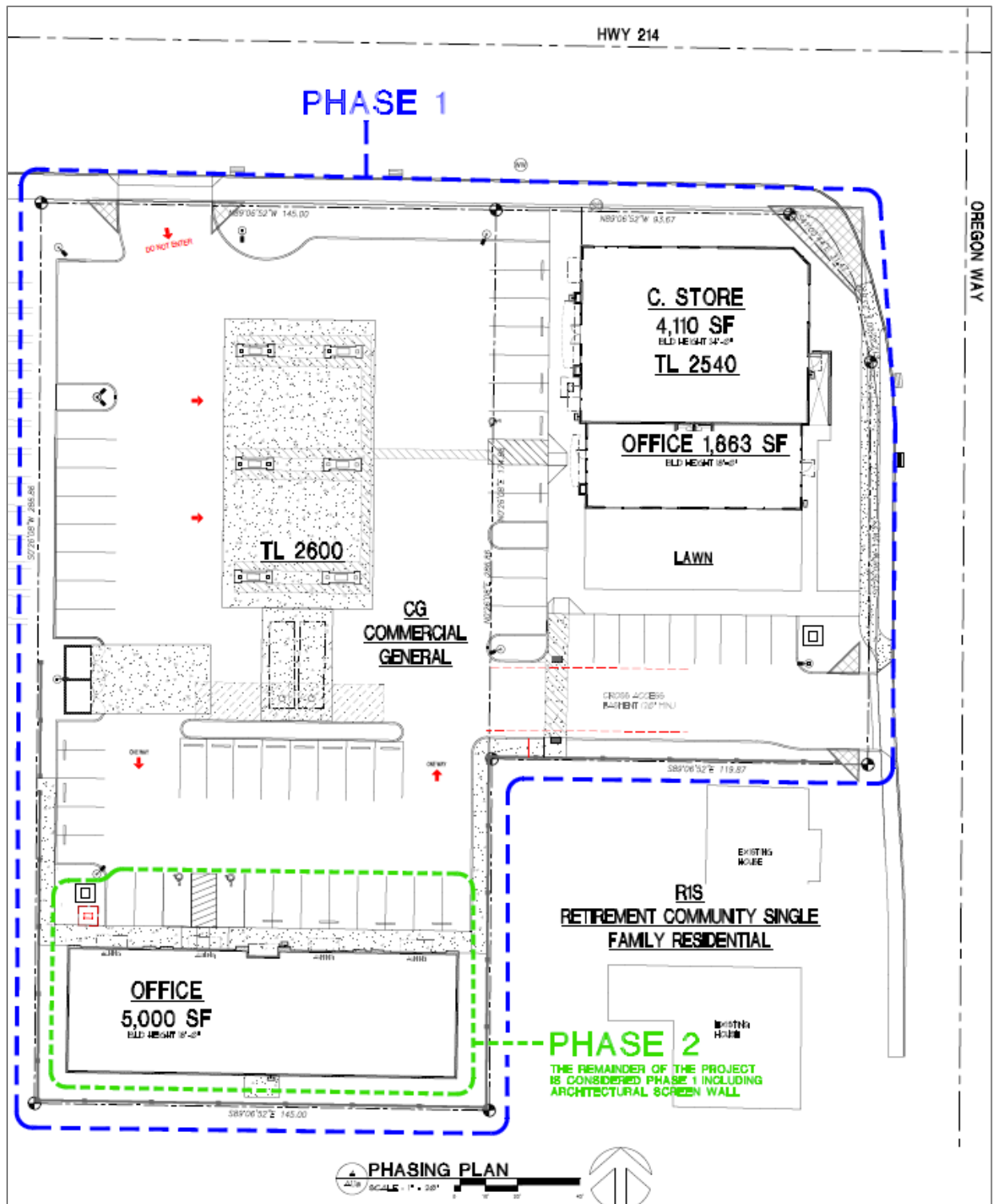


Exhibit PP1: Phasing plan excerpt from Sheet A1.1a dated February 5, 2024 and submitted February 8, 2024



*Design Review 24-02*

D1. ROW:

- a. Highway: To conform with WDO Figure 3.01B “Major Arterial”, as part of recordation the developer shall dedicate ROW if and as necessary to result in half-street ROW that is uniform min width of 50 ft measured from centerline. This is due by building permit application.
- b. Oregon Way: To conform with WDO Figure 3.01E “Access Street”, as part of recordation the developer shall dedicate variable width ROW resulting in half-street ROW that is uniform min width measured from centerline of 33 ft plus additional width along the northerly extent to accommodate the half-street width of the existing northbound left turn lane that the Figure 3.01E, which assumes a mid-block cross section, does not make explicit for telescoping width at intersections. The developer may take and report field measurement of the lane width or assume a lane width of 12 ft, yielding a total minimum width from centerline of  $33 + (12 / 2) = 39$  ft. “Northerly extent” shall extend minimum 140 ft south from a point in line with the highway ROW boundary; it is probable that the total half-street dedication along this extent would equal or approximate a min of  $3 + (12 / 2) = 9$  ft. Dedication is due by building permit application.

D2. PUE: If streetside public utility easements (PUEs) do not yet exist along any of the highway per the minimum of WDO Figure 3.01B and Oregon Way per the minimum and maximum of WDO 3.02.01B & F.2, then the developer shall grant the one or both PUEs.

D3. Driveways:

- a. Number & widths: To conform with WDO 3.04.03B.5 regarding access management, driveways shall be limited as follows:
  - (1) Highway: 1, max width per WDO Table 3.04A: 20 ft for one-way. If one-way inbound, there shall be min one *MUTCD*-compliant do-not-enter sign facing the site, one the east side of the driveway throat, and the pavement shall be striped to indicate no exit.
  - (2) Oregon Way: 1, max width 24 ft for two-way, except 26 ft for two-way if the developer through WDO Table 3.04A footnote 7 provides the same kind of documentation as condition part (1) above describes.
- b. Approach / apron / curb cut: Driveways shall conform to PW SS&Ds, Section [4150](#), unless documented as overridden by ODOT choosing to apply its standards.

D4. Access management: cross access: To conform with WDO 3.02.01E, 3.04.01A.2, 3.04.03B.3 & 5, 3.04.03C.1, 3, & 4, and 3.04.03D.2, the developer shall provide for what is termed any of cross access, ingress/egress, or shared access revocable only with the written concurrence of the Director and as follows:

a. Properties:

(1) Subject property: Grant cross access (A) across Tax Lot 3600 (2540 Newberg Hwy) to the benefit of 3700 (2600 Newberg Hwy) and (B) across Tax Lot 3700 to the benefit of 3600. (Instead of cross access for the subject property, which is comprised of both Tax Lots 3600 & 3700, the developer may opt to consolidate lots by applying and paying for as well as obtaining City approval of a Property Line Adjustment [PLA], which would be a land use review Type II per WDO 5.01.08 and so a staff decision, and record with the County the lot consolidation, all prior to building permit application.) This is due by building permit application per WDO 2.01.05A.

(2) Adjacent property: Grant cross access across Tax Lots 3600 & 3700 to the benefit of Tax Lot 052W12DB03800 (2620 Newberg Hwy; Dairy Queen). This is due by building permit application per WDO 2.01.05A.

b. Alignment: Applicable to both the subject property and the Tax Lot 3800, follow a drive aisle or aisles and connect each of the highway driveway, the common lot line between Tax Lots 3700 & 3800 somewhere within the segment 60 ft south of the north property line, the common lot line between Tax Lots 3600 & 3700, and the Oregon Way driveway.

c. Drive aisle stub: Extend a drive aisle stub conforming with WDO 3.04.03C.4b to Tax Lot 3800 (2620 Newberg Hwy; Dairy Queen) within the above-specified alignment.

d. Barriers: At the interface of a property line and a drive aisle stub, WDO 3.04.03C.4b prohibits curb and fixed barriers mounted to the drive aisle. (The developer may instead place signed barricades atop the pavement.) While fencing a property line remains permissible per WDO 2.06.02, were the developer or property manager to install fencing, then the segment over the drive aisle shall have vehicular gates.

e. Bicycle/pedestrian: The developer shall grant cross access not only for driving, but also walking and cycling, with alignment along each of the two wide walkways that WDO 3.04.06B requires and connecting with each of the highway and Oregon Way sidewalks.

f. Instrument: Regarding recordation of the cross access easement (CAE) or other types of legal instruments and how, the developer shall conform to the conditions in ways that satisfy the County. This is due by building permit application.



- g. Shared parking: Because Tax Lot 3600 (2540 Newberg Hwy) would lack minimum off-street parking ratio for all land uses on the lot per WDO Table 3.05A, then the developer shall either (1) revise site plans to conform with WDO 3.05.02 & Table 3.05A or (2) create a shared parking agreement, for which cross access is a pre-requisite, per WDO 3.05.05. (A shared parking agreement would be due per WDO 3.05.05D.3: by building permit issuance.) Minimum agreement attachments or exhibits shall be a County tax map, a revised site plan, and if such would exist, a recorded plat.
- h. ODOT factor:
  - (1) The developer shall apply to and obtain from ODOT the relevant approval(s) by building permit application to conform with the access management condition.
  - (2) If after City land use decision ODOT objects specifically to how the City administers or the developer conforms to other parts of the condition or to other conditions concerning vehicular access, then the developer may request and the Director may administratively approve in writing changes to administration or conformance to accommodate the ODOT factor while still having the development meet the WDO and conditions of approval to the max extent remaining. The Director may require developer application for any of Extension of a Development Decision per WDO 4.02.05 or Modification of Conditions per WDO 4.02.07.
  - (3) If after City land use decision ODOT directs access management in conflict with other parts of the condition or to other conditions concerning vehicular access, then the developer shall forward the written direction from ODOT to the attention of the Director; describe the conflict(s); describe the minimum deviation from conformance necessary to comply with ODOT direction while also conforming to the remainder of the condition to the maximum, including plan view illustrations where helpful; and request Director approval through a dated document that cites the land use case file and condition numbers. The Director may approve what the developer first requests or a modified request. The City intends that if the developer were to make use of this part (d) of the condition, he would do so once.

D5: Parking:

- a. Wheel stops: To conform with WDO 3.05.02H, the compact parking spaces along the northeast (NE) office south lawn shall have wheel stops, either 5 shared among the spaces or one per each of the nine spaces, to prevent any overhang of the wide walkway.
- b. Vehicular circulation directional markings/signage: To conform to WDO 3.05.02J, during building permit review the Director may administratively establish details, specifications, and revisions to administer the WDO section. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
- c. C/V: Carpool/vanpool (C/V) parking shall conform with Table 3.05C and 3.05.03H.
- d. EV: Electric vehicle (EV) parking shall conform with Table 3.05E and 3.05.03I.

D6. Electric power poles removal and lines burial: Development shall conform with WDO 3.02.04. The fee in-lieu shall be per Attachment 202. (Absent direction by the applicant otherwise, staff will proceed as if the developer intends to conform by paying the fee in-lieu and will assess it through the building permit.)

D7. Trash enclosure: Outdoor storage of trash and shall be enclosed in conformance with WDO 3.06.06B.5-7 and, regarding roofing, in conformance with Public Works Department Engineering Division administration of standards or directions regarding such, if any, in relation to keeping polluted water from entering drains.

## Conditional Use 24-02

CU1. Wide walkways: The wide walkways that WDO 3.04.06B requires shall have some width of some segments be decorative pavement, specifically, min width 6 ft and along the distance symbolized in green in Exhibit CU1 below. At the turn, the min width may narrow to avoid overlapping ADA ramp slopes. Decorative pavement means any of brick; concrete pavers; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.

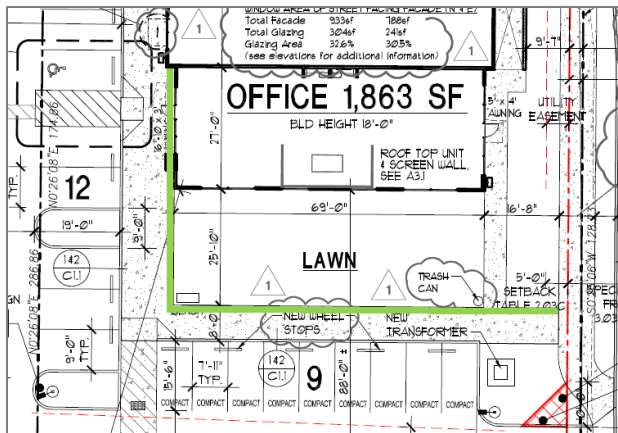


Exhibit CU1

CU2. Bicycle parking shall conform with 3.05.06 and be of min number:

- Convenience store: 2 (for example, 1 U-rack)
- NE commercial office: 2 (for example, 1 U-rack)
- SW commercial office: 4 (for example, 2 U-racks or a wave rack)

CU3. Landscaping generally:

- Bark dust: By the end of the time period per WDO 3.06.02C, 5.0% max of unpaved landscaped area may be non-living material such as bark dust, mulch, wood chips, cobbles, gravel, pebbles, or sand.
- Benches: Min 2.
  - One in the landscaped open space at or near the NE commercial office space, along a wide walkway or in a plaza, install either a bench min width 6 ft or a picnic bench. Set back from walkway and pave the setback, min either 1.5 ft for a bench or 2 ft for a picnic bench.
  - One bench min width 4 ft at or near the SW commercial office building and along a wide walkway.

- c. Buffering/screening: Evergreen hedge or shrubbery shall:
  - (3) Line Architectural Wall (AW) segments.
  - (4) Screen transformers and other at-grade electrical and mechanical equipment along min 2 sides.
  - (5) Serve as means of conformance with WDO 3.06.05B (parking screening).
- d. Coniferous/evergreen trees: Among newly planted trees, min 1 tree of the following coniferous or evergreen species:
 

Cedar, deodar	Madrone, Pacific
Cedar, incense	Oak, Oregon White
Cedar, Western Red	Pine, Lodgepole
Douglas-fir	Pine, Ponderosa
Fir, Grand	Pine, Western white; and
Hemlock, Western	Yew, Pacific
- e. Tree standards: The same as WDO Table 3.06A “Minimum Size” column – either 10 ft height or 2 inches caliper.

CU4. Front yard landscaping:

- a. Depth: The depth of landscaping from highway ROW south, in the yard west of the convenience store, shall be min 13 ft to vehicular circulation area back of curb to accommodate newly planted front yard trees outside of the streetside PUE. The min depth may instead be 6 ft if ODOT, such as through the Region 2 Development Review Coordinator, allows planting of trees within the PUE, the allowance is documented through building permit review and by building permit issuance with the applicant having submitted plans revised accordingly to both the agency and the City Community development Department, and the developer will have planted such trees by building permit inspection.
- b. Trees: Based on WDO 5.03.01B.3c5), the developer shall plant min:
  - (1) 7 trees in the yard along the highway max 20 ft from ROW; and
  - (2) 4 trees in the yard along Oregon Way max 20 ft from ROW, in a loose row with min 3 of them spaced offset from and complementing street trees.
- c. Hedge/shrubbery: In all areas not occupied by buildings and pavement, landscape per WDO 3.06.
  - (1) On Tax Lot 3700 in the yard along the highway, plant a hedge or row of continuous small or medium shrubbery extending between the driveway and east lot line. Plant min 5 ft from sidewalk and max 12 ft from ROW.
  - (2) On Tax Lot 3600 in the yard along the Oregon Way, line the convenience store rear east free-standing screen wall or wing wall with a hedge or row of continuous small or medium shrubbery, unless the developer declines to build the wing wall.

- d. Site interior:
  - (1) AW: Line each Architectural Wall (AW) segment with a hedge or row of continuous medium or large shrubbery.
  - (2) Lawn large tree: Within open space within 30 ft of the NE commercial office, plant min 2 trees, either both large or min 1 medium and 1 large. Min 1 of these west or south of the plaza – see below.
  - (3) Plaza: At or within 30 ft of the NE commercial office and adjacent to a wide walkway shall be a plaza min 56 sq ft, exc. walkway area, at 7.5 ft narrowest dimension, paved with brick; concrete pavers; field or flagstone; or, poured concrete patterned, stamped, or treated to resemble brick or paving stones.
  - (4) South yard: Within 100 ft of the Tax Lot 3700 south lot line, plant min 2 trees.
- e. Parking area:
  - (1) Front yards: To conform with WDO 3.06.05B, within the yards abutting streets the site perimeter landscaped area shall have a hedge or shrubbery as a screen of parking and vehicular circulation area min height 3.5 ft. Such shall be planted to be min 2 ft from sidewalks and wide walkways.
  - (2) NE office: Min 1 large tree in the southwesterly area of the south yard lawn.
  - (3) SW office: For common use by tenants, have a south rear door and a patio of brick, pavers, or poured concrete min 7 ft north-south by 11 ft east-west. Align patio flush with door outer swing. Plant a small tree near the patio west side.

CU5: Architectural Wall (AW) / Fences / Fencing:

- a. Exemption: Where chain-link fence with slats already exists along the north and west lot lines of Tax Lot 3500 (953 Oregon Way), the developer may exempt these two lines from AW if the homeowner in writing consents to exemption and the developer submits documentation by and as part of building permit application.
- b. Extent: Min height shall be along the:
  - (1) North and west lot lines of Tax Lot 3500 6 ft, 1.5 inches (if CMU, equal to 9 courses of blocks plus 1.5-inch smooth concrete cap).
  - (2) North and east lot lines of Tax Lot 90000 (950 Evergreen Road), 9 ft including a 1.5-inch smooth concrete cap between piers or pilasters.
  - (3) Where fencing may substitute per other conditions, for part (1) above it shall be 6 ft, and for part (2) above, 8 ft.

- c. Height at AW ends: Min height shall drop where subject to stair-stepped height limits in yards abutting streets per WDO 2.06.02, within VCA or sight triangles per 3.03.06, and AW shall remain outside streetside PUEs. AW may cross an off-street PUE, if any exist, with written authorization by the Public Works Director, and the PW Director may instead direct that instead of a segment of wall that there be coated chain-link fencing with slats across an off-street PUE. For crossing of private easements, the developer similarly may instead fence.
- d. Gaps or rectangular openings:
  - (1) There shall be one along the east lot line of Tax Lot 90000, min 4 ft wide and 6 ft, 8 inches high above grade, and with the south end of the gap aligned with the Tax Lot 90000 north east-west drive aisle, south curb, north face.



*Exhibit CU5-1*



*Exhibit CU5-2*

- (2) If AW exemption per part a. above is not applicable, then there may be a gap along the west lot line of Tax Lot 3500, aligned with where there exist west backyard chain-link gates, minimum width equal to the width of the gates.

- e. Color: Masonry, whether dyed or painted, regarding WDO 3.06.06B.5 & 6 shall be a color or colors other than black, charcoal, or dark gray. For any other fence / fencing or free-standing wall, including gates if any, the coating and slats that WDO 2.06.02D requires and any wall shall be a color or colors other than black, charcoal, or dark gray. On free-standing walls with two or more colors, darker color shall be towards the bottom and lighter color towards the top.
- f. Material: Masonry; however, AW segments, other than those along the north and east lot lines of Tax Lot 90000 (950 Evergreen Road), may be partly made of opaque cedar wood fencing if the wall appears mostly masonry. Specifically, masonry must constitute the bottom extent of wall segment from grade up to min of 4 ft (for example, 6 CMU courses) above grade plus the height of a smooth concrete cap between the masonry and the wood, and there shall be piers, pillars, or pilasters per subsection “Pillars” below. Exhibit CU5-3 below illustrates a similar example (that does not exactly meet the condition) and serves as concrete masonry unit (CMU) model:

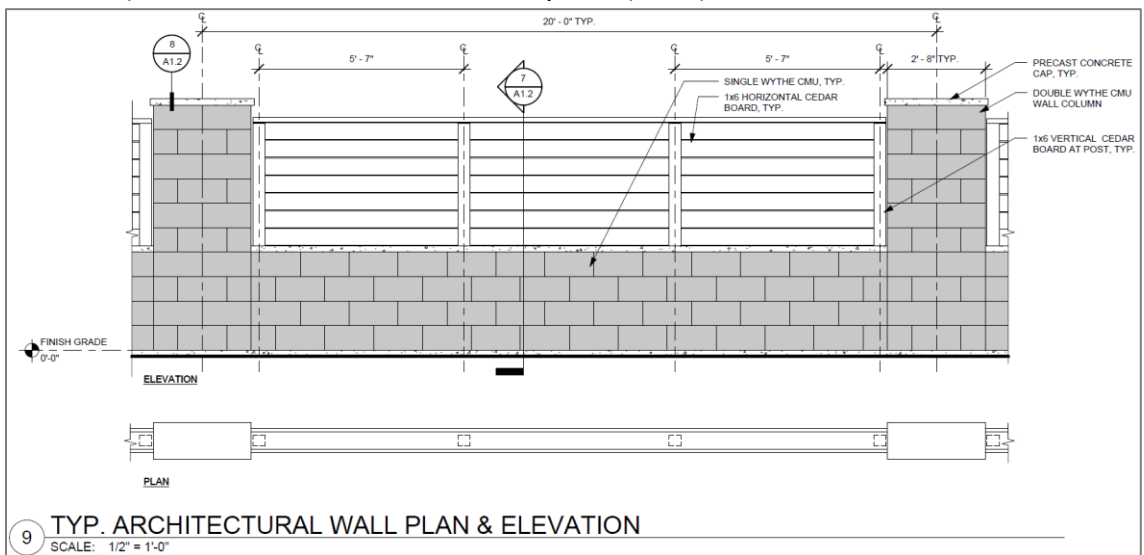


Exhibit CU5-3 (DR 2017-08)

- g. Texture: WDO 3.06.06B.7 is interpreted such that the standard for scoring, texture, or pattern on minimum 80.0% of the wall surface is applicable only to the WDO Table 3.06D minimum height of 6 ft – 80.0% being 7.2 of 9 CMU courses – not the conditioned minimum height of 9 ft, which equals 13.5 courses. In this context, the scored, textured, or split-face CMU courses shall start at or just beneath grade, and there shall be minimum 3 courses of ground or smooth-face CMU composing an upper band of the wall and minimum 1 course of ground or smooth-face CMU at approximately elbow height of an average height person standing at grade.

- h. Pillars: Whether the AW is solid masonry or incorporates wood fencing, each AW segment end shall have a pier, pillar, or pilaster min 16 inches wide relative to wall face and per WDO 3.06.06B.3 projecting min 3 inches each side of the wall.
  - (1) Number: Each segment shall have a min number of piers, pillars, or pilasters equal to a ratio of 1 per 40 ft of wall, and each segment end shall have a pier, pillar, or pilaster.
  - (2) Cap: Each pier or pilaster shall be capped with ornamental concrete in the form of any of a shallow-sloped pyramid or sphere or other finial atop such pyramid.
- i. This condition is due by the first building permit regardless of phase; that is, it is due regardless if Phase 2 is not developed at the same time as Phase 1.

CU6. Architecture:

- a. Canopies / fixed awnings:
  - (1) General: Min height clearance 9 ft.
  - (2) Fuel pump canopy: Max ceiling height 16 ft to either (a) ceiling or (b) ceiling-mounted lighting fixtures, whichever is lower.
  - (3) Convenience store and NE commercial office: The store and NE commercial office main entrances shall each have a canopy, fixed awning, building recess, or roof projection that shelters from precipitation, the former 4 ft narrowest dimension and 48 sq ft min area and the latter 4 ft and 32 sq ft. Each side or rear single staff door on the rest of the store and NE commercial office shall have the same, except 3 ft narrowest dimension and 18 sq ft min area, and for a set of double staff doors, 30 sq ft min area.
  - (4) SW commercial office: Each north entrance shall have a fixed awning, canopy, building wall projection, or secondary roof that shelters from the weather, min area 48 sq ft, min depth 4 ft. A fixed awning or canopy may be smaller if combined with a building recess and together they meet the min area. The south patio door elsewhere conditioned shall have the same, except min area 66 sq ft, min depth 6 ft.
- b. Cladding/materials: Convenience store and attached NE commercial office area:
  - (1) Base cladding min height 2 ft of brick, ceramic tile resembling stone, concrete masonry unit (CMU) block finished to resemble cut stone, or adhered stone. Otherwise, the desired materials provision of WDO 3.07.06B.2b(2) shall be a standard for all building elevations.
  - (2) The prohibited materials provision of WDO 3.07.06B.2b(3) shall be a standard.
  - (3) The proposed east CMU mandoor screen wall or wing wall, if not precluded by streetside PUE, shall be max height 4 ft, 2 inches, have the bottom 2 courses be split face and the upper 4 courses ground face and be capped with smooth concrete. The NE corner angled wall shall have a window min area 15 sq ft, min 2.5 ft wide, and wholly within 8.5 ft of grade.



- (4) Subsection (3) is void if the screen wall or wing wall would come to be in part or wholly within a streetside PUE because it would come closer to the building than the developer anticipates because of telescoping ROW width – see Conditions D1b & D2 – and if any of PW or ODOT directs and administers there not be a newly constructed free-standing wall within the Oregon Way streetside PUE, shortening or precluding the wall. Also, in this scenario, because PW has historically allowed chain-link fencing with streetside PUEs, the developer may in place of the intended wing wall install a chain-link fence that conforms with WDO 2.06.02D.1 & 2 and has slats of a color other than black, charcoal, or dark gray.
  - c. Scuppers: Any building rainwater scuppers shall not to dump onto the pavement of a wide walkway.
  - d. Setbacks:
    - (1) General: Site NE corner min setback shall equal streetside PUE.
    - (2) Convenience store / NE commercial office building: max 15 ft from highway ROW and max 20 ft from Oregon Way widened ROW (measured from straight line ROW, not the curved ROW near the intersection).
    - (3) SW commercial office: min 5 ft from Tax Lot 3700 east, south, and west lot lines.
  - e. Windows:
    - (1) General: All windows shall be square, round, or vertically proportioned. Operable windows shall have insect screens.
    - (2) Min areas, which shall be transparent:
      - (A) Convenience store:
        - 1. West façade 30.0%; north 30.0%; east 36 sq ft. For the angled, NE façade in particular, min 18 of the 36 sq ft.
        - 2. NE commercial office: West and south façades 30.0%; east 132 sq ft.
      - (B) SW commercial office: North façade 30.0%; east 15.0%; south 20.0%; and west 20.0%.
- CU7. Lighting: Besides conformance with WDO 3.11, including 3.11.02C color temperature:
- a. Buffer: Parking area or other pole-mounted fixtures are prohibited between the north lot line of 953 Oregon Way (Tax Lot 3500) and the east-west drive aisle.
  - b. Fuel pump canopy:

- (1) Max 14 ceiling fixtures. Any ceiling fixture shall be no closer to ceiling outer edge than 4 ft. Neon lighting, or a lighting technology that mimics the appearance of neon lighting, is prohibited on the fuel pump canopy and on the southernmost primary building on Tax Lot 3700. The developer shall make so either of the following: (1) ceiling light fixtures shall not drop below the ceiling plane, or (2) for ceiling-mounted fixtures, the canopy roof edge perimeter shall as a shield drop or extend down to the same plane as the underside of the lowest fixture. In either case, fixtures that drop or extend down from the ceiling shall each have opaque housing on all sides.
- (2) Based on the hours in Ordinance No. 2338, Section 5A Light Trespass, fuel pump canopy lights shall be off during the same hours as when the fuel pumps are closed.
- c. Max:
  - (1) Convenience store: 1 wall fixture on the east rear and none on the north side.
  - (2) NE commercial office: 1 wall fixture each on the east and west and none on the south side.
  - (3) South commercial office: 1 wall fixture at the south rear and none at the east and west sides.

CU8. Gas station operations:

- a. Noise:
  - (1) Gas station and convenience store: The gas station and convenience store shall be open to customer use no earlier and later than Monday through Saturday 6:00 a.m. to midnight and Sunday 6:00 a.m. to 11:00 p.m.
  - (2) Fuel pumps: Audible audiovisual advertising, if any, is prohibited from sounding from fuel pump electronic display speakers. Such advertising shall be limited to sight only.
  - (3) Tire/vacuum: Addition of any vehicle interior vacuum facility outdoors, tire pump facility outdoors, or other similar mechanical facility outdoors for gas station customers that makes noise shall be located min 100 ft north of the south lot line of Tax Lot 3700. Any vacuum shall be open to customer use no earlier and later than Monday through Saturday 7:00 a.m. to 9:00 p.m. and Sunday 9:00 a.m. to 6:00 p.m.
- b. Trash: There shall be at least one trash receptacle along each of the walkways, at min 0.5 ft from walkway edge or outside wide walkway minimum width (8 ft), to and from the highway and Oregon Way sidewalks, within 25 ft of ROW, for intended use by convenience store customers, and remaining privately maintained and serviced.
- c. Vehicular circulation: The Director may administratively establish locations, details, specifications, and revisions to administer this condition part during building permit review. Further site plan revisions necessary to conform, if any, shall be due by building permit issuance.
  - (1) Fuel pump queueing:

- (A) General: The developer shall stripe directional arrows and lines to direct motorists into fuel pump queues and distinguish the queues from driving routes around the fuel pump canopy.
- (B) Stacking: Of six queues, min 3 shall each fit stacking of min one car west of the fuel pump island behind cars parked at the pumps. Queueing may be obtusely angled relative to the pump islands.
- (C) Queuing shall not back up past face of curb in the highway right lane, and property management shall dispatch one or more employees to direct motorists as needed to prevent or correct such queuing.
- (2) Pump directional signage: There shall be directional signage that accomplishes directing on-site motorists where and how to queue, including pumps that are self-service and those served by an attendant.
- (3) I-5 directional signage: There shall be outside of ROW and streetside PUEs directional signage that accomplishes directing on-site motorists bound for I-5:
  - On Tax Lot 3700 (west lot), min 2 signs, each min area 18 by 24 inches, mounted min 2 ft and max 7 ft above grade, text min 6 inches high, and including the standard Interstate 5 logo. Detail drawings of these specifications are due by building permit application.
  - On Tax Lot 3600 (east lot), min 2 signs, the same dimensions and mounting as per part (A) above. One sign shall indicate trucks to turn left only, and the other sign shall indicate that left is to I-5 by using a left arrow and the standard Interstate 5 logo. The two signs may be mounted together on the same support. Sign detail drawings – in color – are due by building permit application.
- d. Median: A median barrier is required to be constructed at Oregon Way to mitigate against right turns by trucks exiting the site; refer to Attachment 102A, Public Works comments, item 6.


CU9. Signage: Electronic changing image: In addition to WDO 3.10.12, based on the hours in Ordinance No. 2338, Section 5A Light Trespass, any sign electronic changing image, if and where WDO 3.10 allows such, other than fuel price displays, shall be off during the same hours as when the convenience store is closed.

CU10. Modification: Because the WDO, including 5.03.01, does not specify how changes to an approved conditional use (CU) and related site improvements might trigger another CU or modification of a CU approval, for Director determination the following serve as criteria and – where noted – as factors:

- a. Significant expansion of the use(s), factors being an increase in any of: total GFA by 25.0% or more or by an absolute value of 1,000 sq ft or more, and, the number of buildings by 1 or more;
- b. Increase in off-street parking by 6 or more stalls, even if the existing supply were in excess of the minimum required ratio(s);
- c. Net increase in impervious surface totaling at least 1,000 sq ft;
- d. Adding the land uses of automotive maintenance and repair, whether or not including through service bay structures.
- e. Development as defined in WDO 1.02 within twenty (20) feet of a property boundary and not already conditioned through the subject approval;
- f. Any proposal necessitating a request for Adjustment to Street Right-of-Way and Improvement Requirements (“Street Adjustment”);
- g. Any proposal necessitating a request to vary from the WDO, that is, a variance;
- h. Any proposal necessitating a Type III or IV land use application type;
- i. City adoption of a unified development ordinance replacing the WDO were to have intervened;
- j. A request for major modification, as the Director determines, of the phasing plan; and
- k. Conversion of any NE or SW commercial office GFA to fast-food restaurant or limited-service eating place, for which WDO Table 3.05A row 11 has a minimum parking ratio higher than for general retail or food and drinking places. Exemptions from this condition are the creation of (1) a food or drinking place that is a permitted use within the CG zoning district, max 400 sq ft GFA, and accessory to the primary use of commercial office, and (2) fast-food restaurant or limited-service eating place that is a permitted use within the CG zoning district, has no drive-through, and is any of max 400 sq ft GFA within the NE commercial office and max 1,200 sq ft GFA within the SW commercial office building. Exemptions do not exempt permitted uses from some or all of the off-street parking minimum ratios per WDO Table 3.05A.
- l. Shared parking change: Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, the shared parking agreement, shall require review and authorization not only through any of, “a subsequent Design Review or Modification of Conditions” per WDO 3.05.05D.1, but also with the option of being through a Conditional Use (CU).

Modification of a specific condition of approval remains pursuant to WDO 4.02.07. Were the City to have amended the WDO to establish modification provisions for conditional uses, the Director may decide that the provisions supersede this condition of approval.

CU11. Discontinuance/revocation: Because the WDO does not specify if and when a conditional use approval would expire were a use to cease, based on WDO 4.02.04B the approval shall expire if the WDO Table 2.03A, B.2 use of "gasoline station" ceases and 3 years pass without the use recommencing. This CU approval excludes the uses "automotive maintenance" and "repair services" from the group of uses as the WDO terms. Violation of one or more conditions of approval may serve as a basis for City revocation.



*Conditional Use 24-02: Transportation*

T-A1:

1. OR 214 & Oregon Way: The developer shall pay a fee per Attachment 202 to fund a transportation study, specifically to investigate in coordination with ODOT (1) corridor signal timing and coordination adjustments and (2) improving safety by reducing vehicle turning or angle crashes. This is due by building permit issuance. [TSP R11 & revised TIA p. 14]
2. I-5 interchange with OR 214: To reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R8 & R9 & revised TIA p. 14]
3. OR 214 & Evergreen Rd: To mitigate effect on the intersection and reduce vehicle crashes, the developer shall pay a fee per Attachment 202. [TSP R10 & revised TIA p. 14]

T-T. Bus transit: Bus stop improvements: To further TDM through bus transit, regarding the WTS Oregon Way northbound stop that is adjacent to 966 & 980 Oregon Way, where because ROW and streetside PUE are too narrow relative to the street to accommodate installation, the developer shall pay a fee in-lieu as well as a fee in lieu of a bus stop bicycle rack per Attachment 202.



*Street Adjustment 24-01*

SA1. Frontage/street improvements: Highway: No min surface improvements are required other than either elsewhere conditioned or necessary to conform to Public Works (PW) direction or comply with ODOT engineering guidance. The developer may let existing improvements lie, excepting conforming upgrade of the driveway apron as the WDO and other conditions require, but also shall pay fees in lieu of highway improvements per Attachment 202.

SA2. Frontage/street improvements: Oregon Way: These shall be as follows:

- a. Parking: No on-street parallel parking lane 8-feet wide is required, this being an adjustment from what WDO Figure 3.01E would have required. The developer shall pay a fee in-lieu per Attachment 202.
- b. Landscape strip: Min width 6.5 ft wide inc. curb width and with min street trees per WDO 3.06.03A.1 (1:30), equaling 6 trees. For max 4 of the trees, the developer may pay a fee in-lieu per Attachment 202. Landscaping of area remaining after tree planting and irrigation shall be per the WDO 3.01.04B last paragraph.
- c. Sidewalk: Min width 8 ft.

Overlap: Wider sidewalk shall not narrow the landscape strip. The extra width of planter strip and sidewalk shall either (1) be within additional ROW that accommodates them, or (2) overlap outside ROW into streetside PUE, the PUE or other recorded legal instrument granting public access to the overlap. If (2), then the developer shall submit a draft of the legal instrument for Planning and PW review by either civil engineering plan (CEP) review application to PW or, if PW performs CEP review through building permit review, then by building permit application. Per WDO 2.01.05A, the developer shall submit copies of correctly recorded documents to the Planning Division.

SA3. ROW & PUE: There is no street adjustment to narrow below the minimum requirements; instead, see Conditions D1 & D2.

## Applicant Identity

<i>Applicant</i>	Ronald “Ron” James Ped, Ronald James Ped Architect, PC
<i>Applicant’s Representative</i>	n/a
<i>Landowner(s)</i>	Lal Din Sidhu (“Don” Sidhu), Woodburn Petroleum LLC

## Notes to the Applicant

The following are not planning / land use / zoning conditions of approval, but are notes for the applicant to be aware of and follow:

1. Records: Staff recommends that the applicant retain a copy of the subject approval.
2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
3. Signage: The approval excludes any private signage, which is subject to WDO 3.10 and the permit process of 5.01.10.
4. PLA Time Limit: WDO 4.02.04B. specifies that, “A final decision on any application shall expire within three years of the date of the final decision unless: 1. a building permit to exercise the right granted by the decision has been issued; 2. the activity approved in the decision has commenced; or 3. a time extension, Section 4.02.05, has been approved. Because unrecorded re-plats lingering indefinitely have burdened staff, a condition sets sooner time limits for subsection 2. to begin and finish recordation.
5. Mylar signature: The Community Development Director is the authority that signs plat Mylars and not any of the mayor, City Administrator, Public Works Director, or City Engineer. Only one City signature title block is necessary.
6. PLA Plat Tracker: Marion County maintains a plat tracking tool at <http://apps.co.marion.or.us/plattracker/>. Use it to check on the status of a recordation request to the County. City staff does not track County plat recordation.
7. Technical standards:
  - a. Context: A reader shall not construe a land use condition of approval that reiterates a City technical standard, such as a PW standard, to exclude remaining standards or to assert that conditions of approval should have reiterated every standard the City has in order for those standards to be met.
  - b. Utilities: A condition involving altered or additional sidewalk or other frontage/street improvement that would in the field result in displacement or relocation of any of utility



boxes, cabinets, vaults, or vault covers does not exempt the developer from having to move or pay to move any of these as directed by the City Engineer and with guidance from franchise utilities.

8. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
9. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least 3 City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.
10. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.
11. Public Works Review: Regarding public infrastructure, consult the Public Works Department Engineering Division about when, where, and how to apply and implement [Public Works construction specifications, Standard Drawings, Standard Details](#), and general conditions of a permit type issued by the Public Works Department. Where the Oregon Dept. of Transportation (ODOT) has jurisdiction over a roadway, consult Public Works about role and process clarification. The [Engineering Division](#) can be reached at (503) 982-5240.
12. ROW:
  - a. Dedication: The Public Works Department Engineering Division has document templates for ROW and easement dedications that applicants are to use.  
  
ROW – and public utility easement (PUE) – dedications are due prior to building permit issuance per Public Works policy.
  - b. Work: All work within the public ROWs or easements within City jurisdiction must require plan approval and permit issuance from the Public Works Department. All public

improvements construction work must be performed in accordance with the plans stamped “approved” by the City, and comply with the City’s Standard Specifications and Standard drawings.

Where the Oregon Dept. of Transportation (ODOT) has jurisdiction over a roadway, consult Public Works about role and process clarification. The [Engineering Division](#) can be reached at (503) 982-5240.

13. Franchises: The applicant provides for the installation of all franchised utilities in any required easements.
14. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.
15. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in a communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
16. Fire: Fire protection requirements must comply with Woodburn Fire District standards and requirements, including how the District interprets and applies Oregon Fire Code (OFC). Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.

17. Street address assignment: The CU 24-02 redevelopment necessitates changes to [street address assignment](#). Assume and request the following with the request form:

<i>Lot</i>	<i>Existing Address</i>	<i>Requested Address</i>
Tax Lot 3600	2540 Newberg Hwy	Convenience store: 2540 Newberg Hwy, Ste 1 NE attached commercial office area: 2540 Newberg Hwy, Ste 2
Tax Lot 3700	2600 Newberg Hwy	SW commercial office building: 2600 Newberg Hwy, with one suite number per tenant space for all tenant spaces west to east, e.g. Stes 1, 2, 3, etc.

18. [Planning Division fee schedule](#): Additional fees are or might become applicable per the schedule:

- Page 2, row “Bond or performance guarantee release or status letter”, Applicable to such held by the Planning Division, not any by the Public Works Department Engineering Division. (This usually means bonding through the Planning Division is limited to street trees and/or on-site landscaping.)
- Page 2, “Civil engineering plan(s) (CEP) review, Planning Division review of Public Works Department permit application materials”. Where CEP is done through building permit review instead of a separate process prior to building permit application, Planning Division assess the fee on the building permit, avoiding separate invoicing and allowing the applicant to pay the fee along with the other permit fees.
- Page 2, row “Exception to when all public improvements are due / delay or deferral of frontage/street improvements”, applicable if a developer obtains Public Works Department approval of exception (delay/deferral) through WDO 3.01.02E(1) & (2). The fee serves as an exception disincentive. If Planning Division staff see no evidence of improvements under construction or constructed based on the building permit application materials, staff will assume deferral and assess the fee on the building permit, avoiding separate invoicing and allowing the applicant to pay the fee along with the other permit fees.

19. SDCs: The developer pays system development charges prior to building permit issuance. Engineering Division staff will determine the water, sewer, storm, traffic, and parks SDCs after the developer provides a complete Public Works Commercial/Industrial Development information sheet. The [Engineering Division](#) can be reached at (503) 982-5240.

**BOLTON**

**448 E. Clackamas Circle**

**Woodburn, OR. 97071**

January 15, 2025

City of Woodburn \* Honorable City Council

I am writing to you today in support of the Gas Station project that has been previously approved at the corner of Hwy 214 and Oregon Way. There is a small group of owners in Senior Estates that oppose this project. There are 1510 homes in Senior Estates and this small group does **NOT** represent our community overall.

We also reside at Senior Estates and are 100% in support of this project for the following reasons.

- Since 1999, the owner of this business has developed at least similar 28 locations in Oregon.
- The owner has recently built his corporate headquarters in Salem, Oregon.
- This is a local family owned and operated business.
- The owner of this location is a resident of Woodburn, Oregon.
- The existing properties owned and operated by this company are clean and in pristine condition.
- The gas stations owned sell gas at prices that are less than Costco or Safeway.
- The current stores owned offer convenient products that may be needed after hours.
- Current conditions at this property invite houseless people into the adjacent residential backyards.
- Traffic study has been completed, and a solution has been agreed to mitigate traffic issues.
- Design meets city codes for commercial development. The lots are commercial zoned.
- Well planned commercial developments can improve the overall quality of a neighborhood.
- Increased convenience with nearby access to shops and services can add value to homes.
- Commercial development can lead to increased property value for surrounding homes.

Current conditions for this property is something that all residents of Woodburn should want improved. We could move forward by allowing this project to be developed.

Please continue to improve the City of Woodburn and allow this project for the good of our community.

Sincerely,

David & Carol Bolton

448 E. Clackamas Circle

Woodburn, Oregon 97071

RECEIVED

JAN 15 2025

COMMUNITY DEVELOPMENT  
DEPARTMENT

CU 24-02

City Council  
January 27, 2025  
**Attachment 4**

---

## US Markets project appeal

---

**From** Don Zehring <donzehring@msn.com>  
**Date** Sat 1/18/2025 10:52 AM  
**To** Planning <Planning@ci.woodburn.or.us>  
**Cc** Annika Figueroa <Azehrun@me.com>; Danny Draper <draper99@hotmail.com>

\*\*\*\* This email is from an EXTERNAL sender. Exercise caution when opening attachments or click links from unknown senders or unexpected email. \*\*\*\*

To: Woodburn City Planners and City Council Members  
From: Don and Manette Zehring; 966 Oregon Way, Woodburn, OR 97071

Members of Woodburn's City Government,

By looking at my address you probably recognize that my wife and I are at the EPICENTER of the communities concern about this project. We felt supported two years ago when the City Council denied the Planning Commission's preliminary proposal after hearing significant testimony about the location, traffic, noise, and the intrinsic difficulty of entering the property off Hwy. 214 safely AND departing safely onto Oregon Way.

So, we now have a re-submission of the project that fails to adequately resolve many of the issues that prompted the Council in 2023 to deny approval. I have read through the 85+ and it is littered with "fees in lieu" for over a dozen issues that impact a variety of traffic and safety issues. My personal favorite can be found on page 80; the bus stop that is just outside my property line is insufficient; "...where because ROW and street PUE are too narrow relative to the street to accommodate installation, the developer shall pay a fee in lieu plus a fee in-lieu for a bus stop bicycle rack".

Which brings me to our most critical issue. The applicants "traffic volume" estimates appear to have used information based on historical evidence from the two banks that occupied the property 15 years ago. To compare and contrast the current US Market enterprise that will be in operation 16-18 hours a day with two small town banks that were open 8 hours a day can't possibly be valid and reliable as a measuring stick for ANY comparison of the two enterprises. And of greatest significance to my family is the fact that the US Markets own prediction of traffic exiting on Oregon Way will vary from 40-100 per hour. Imagine my wife or I several times each day trying to back out of our driveway. Look to the left (north) on Oregon Way, to right (south) on Oregon Way, and then in the rear view mirror at the exiting traffic from US Markets and trying to determine are they turning north or south? Add to that, unlike the banks which of course were always closed once darkness settled in, the US Markets will have cars exiting onto Oregon Way between 3 hours (summer) and 7 hours (winter) in the dark. That means the front of my house has 3-7 hours of non-stop high powered halogen headlights shining through my plate glass windows. A car every 30 to 60 seconds with lights impacting our livability nightly! So, if the City Council chooses to support the US Markets development, I would like to request either US Market or the City of Woodburn pay to install the length of my front yard an arborvitae hedge along the sidewalk with a black



metal post system the length of the hedge to prevent vehicles from invading the property.

Finally, we are in California caring for my wife's mother and will be unable to attend the 1/27 Council Meeting. My daughter will present testimony on our behalf.

Regards,  
Don and Manette Zehrung

Sent from my iPad

RECEIVED

JAN 21 2025

COMMUNITY DEVELOPMENT  
DEPARTMENT

CU 24-02



# Agenda Item

January 27, 2025

TO: Honorable Mayor and City Council  
FROM: Jim Row, Assistant City Administrator  
SUBJECT: **Award Personal Service Agreement to Opsis Architecture LLP**

## **RECOMMENDATION:**

Authorize the City Administrator to enter into a Personal Services Agreement with Opsis Architecture LLP in the amount of \$29,600 plus reimbursable expenses estimated to be \$500 to provide architectural programming and concept design services for the Community Center Project.

## **BACKGROUND:**

In early 2017, the City Council initiated work to update the 2008 Community Center feasibility study after local stakeholders and interested residents expressed a desire to move the project forward since the economic climate had improved. The City Council affirmed its commitment to the community center project by adopting it as a 2019-2021 goal.

During the 2017 Regular Session, the Oregon Legislature authorized the award of a \$1,000,000 Lottery Bond Grant to the City for completing design drawings for the community center project.

Design work for the project began in June 2019 and was guided by the 22-person Citizens Advisory Committee (CAC). The CAC was tasked with reviewing the community center design work and providing feedback to the design team, City Administrator and City Council. A significant amount of additional public involvement, including numerous open houses, meetings with the Recreation & Parks Board and the City Council, online surveys, and a telephone survey of registered voters was critical to guiding the design of the project.

During the 2021 Regular Session, the Oregon Legislature awarded the City a \$15 million Lottery Bond Grant for the Community Center project. This funding was allocated by the Legislature in support of the City's efforts to complete the

---

Agenda Item Review: City Administrator  City Attorney  Finance

community center's architectural design and to fund a significant portion of its construction.

However, in November 2022, the Oregon Department of Administrative Services (DAS) informed staff that it would not issue the grant to the City, because they did not believe the City had secured enough of the remaining funds to ensure the project's viability. The City strongly disagreed with DAS's determination and filed a Petition for Judicial review in Marion County Circuit Court.

After extensive negotiations between the City and the Oregon Department of Justice (DOJ), a settlement was reached in early March 2023 that restored the funding, as long as the City raised at least 85% of the project costs. Unfortunately, the \$40 million bond measure failed to pass during the November 2024 general election.

Immediately following the election, staff requested approval from the state for a modification to the community center project budget that would reduce the cost from approximately \$60 million to \$20 million. In mid-January, the state informed the City that its requested budget modification had been approved. With the \$15 million grant and \$5 million in Parks & Recreation System Development Charges (SDCs) on hand, a reduced scope project is now fully funded.

This contract with Opsis architecture will kick off the process of redesigning the community center project and will result in a program document, conceptual floor plan and cost estimate

**DISCUSSION:**

Following the failure of the bond measure in November 2024, staff immediately began exploring the concept of reducing the scope of the community center concept to align with the \$20 million in resources the City has available - \$15 million Oregon Lottery Bond Grant and \$5 million in Parks SDCs.

The revised project would include a renovation of the existing aquatic center that would add approximately 17,000 square feet, bringing the total facility size to roughly 32,000 square feet. While the revised project would not include many of the features originally envisioned, such as the warm water recreation pool, partner space and two court gymnasium with walk/ jog track, the modified facility would still include many of the amenities the City Council, Woodburn residents and members of the Citizens Advisory Committee desired. While further design



refinement is required to determine the community center's exact layout, key features of the revised project are expected to include:

- **3,400 Square Foot Dividable Event Space:** Equipped with a fully functional commercial/ teaching kitchen to support instructional, catering and food service needs. This versatile space will accommodate a variety of multi-generational programs for youth, adults, and seniors, as well as cultural celebrations, large community events and meetings.
- **Fitness Facilities:** The new fitness facilities will feature a variety of equipment and dedicated spaces for both individual cardio and weight workouts, in addition to group fitness programs.
- **Locker Rooms:** New locker rooms will be designed to improve accessibility and accommodate the increased usage the expanded facility will experience.
- **Reception Area and Lobby:** A redesigned reception area and lobby will improve accessibility and provide a more functional entryway for visitors.
- **Expanded Parking Lot:** A larger parking lot will be constructed, featuring EV chargers, enhanced accessibility, and increased capacity to support the expanded facility's diverse uses.
- **Aquatic Center Upgrades:** The existing aquatic center will undergo significant upgrades, including structural repairs and equipment replacement. These improvements will extend the center's lifespan for decades, ensure compliance with modern safety standards, enhance accessibility and enable it to support a wide range of aquatic programs and services.
- **Designed for Expansion:** The facility will be designed with growth in mind, including the potential to incorporate a gymnasium as additional funding becomes available in the future.

This phase of redesign work is expected to be completed in 4 weeks, at which point, the intensive design development and construction documentation processes will commence. The anticipated project time is as follows:

- **February 2025:** Update programming, concept design, and detailed cost estimate. Assemble RFP for Construction Manager/ General Contractor (CMGC) contractor solicitation.

- **March-May 2025:** Complete Design Development phase of work. Select CMGC contractor.
- **May-August 2025:** Complete Construction Documents.
- **September 2025:** Secure permits and conduct project bidding.
- **October 2025-January 2027:** Complete Construction.
- **February 2027:** Grand Opening.

**FINANCIAL IMPACT:**

The total cost of designing and constructing the revised community center project is anticipated to be approximately \$20 million. Available funding consists of \$15 million in Oregon Lottery Bond Grant funds and \$5 million in Parks & Recreation SDCs. Sufficient funding exists in the FY 24/25 budget to initiate the detailed architectural & engineering design process and the proposed FY 25/26 budget will include the funding required to complete the design and construction of the project.