

A G E N D A

CITY COUNCIL MEETING

City of Junction City
680 Greenwood Street

Tuesday, November 8, 2016
6:30 p.m.

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance
(*Mayor Cahill*)
2. Changes to the Agenda
(*Mayor Cahill*)
3. Oath of Office – Police Officer David Holmes
(*Recorder Vodrup*) 5 minutes
4. Consent Agenda 5 minutes
(*Mayor Cahill*)
 - a. Approval of Bills – Month of October
 - b. Approval of Minutes – [October 11](#), 2016
5. Public Comment on Items not Listed on the Agenda 5 minutes
(*Mayor Cahill*)
6. [Public Hearing –1480 Ivy Street – Dangerous Building](#) 5 minutes
(*Planner Cogburn*)
7. [Public Hearing – Wiechert Annexation and Rezone](#) (A-16-01 & RZ-16-02) (*Planner Cogburn*) 15 minutes
 - A. Public Hearing
 - B. [Ordinance No. 1](#) – An Ordinance Approving the Annexation and Rezone of Tax Lot 1800 of Lane County Assessor’s Map 15-04-31-42.
8. [Public Hearing – Vacation of Unimproved Skinner Lane Right-of-Way](#) 10 minutes
(*Director Kaping*)
 - A. Public Hearing
 - B. [Ordinance No. 2](#) – An Ordinance Vacating a Portion of Skinner Lane Extending East from the Railroad Right-of-Way.

- | | |
|--|------------|
| 9. Interim Police Chief Contract/Oath of Office – Mr. Robert Morris
(Administrator Knope and Recorder Vodrup) | 10 minutes |
| 10. Police Department Capital Expenditure Plan Review
(Administrator Knope) | 10 minutes |
| 11. Vista Dale Subcommittee Sewer Service Request
(Director Kaping) | 10 minutes |
| 12. Council Vacancy Discussion
(Administrator Knope) | 5 minutes |
| 13. 2016 Light Parade Street Closure Request
(Planner Cogburn) | 5 minutes |
| 14. K-9 Vehicle Donation
(Administrator Knope) | 5 minutes |
| 15. Planning Commission Appointments
(Planner Cogburn) | 5 minutes |
| 16. Council Agenda Forecaster Review
(Administrator Knope) | 5 minutes |
| 17. Staff Reports | 5 minutes |
| 18. Councilor Comments/Questions | 10 minutes |
| 19. Mayor's Comments | 5 minutes |
| 20. Other Business | 5 minutes |
| 21. Adjournment | |

(Estimated End Time 8:35 p.m.)

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, October 11, 2016, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Acting Mayor, Randy Nelson; Councilors Karen Leach, Bill DiMarco, Jim Leach, and Steven Hitchcock; (Excused Absence: Mayor Michael Cahill); City Attorney, Carrie Connelly; Administrator, Jason Knope; Interim Police Chief, Ken Summers; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; City Planner, Jordan Cogburn; Community Services Director, Tom Boldon; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

Acting Mayor Nelson called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. Changes to the Agenda

None.

3. Consent Agenda

MOTION: Councilor Hitchcock made a motion to approve the bills from September and the September 13, 2016 Council minutes. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

4. Public Comment on Items not Listed on the Agenda

Ms. Kim Waite, 1190 Vine Street, Junction City, stated that she had attended the last Council meeting and spoke about getting a leash law in Junction City. She talked with Chief Summers, and a leash law meeting would be held at City Hall on Monday, October 17th at 6:30 p.m. for anyone who was interested.

5. Dangerous Building – 1480 Ivy Street

Administrator Knope stated that the City received a complaint about the burned out building at 1480 Ivy Street. The City's building inspector investigated and determined that it was a Dangerous Building, per the City's code. The next step would be for the Council to hold a public hearing.

The Council consensus was to hold the public hearing at the November Council meeting.

6. Court Software Maintenance and Support Agreement

Director Crocker reviewed the agreement which would add software upgrades to the current Court Software Maintenance and Support Agreement with Caselle. The Finance and Judiciary Committee reviewed and recommended approval.

MOTION: Councilor K. Leach made a motion to approve the software maintenance and support agreement with Caselle, Inc. and direct the City Administrator to sign the agreement. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

7. Budget Discussion: Community Services

Administrator Knope noted that the Council had previously reviewed the Police Department budget and directed staff to apply the Property Tax percentage allocations to the General Revenue for each department. He presented budget worksheets for Community Services, showing the 22% allocations, as well as putting back 10% of Franchise Fees each year over a five year period into the Street Fund. Using this scenario created a \$65,000 hole of expenditures being higher than revenue and staff would need to do more work and review the variety of options to close this gap.

It was noted that these percentages served as an initial measurement tool and could be adjusted, per Council direction. Also noted was that these percentage allocations would be reviewed each year, per the fiscal policy below.

8. Fiscal Policy for Property Tax Allocations

Director Crocker presented the fiscal policy for property tax allocations: "Property tax revenue received from the County is allocated to the general government operating departments within the City. Operating departments that receive an allocation of property taxes are the Police, Court, Non-departmental, Building and Planning, and Community Services departments. The allocation percentages are reviewed annually by Council and confirmed by motion for the

following budget year. It is anticipated that Council review will be completed in November of each year.”

MOTION: Councilor K. Leach made a motion to adopt the fiscal policy for Property Tax Allocations as recommended by the Finance and Judiciary Committee. The motion was seconded by Councilor Hitchcock and passed by unanimous vote of the Council.

9. Council Agenda Forecaster

Administrator Knope presented the forecaster. The Council consensus was not to hold a work session in October.

10. Staff Reports

Attorney Connelly reported: In response to Council questions at the last meeting, she had sent an email regarding the Revolving Loan Fund Committee, as well as quorum/voting for the Council with the current Councilor vacancy. Also per Charter, the Council was only required to have one meeting per month. Attorney Russell Poppe was reviewing the City's Personnel Manual and would be passing on comments to Attorney Monson and Administrator Knope.

Director Boldon reported: Parks staff spent a lot of time trimming trees in September and preparing for winter. He was working with the Chamber on the Community Center hosting a community get together with hot cider and cookies after the December 9th Light Parade. The Community Center was working with Local Aid for this year's Sharing Tree. Applications for that program would be accepted by Local Aid through November 10th. The giveaway would occur on December 11th.

Director Crocker reported: Cities had received their final PERS rates for next year and they were .4% higher than the estimated rates that were received as advisory rates in June for Junction City. The outcome would be a \$100,000 increase for next fiscal year, which would be a 24% increase to the City.

Director Kaping reported: Public Works crews were continuing their Inflow and Infiltration work with TVing and cleaning lines. Leaf pickup would start at the end of this month. The new Sanitation truck should be delivered next week. He extended praise to the Vista Dale Stakeholder Subcommittee for their good work and for being close to finishing the Vista Dale project.

Chief Summers introduced Mr. Bob Morris, who had accomplished a phenomenal amount of work on police projects on a part time basis. Mr. Morris has a wealth of experience, with 19 years with the Oregon State Police, 2nd in Command of the Law Enforcement Data Systems and Federal Law Enforcement Trainer.

As there was no Public Safety Committee meeting in October, Chief Summers asked the Council for their thoughts on a request from the City of Amity on acquiring the City's K9 vehicle. It was estimated that the value of the car was \$1,000 and it would cost \$250 for Public Works to strip it.

The Council consensus was to donate the car to the City of Amity and for staff to bring back the necessary paperwork to do so.

11. Councilor Comments/Questions

Councilor Hitchcock asked how long the Sharing Tree had been going and who it was open to. Director Boldon responded it had been held for 6 years and was for Junction City residents.

Councilor Hitchcock noted that he would like to see a spreadsheet that showed the growth in numbers. Director Boldon responded that he would provide that.

Councilor Hitchcock thanked Chief Summers for honoring the City by taking the Interim Chief position and for all he had done to help the City. He also thanked Lieutenant Morris for his work. Both Chief Summers and Lieutenant Morris replied that it was an honor to serve the City.

Councilor Hitchcock thanked staff for doing a great job and noted that it was a pleasure to assist staff with their decision making each day.

Councilor K. Leach commended Officer Bonner for taking a citizen's mail to the post office, after the streets had been closed due to a bomb investigation. She expressed agreement with Councilor Hitchcock's statements on Chief Summers and thanked Director Kaping and Councilor Nelson for their great work at the Vista Dale Stakeholder Subcommittee. She expressed appreciation to Director Boldon for his work with Community Services and for being open to allow the Community Center to be a safe place for young people to study. She thanked Administrator Knope and Planner Cogburn for their good work and noted that the Community Development Committee had worked hard to have a better relationship with the Scandinavian Festival representatives. She extended appreciation to Recorder Vodrup for her great work, to Attorney Connelly on providing good information, and to the Council for their support.

Councilor DiMarco stated that he thought it would be beneficial for the Council to decide whether they wanted or did not want to fill the current Council vacancy.

The Council consensus was to discuss this at the next meeting.

Councilor DiMarco expressed appreciation to everyone for doing a great job and noted that the next standing Council meeting was on Election Day. He asked if the Council wanted to meet on that date.

The Council consensus was to go ahead and meet on that date.

Councilor J. Leach thanked staff for their great work on the Budget Bucket System and for the wonderful job by the Vista Dale Subcommittee.

12. Mayor's Comments

Acting Mayor Nelson thanked Council and staff for their great work and noted that their prayers and thoughts were with the Fountain family.

13. Other Business

None.

14. Adjournment

As there was no further business, the meeting was adjourned at 7:13 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Randy Nelson, Acting Mayor

JUNCTION CITY COUNCIL

AGENDA ITEM SUMMARY



Public Hearing - 1480 Ivy Street - Dangerous Building

Meeting Date: November 8, 2016
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

The City of Junction City received a citizen complaint on September 1, 2016 regarding the burned structure at 1480 Ivy Street. Before the Council is a draft Resolution declaring the structure at 1480 Ivy Street as a dangerous building.

BACKGROUND

Staff has received numerous complaints regarding the structure at 1480 Street. The building has not been occupied for a number of years and was subject to a major fire earlier this year. The fire investigation has been completed and now the building sits vacant.

Staff notified the Building Official of the complaint on September 26. The Building Inspector provided photos and documentation substantiating the formal claim submitted on September 1st. The Clair Company provided documentation is included in this AIS as Attachment A.

As required by JCMC Chapter 15.20 - Dangerous Buildings, whenever the mayor, building official, chief of police, city attorney, street commissioner, fire chief, or any councilperson shall find or be of the opinion that there is a dangerous building in the city of Junction City, it shall be the duty of such person to report the same to the council.

Thereupon the council shall within a reasonable time fix a time and place for a public hearing regarding the matter.

At the standing October 11, 2016 City Council meeting the Council initiated and scheduled a Public Hearing regarding the dangerous building.

RELATED CITY POLICIES

JCMC 15.15.150 - Substandard Buildings
JCMC 15.20 - Dangerous Buildings

LEGAL REVIEW

This item was reviewed as part of the packet.

CITY ADMINISTRATOR'S COMMENT

The City Administrator requests that the Council follow process for review of the information as presented.

POSSIBLE ACTIONS BY THE CITY COUNCIL

In considering the proposed right-of-way vacation, the City Council may take the following actions after the closing of the record:

1. Move to approve Resolution No. 1 and declare the structure at 1480 Ivy Street a Dangerous Building and ordering abatement procedures.
2. Move to not approve Resolution No. 1 declaring the structure at 1480 Ivy Street a Dangerous Building and ordering abatement procedures.
3. Move to refer Resolution No. 1 and declare the structure at 1480 Ivy Street a Dangerous Building to the Planning Commission for further review.
4. Do Nothing.

SUGGESTED MOTION

“I make a motion to adopt Resolution No. 1, declaring one building to be dangerous located at 1480 Ivy Street, Junction City, Oregon, and ordering abatement procedures.”

ATTACHMENTS

1. Evidence of Substandard/Dangerous Building (Submitted by Clair Co. September 28, 2016)
2. Public Comment received (September 1, 2016)

Resolution #1 – Declaring one building to be dangerous located at 1480 Ivy, Junction City, Oregon, and ordering abatement procedures.

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us



525 NW Second Street, Corvallis, Oregon 97330
tf 800.383.8855 ph 541.758.1302 fx 541.753.2264
www.claircompany.com

Permit Holder: _____ Project # 1140-000
Address: 1480 S Cluy Street Permit # N/A
Date of Inspection: 9/28/16 Contact: Tere Phone: 541-998-2153

Mon. Tues. Wed. Thurs. Fri. SFD/COM Jurisdiction JL

PASS - Proceed with work.

CONDITIONAL APPROVAL - Complete corrections and proceed with work.

FAIL - Complete corrections and call for reinspection @ (541) 758-1302. DO NOT COVER.

INSPECTION RESULTS: The following conditions are to be corrected and subject to re-inspection unless conditionally approved:
Investigated condition of burned out building at City's request. Building does is an attractive nuisance, and is dangerous for any one to enter.
See pictures attached

David Willard

Inspector: David Willard

STRUCTURAL	MECHANICAL	ELECTRICAL	MISCELLANEOUS
<input type="checkbox"/> Footing / Found / UFER <input type="checkbox"/> Reinforcing Steel / Tilt-Up <input type="checkbox"/> Damp proofing / Vapor B. <input type="checkbox"/> Underfloor / Post/Beam <input type="checkbox"/> Drain: Crawlspace / Footing <input type="checkbox"/> Slab: _____ <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry: _____ <input type="checkbox"/> Framing <input type="checkbox"/> Roof / Wall Sheathing <input type="checkbox"/> Shearwalls <input type="checkbox"/> Fire Rated Wall <input type="checkbox"/> Insulation <input type="checkbox"/> Wallboard <input type="checkbox"/> Suspended Ceiling <input type="checkbox"/> Fire Caulking <input type="checkbox"/> Final Structural Other: _____	<input type="checkbox"/> Underfloor Mechanical <input type="checkbox"/> Rough Mechanical <input type="checkbox"/> Gas Line / Pressure Test <input type="checkbox"/> Woodstove / Insert <input type="checkbox"/> Hood <input type="checkbox"/> Final Mechanical Other: _____ PLUMBING <input type="checkbox"/> Underfloor / Slab <input type="checkbox"/> Rough-In / Top-Out <input type="checkbox"/> Sewer <input type="checkbox"/> Rain Drain / Storm Drain <input type="checkbox"/> Water Service <input type="checkbox"/> Backflow Device: _____ <input type="checkbox"/> Final Plumbing Other: _____	<input type="checkbox"/> Temporary Service <input type="checkbox"/> Service <input type="checkbox"/> Rough In / Cover <input type="checkbox"/> Mfd. Dwelling Service <input type="checkbox"/> Mfd. Dwelling Feeder <input type="checkbox"/> Low Voltage / Lim. Energy <input type="checkbox"/> Final Electrical Other: _____ MANUFACTURED DWELLING <input type="checkbox"/> Site Prep / Setback <input type="checkbox"/> Foundation Support System <input type="checkbox"/> Setup <input type="checkbox"/> Steps/Landing <input type="checkbox"/> Sewer - Service / Connect <input type="checkbox"/> Water - Service / Connect <input type="checkbox"/> Rain / Storm Drains <input type="checkbox"/> Final Manufactured Home Other: _____	<input type="checkbox"/> Erosion / Sediment Control <input type="checkbox"/> Excavation / Grading / Fill <input type="checkbox"/> Driveway / Approach / Culvert <input type="checkbox"/> Sidewalk / ADA Ramps <input type="checkbox"/> Pre-Paving / Final Approach <input type="checkbox"/> Sign / Sign Footing <input type="checkbox"/> Exterior Lighting <input type="checkbox"/> Fire Service / FDC <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Final Occupancy <input type="checkbox"/> Violation: _____ Other: _____ INSPECTORS USE <input type="checkbox"/> C of C: _____ TEMP / FINAL <input type="checkbox"/> Change Date: _____ <input type="checkbox"/> Close Case: _____

Date Received: _____	<input type="checkbox"/> License Verified
Time Received: _____	<input type="checkbox"/> License Violation
Taken By: _____	Name & Number: _____
OFFICE USE	_____

NOTICE: ELECTRICAL & PLUMBING CORRECTIONS
 Corrections are required to be completed within 20 calendar days unless other arrangements are made with the inspector.
 OAR 918-271-0030 & OAR 918-785-0230
 ELE / PLM Contractor Notified





2016-96

City of Junction City Comment Form

Comment Form

Date: 9.1.16

Compliment

Comment/Concern

Question

If you are commenting on a code violation, please select the activity that best describes your concern:

Animals

Tall grass/weeds

Zoning Uses

Vehicles

Trees/brush

Signs

Noise

Fences

Residential Building

Parking

Sidewalks

Commercial Building

Streets/Ailey

Parks

Other

Address/Location of Alleged Violation (required): 1480 IVY STREET

Property Owner or Occupant Name of Above Address/Location: _____

Due to limited resources, not all comments or complaints will be investigated. This is a public document and may be subject to disclosure.

Comment

Please provide comments below. Use back side of paper, if needed.

When is something going to be done about removing the eyesore @ 1480 Ivy, especially now that it has been destroyed by fire? Does the City have code language that prohibits and addresses a building in disrepair?

Please tell us whether you want to be contacted for follow-up and if you would like to remain anonymous. If you choose to file anonymously, any contact information you provide will be kept confidential.

Please contact me for follow-up

No follow-up needed

I wish to remain anonymous

Your Name: [Redacted] E-Mail: _____

Address: _____ Phone: [Redacted]

Comment Forms May be Submitted to the Office of the City Recorder at 680 Greenwood Street, Junction City or mailed to City of Junction City, Attn: City Recorder, PO Box 250, Junction City OR 97448.

Office Use Only

If staff filled out comment form, indicate with initials, if all blue text above was read to commenter: Yes No

Comment No: 2016-96

Date Received by City Recorder: 9.1.16

City Recorder mails acknowledgment letter _____

To: CA _____ PW _____ PD _____ Bldg/Ping. _____

Dept. Follow up and Citizen Contacted on: _____

Finance _____ Other _____

07-17-13

Em Jordan 9.1.16

RESOLUTION NO. ____

A RESOLUTION DECLARING ONE BUILDING TO BE DANGEROUS LOCATED AT 1480 IVY, JUNCTION CITY, OREGON, AND ORDERING ABATEMENT PROCEDURES.

WHEREAS, Section 15.20.010 of the Junction City Municipal Code (JCMC) defines a “dangerous building”; and

WHEREAS, the City of Junction City (City) has received numerous complaints regarding the burned structure at 1480 Ivy Street (Property), and received a formal written citizen complaint on September 1, 2016; and

WHEREAS, the Property has not been occupied for a number of years, was subject to a major fire earlier this year, and the building now sits vacant; and

WHEREAS, at its meeting held on October 11th, 2016, the Council directed staff by motion to notice and hold a public hearing per JCMC 15.20.030 based upon the complaint, the staff report, and the City Building Inspector’s substantiating photographs and documentation; and

WHEREAS, on November 8, 2016, the City Council held a properly noticed public hearing regarding the Property, per JCMC 15.20.030; and

WHEREAS, the Council took testimony and evidence on this matter indicating the nuisance and dangerous character of said Property.

Now, therefore, be it resolved by the City Council of the City of Junction City, as follows:

SECTION 1: DECLARATION: The Council hereby determines that the building located on Property is a dangerous building as defined by JCMC 15.20.010, based upon the testimony and evidence considered at the public hearing and the above findings of fact, which are incorporated herein by this reference.

SECTION 2: IMMEDIATE SAFETY: The Property shall be secured against unauthorized entry within one week from this order and shall remain unoccupied and secured until Property building is abated or demolished, pursuant to Section 3 of this Resolution. Should Property owner fail to secure and make Property safe in this matter and in the time provided, City shall secure the building as necessary to make said building safe.

SECTION 3: PROPERTY OWNER ABATEMENT: The Property owner shall abate Property within 30 days after the Property owner is provided notice of this order, as follows:

- A. Demolish Property building and remove all remnants of the Property building, including but not limited to wood, concrete, glass, metal, junk, tires and noxious vegetation.
- B. Level and grade all Property basement areas and irregular ground with clean compacted fill.

SECTION 4: CITY ABATEMENT: In the event that Property owner fails to meet the abatement requirements set forth in Section 3 of this Resolution, City staff is hereby directed to undertake all needed actions and procure any contracts needed to abate Property's dangerous building in the manner outlined in Section 3 of this Resolution.

Should the City be required to abate Property, the City Recorder is directed to tally all associated City costs, including but not limited to costs incurred to secure the structure and contracts for abatement or the demolition of the building. Said amount shall then be presented to the Council in the form of an ordinance, for the Council to assess against the Property as a lien to be recorded in the City's lien docket.

SECTION 5: NOTICE: The City Recorder is hereby directed to notify the Property owner of the Council's findings and orders herein by providing a copy of this Resolution to the Property owner, building owner and tenant, if any, immediately upon its adoption.

Adopted by Council this 8th day of November, 2016

Approved by the Mayor this 8th day of November, 2016

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael j. Cahill, Mayor

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



PUBLIC HEARING: WIECHERT ANNEXATION AND REZONE (A-16-01 & RZ-16-02)

Meeting Date: November 8, 2016
Department: Planning
www.ci.junctioncityoregon.gov

Agenda Item Number: 7
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The applicant proposes to annex and rezone 6.8 acres of privately owned land. The applicant wishes to annex and rezone the subject site to allow use of city services and to plan for future development under City Code.

BACKGROUND

The subject property is inside the Junction City Urban Growth Boundary and is designated Medium Density Residential on the City's Comprehensive Plan Designation Map. The property consists of one legal tax lot located on the south side of 10th Avenue, south of Tamarack Street and is contiguous to the Junction City municipal boundary. The residentially designated parcel is currently vacant.

The proposal before the Council is for the Annexation of the parcel into the Junction City limits, and to Rezone the subject site to Duplex Residential Zoning, the corresponding zoning for the Medium Density Residential designation.

A Subdivision application has been submitted for the subject site. However, review of the Subdivision file will not commence until the present requests have been completed.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing and took testimony on September 21, 2016 regarding the proposed annexation and concurrent rezone. The Planning Commission made a unanimous recommendation to City Council to approve the Annexation and Rezone as stated in Final Order A-16-01 and RZ-16-02. A copy of the Signed Final Order is attached to this staff report for Council review.

RELATED CITY POLICIES

- JCMC 17.145 - Amendments
- JCMC 17.165 - Annexation, Withdrawal from Special Districts after Annexation, and Extraterritorial Extensions

In addition to ensuring compliance with the standards listed within the JCMC, the proposal must also show compliance with the adopted Comprehensive Plan and relevant Oregon Statewide Planning Goals. The following Chapters of the Junction City Comprehensive Plan are relevant to this request.

- Chapter 1: Citizen Involvement Element
- Chapter 2: Environmental Element
- Chapter 3: Land Use Element
- Chapter 4: Economic Development Element
- Chapter 6: Transportation Element
- Chapter 7: Public Facilities Element
- Chapter 9: Housing Element

The following Statewide Planning Goals are relevant to this request.

- Goal 1 Citizen Involvement
- Goal 2 Land Use Planning
- Goal 6 Air, Water and Land Resources Quality
- Goal 7 Areas Subject to Natural Hazards
- Goal 9 Economic Development
- Goal 10 Housing
- Goal 11 Public Facilities and Services
- Goal 12 Transportation
- Goal 13 Energy Conservation
- Goal 14 Urbanization

LEGAL REVIEW

This item was reviewed as part of the packet.

CITY ADMINISTRATOR'S COMMENT

The City Administrator requests that the City Council follow process for review of the Ordinance as presented.

COUNCIL OPTIONS

1. Considered at one (1) meeting: Read Ord. No. 1 in full at this meeting and take a vote. If vote is unanimous, read by title only and move to adopt/deny.
2. Considered at two (2) meetings: Read Ord. No 1 in full at this meeting and read by title only and consider adoption/denial at the next meeting.

City Charter

Section 34: Modes of Ordinance Enactment

1. *Except as subsection 2 of this section allows adopting at a single meeting, an ordinance shall be considered on two different days before being adopted by the council. The ordinance shall be fully and distinctly read at one open council meeting.*
2. *The council may adopt an ordinance at a single meeting by the express unanimous vote of the all council members present, provided the ordinance is distinctly read first in full and then by title.*

Two Options for Ordinance Adoption:

A. To be Considered at Two Different Meetings:

1. Ordinance is read in full. (No motion required to do this). At the next meeting, the Ordinance will be read by title only and considered.

B. To be Considered at One Meeting: (*Requires unanimous vote of the Council*).

1. Ordinance is read in full. (No motion required to do this)
2. Councilor: "I make a motion to read Ordinance No. 1 by title only." Second is made and vote is taken. If approved unanimously, go to #3.
3. Ordinance is read by title only.
4. Councilor: "I make a motion to adopt Ordinance No. 1" Second is made and vote is taken.
 - a. If vote is unanimous, ordinance is adopted and will go into effect in 30 days.
 - b. If vote is not unanimous, no further action is needed and the ordinance will be considered for adoption at the next Council meeting.

ATTACHMENTS

1. Staff Report
2. Application Materials, determined complete on July 29, 2016
3. Planning Commission Final Order, dated September 21, 2016

Ordinance No. 1

Exhibit A: Annexation Area Map and Legal Description of Annexing Area

Exhibit B: Findings of Fact for compliance with Annexation Criteria

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn

Telephone: 541-998-2153

Staff E-Mail: jcplanning@ci.junction-city.or.us



FINDINGS AND RECOMMENDATION OF THE PLANNING DEPARTMENT:

WEICHERT ANNEXATION AND REZONE PROPOSAL (A-16-01 & RZ-16-02)

Application Summary:

An Annexation and Rezone request for the vacant 6.8 acre parcel at 1635 West 10th Avenue.

Owner(s):

Bruce Wiechert Custom Homes Inc., Eugene, OR (541) 686-9458

Applicant(s):

Bruce Wiechert Custom Homes Inc., Eugene, OR (541) 686-9458

Applicant(s) Representative:

Anthony Favreau, Favreau Group, Eugene, OR (541) 683-7048

Lead City Staff:

Jordan Cogburn, City Planner, Junction City Planning Department, (541) 998-4763

Subject Property/Zoning/Location:

1635 West 10th Avenue, Junction City OR, 97448; Tax Lot 1800 of Assessor's Map 15-04-31-42, located on the south side of West 10th Avenue, at the southern terminus of Tamarack Street.

Relevant Dates:

Application originally submitted on July 5, 2016; deemed complete on July 27, 2016; Planning Commission Public Hearing held September 21, 2016, City Council Public Hearing held November 8, 2016.

Present Request:

The applicant is seeking Annexation and Rezone Approval for a property located in the Medium Density Residential Comprehensive Plan Designation. Approval of this application would Annex the 6.8 Acre parcel into the Junction City Limits, Rezone to the appropriate zoning of Duplex Residential, and allow for the development of a residential Subdivision (application pending final decision).

Public Notice and Referrals:

Staff provided notice in accordance with the applicable provisions set forth in JCMC 17.150.080(A-K). Additionally, Section 17.150.080(C) of the Municipal Code states:

For Type IV applications:

1. Notice shall be mailed to each owner whose property would be rezoned in order to implement the ordinance (i.e., owners of a property subject to comprehensive plan

amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment).

2. If particular properties are to be affected more than, or in a manner significantly different from, other properties of the same general character within the city of Junction City, individual notice shall be prepared and mailed to those affected, including all persons within 300 feet of the affected property.

3. When a proposal to change the zone of property which includes all or part of a mobile home park is to be considered at a public hearing, notice shall be sent to each existing mailing address for tenants of the mobile home park.

4. Owners of airports shall be notified of a proposed zone change in accordance with ORS 227.175.

The owner of record for the subject parcel was notified of the scheduled Public Hearing on August 18, 2016.

On August 24, 2016 the City mailed public notice of applicant's request to all property owners within 300 feet of the subject site. To date, the City has not received any written comments.

No Mobile Home Parks exist within the proposal boundary.

The property subject to the zone use hearing is not within 5,000 feet of the side or end of a runway of an airport determined by the Oregon Department of Aviation to be a visual airport; or within 10,000 feet of the side or end of the runway of an airport determined by the Oregon Department of Aviation to be an instrument airport. Therefore, notice to the owner of an airport is not required.

On July 29, 2016, Staff provided notice to the Department of Land Conversation regarding the proposed legislative amendments.

On September 1, 2016 the Planning Commission public hearing was advertised in the Register Guard Newspaper, at least 10 days prior to the public hearing scheduled for September 21, 2016.

On October 20, 2016 the City Council public hearing was advertised in the Register Guard Newspaper, at least 10 days prior to the public hearing scheduled for November 8, 2016

Referral comments on the application were also requested from various affected service providers and City departments. All referral comments received by the Planning Department on this application are included in the application file for reference, and addressed in the context of applicable approval criteria and standards in the following evaluation.

General Property Information:

This is an existing 6.8 acre (282,269 Square Feet) parcel with no existing structures. The property is bounded by W 10th Avenue to the North, a Junction City owned and maintained right-of-way within the municipal boundary, and Lane County zoned properties to the South, East, and West.

The Property is currently designated Medium Density Residential on the City's adopted 2012 Comprehensive Plan.

The Junction City Water Control District (JCWD) has jurisdiction of the water control channels near the site. No comments have been received from the JCWD regarding this proposal. Stormwater plans are not required at the time of annexation. At the time of development of the subject site, the applicant shall be required to submit detailed stormwater plans that will be reviewed by the City Engineer, Public Works, and JCWD.

Evaluation:

The following findings demonstrate that the proposal will comply with all applicable approval criteria and related standards as set forth in the Junction City Municipal Code (JCMC) as well as the applicable Oregon Statewide Planning Goals. The approval criteria and related standards are listed below in **bold**, with findings addressing each.

JUNCTION CITY MUNICIPAL CODE COMPLIANCE

JCMC 17.145 - AMENDMENTS

17.145.010. Authorization to Initiate Amendments.

An amendment to the text or the zoning map of this ordinance may be initiated by the City Council, by the Planning Commission or by application of a property owner or his authorized agent. The Planning Commission shall, within 40 days after a hearing, recommend to the City Council approval, denial, or modification of the proposed amendment. An amendment to the text or the zoning map may be consolidated with a related amendment to the comprehensive plan text or map.

The applicant and property owner, Bruce Wiechert Custom Homes Inc., initiated an amendment to the City of Junction City Zoning Map by way of a Type-IV Application. The applicant has requested to amend the City of Junction City Zoning Map to zone the subject property as follows: Tax Lot 1800 of Assessor's Map 15-04-31-42 as Duplex Residential (R2). The Planning Commission will hold a public hearing in accordance with the above standard. The As such, the above criterion has been satisfied.

17.145.020. Application and Fee.

An application for amendment by a property owner or his authorized agent shall be filed with the city. The application shall be accompanied by a fee equal to the average cost of such applications as established by the City Council.

The Applicant submitted all application materials and payment of the appropriate application fees on July 5, 2016. This criterion is met.

JCMC 17.165 - ANNEXATION, WITHDRAWAL FROM SPECIAL DISTRICTS AFTER ANNEXATION, AND EXTRATERRITORIAL EXTENSIONS

Section 17.165.110 (7) (A)-(D) Criteria.

An annexation application may be approved only if the city council finds that the proposal conforms to the following criteria:

A. The affected territory proposed to be annexed is within the city's urban growth boundary and is:

1. Contiguous to the city limits; or

2. Separated from the city only by a public right-of-way or a stream, lake or other body of water;

B. The proposed annexation is consistent with applicable policies in the city of Junction City comprehensive plan and in any applicable refinement plans;

C. The proposed annexation will result in a boundary in which key services can be provided. [Ord. 1230 § 1 (Exh. A), 2015; Ord. 1182 § 2(7), 20

The annexation request is being sought in accordance with ORS 222.125. The property is within the Urban Growth Boundary and contiguous to the municipal limit at 10th Avenue to the north, which is consistent with guidance provided by the City's Comprehensive Plan Annexation Policy. Sewer, water, storm water, and transportation services can be provided to the subject site. Staff also provided notice of the applicant's proposal to the City of Junction City Police Department and the Junction City Rural Fire Protection District. Neither entity expressed concerns about the proposed annexation. Police and fire services are available to the subject site.

JUNCTION CITY COMPREHENSIVE PLAN COMPLIANCE

Junction City's Municipal Code does not contain criteria for addressing proposed changes to the zoning map. Therefore, the Rezone criteria to be applied in this case consist of demonstrating compliance with Oregon's Statewide Planning Goals and the Junction City Comprehensive Plan. Because the proposed zonings are identical to the existing plan designations of the Junction City Plan Designation Map, the applicant has submitted Comprehensive Plan Compliance findings. Staff has prepared findings that address applicable Junction City Comprehensive Plan Policies and Statewide Planning Goals.

Chapter 1: Citizen Involvement Element

This element of the Comprehensive Plan will be met by compliance with the adopted notification and hearing processes under Junction City Municipal Code Sections 17.145.030, 17.150.070 and 17.150.080.

The City is processing the Zone Change a Type IV Legislative Decision per Section 17.150.070 and scheduled a hearing before the Junction City Planning Commission on September 21, 2016.

On September 1, 2016 the public hearing was advertised in the Register Guard Newspaper, at least 10 days prior to the public hearing scheduled for September 21, 2016 and on August 24, 2016 the City mailed public notice of applicant's request to all property owners within 300 feet of the subject site per Section 17.150.080 of the City's zoning code.

Chapter 2: Environmental Element

According to the National Wetlands Inventory and Local Wetlands Inventory, no wetlands exist on the subject site. Additionally, The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41039C0602F) covering the subject property indicates that the property is in Flood Zone X, areas determined to be outside a 500-year floodplain. The proposed Zone Change will not affect Natural Disaster or Hazard risk area boundaries. Any future development of the subject site shall be subject to review and comment of the Department of State Lands and Army Corp of Engineers. Therefore, Chapter 2 has been properly addressed.

Chapter 3: Land Use Element

Table 3-1 of the Land Use Element specifies that the Duplex Residential Zoning District implements the Medium Density Residential land use designation of the Junction City Comprehensive Plan. The requested zoning by the applicant, Duplex Residential, is consistent with this table and the Junction City Comprehensive Plan.

Therefore, the proposed Duplex Residential zoning for the property is consistent with Chapter 3 of the Junction City Comprehensive Plan.

Chapter 4 – Economic Development Element

Policy 4.4.1 of Chapter 4 of the Junction City Comprehensive Plan states "Provide an adequate supply of suitable sites as identified in this chapter and the 2009 EOA to meet long-term employment needs." The subject site was identified in the City's 1982 Urban Growth Boundary map, which was acknowledged by the Department of Land Conservation and Development on November 19, 1982. The proposal to Annex and Rezone the property does not change the intended use of the site, nor does it change the anticipated employment opportunities associated with the site. Therefore, Chapter 4 has been addressed.

Chapter 6: Transportation Element

The site abuts West 10th Avenue to the north, a City owned existing roadway. West 10th Avenue Street is a fully improved roadway and is classified as a Major Collector street. No new development is proposed at the site and the proposed change in zoning of the site does not affect the current use, its location, or its transportation impacts. Therefore, Chapter 6 has been adequately addressed. Statewide Planning Goal Compliance for Transportation is addressed under Goal 12, Transportation Planning Rule, below.

Chapter 7: Public Facilities Element

The Junction City Comprehensive Plan states: “It is the goal of this plan to provide public facilities in an efficient and timely manner at level in excess of projected demands.” (Chapter 7, p. 1) When development is proposed for the subject property key urban facilities and services will either be immediately available or will be able to be extended in an orderly manner. Water and sewer lines have been extended along the western boundary of the subject site. Any development on the subject site will be required to demonstrate adequate water supply and sewer treatment and disposal capacity are available.

Chapter 9: Housing Element

This proposal includes lands currently designated for residential uses. The site is directly adjacent to a major transportation corridor, as 10th Avenue is considered a Major Collector Road Classification within the adopted Transportation System Plan. The subject site is currently designated Medium Density Residential (MDR) on the adopted Comprehensive Plan Map. Duplex Residential (R2) is the implementing zoning for the MDR Designation. Any future development on these parcels is required to be in compliance with their respective Plan Designation and parent Zoning. Therefore, Chapter 9 has been adequately addressed.

OREGON STATEWIDE PLANNING GOAL COMPLIANCE

Goal 1 Citizen Involvement

Goal 1 - Citizen Involvement. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

This goal will be met by compliance with the adopted notification and hearing processes under Junction Municipal Code Sections 17.145.030, 17.150.070, 17.150.080, and 17.165.100.

Goal 2 Land Use Planning

Goal 2 - Zoning: Land Use Planning: Goal 2 - Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Goal 2 outlines the basic procedures of Oregon’s statewide planning program, stating that land use decisions must be made in accordance with comprehensive plans and that effective implementation ordinances must be adopted. The subject site is designated as Medium Density Residential on the adopted 2012 Comprehensive Plan. The proposed zoning of Duplex Residential is the implementing zoning for the corresponding Land Use Designation.

Therefore, the proposed Annexation and Rezone is consistent with the Comprehensive Plan and Goal 2 as stated above.

Goal 3 Agricultural Lands

Goal 3 - Agricultural Land: To preserve and maintain agricultural lands.

Goal 4 Forest Lands

Goal 4 - Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Goals 3 and 4 requires counties to inventory agricultural lands and to maintain and preserve them through EFU zoning. Because the subject property is designated as Medium Density Residential in the acknowledged Urban Growth Boundary of the City of Junction City and identified for urban uses, Goals 3 and 4 are not applicable.

Goal 5 Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: To conserve open space and protect natural and scenic resources.

Goal 5 requires local governments to inventory and protect natural resources. The 2012 DLCD acknowledged Comprehensive Plan update includes a Goal 5 inventory. The inventory identified locally significant wetlands. There are no inventoried significant Goal 5 resources located on the parcel and therefore Goal 5 is not applicable.

Goal 6 Air, Water and Land Resources Quality

Goal 6 - Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

Goal 6 requires local comprehensive plans and implementing measures to be consistent with state and federal regulations. The proposed Annexation and Rezone have no Goal 6 impact. Environmental impacts will be addressed in any subsequent land use review for future proposed development.

Goal 7 Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flood hazards. The only identified natural hazard in Junction City is flooding. Junction City has an acknowledged floodplain protection ordinance. Land within the floodway is considered unsuitable for urban development. The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41039C0602F) covering the subject property indicates that the property is in Flood Zone X, areas determined to be outside a 500-year floodplain. The proposed Zone Change will not affect Natural Disaster or Hazard risk area boundaries. Thus, Goal 7 has been properly addressed. Identification of possible flood hazards and their impacts on future proposed development will be addressed during land use review.

Goal 8 Recreation Needs

Goal 8 - Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

The proposed Annexation and Zone Change does not affect any lands identified as having high recreation resource value; this Goal is not applicable.

Goal 9 Economy of the State

Goal 9 -Economic Development: Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

The subject site is designated MDR, Medium Density Residential on the Plan Designation Map. As such, the proposal to amend the zoning of the site is consistent with the overall policy framework and analyses used to generate employment forecasts and estimate future land needs in the recent UGB expansion process. The current Comprehensive Plan Map identifies the site as Medium Density Residential and all approvals associated with the site shall be in the context of its current redesignation. The proposal to rezone the property does not change the intended use of the site, nor does it change the anticipated employment opportunities associated with the site. Therefore, Goal 9 has been addressed.

Goal 10 Housing

Goal 10 - Housing: To provide for the housing needs of citizens of the state.

This proposal includes lands currently designated for residential uses. The subject site is currently designated Medium Density Residential (MDR) on the adopted Comprehensive Plan

Map. Duplex Residential (R2) is the implementing zoning for the MDR Designation. Any future development on these parcels is required to be in compliance with their respective Plan Designation and parent Zoning. Therefore, proposal complies with Goal 10.

Goal 11 Pubic Facilities and Services

Goal 11 - Public Facilities and Services: to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

The DLCD acknowledged 2012 Comprehensive Plan found compliance with the Statewide Planning Goals, including Goal 11 (Ordinance 1212, Appendix 1, Page 144). The proposed Annexation and Zone Change poses no impact on provision of public facilities and services. Water and sewer lines have been extended through the northern boundary of the subject site. Any future development will be required to demonstrate adequate water supply and sewer treatment and disposal capacity necessary for said development.

Goal 12 Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural development (OAR 660-012-0000(1)).

As stated in 660-012-0060“Where an amendment to a functional plan, acknowledged comprehensive plan, or land use regulation would significantly affect an existing or planned transportation facility, the local government shall put onto place measures to assure allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.”

The applicant’s rezone request from county zoning to city zoning allows for future development of the site. The proposed rezoning complies with the Comprehensive Plan Designation map and the City’s Transportation System Plan.

Goal 13 Energy

Goal 13 - Energy Conservation: This goal states: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”

Goal 13 requires land and uses developed on the land to be managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principles. Energy consequences of the proposed zoning map amendment have been considered. The proposed Annexation and Rezone does not include a proposed use. Therefore, Goal 13 has been adequately addressed.

Goal 14 Urbanization

Goal 14 - Urbanization: To provide for an orderly and efficient transition from rural to urban land use.

The proposed Annexation and Rezone does not involve urbanization of any land not currently within the Junction City UGB. A present request is for Annexation and concurrent Rezone of the residentially designated parcel. The subject site was included within the 2012 Comprehensive Plan acknowledged by the Department of Land Conservation and Development on August 9, 2013. Therefore, the proposed Annexation and Rezone are consistent with Goal 14.

Goal 15 through 19

Goal 15 - Willamette River Greenway: To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

Goals 16-19; Estuary Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources: These goals are not relevant to this proposed amendment because there is no coastal, estuarine, ocean, or beach and dune resources related to the site.

Goals 15 through 19 are related to the Willamette Greenway and coastal resources. As such, these goals do not apply to the subject sites and no further analysis is required.

Staff Recommendation:

Based upon the available information and findings set forth above, it is concluded that the proposed Annexation and Rezone will comply with the applicable approval criteria and related standards set forth within the JCMC, Comprehensive Plan, and Oregon Statewide Planning Goals. Therefore, Staff recommends approval of the proposal as submitted.

Staff Report Date:

October 26, 2016

Lead Staff:


Jordan Cogburn, City Planner
Junction City Planning Department



GENERAL LAND USE APPLICATION

Attachment 2
Junction City, OR 97448
Phone: 541-998-2153
Fax: 541-998-3140
www.junctioncityoregon.gov

A-16-01

Type of Application: (May require a supplemental application to be attached and/or additional documentation)

<input checked="" type="checkbox"/> Annexation	<input type="checkbox"/> Development Review	<input checked="" type="checkbox"/> Rezone (Zone Change)
<input type="checkbox"/> Comprehensive Plan Amendment Map _____ Text _____	<input type="checkbox"/> Pre-Application Meeting	<input type="checkbox"/> Subdivision: Preliminary _____ Final _____
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Partition: Preliminary _____ Final _____	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Variance: Major _____ Minor _____	<input type="checkbox"/> Vacation	<input type="checkbox"/> Other:

LOCATION OF PROPERTY OR ADDRESS:
1635W 10th AVE.

SIZE OF PROPERTY(S): 6.8 AC. **ASSESSOR'S MAP AND TAX LOT #:** 15-04-31-42-1800

PRESENT USE: VACANT **PROPOSED USE:** RESIDENTIAL SUBDIVISION

BRIEF SUMMARY OF ACTION REQUESTED:
ANNEXATION AND PROPER ZONING

NAME OF PROPERTY OWNER: BRUCE WIECHERT CUSTOM HOMES, INC.

ADDRESS: 3073 SKYVIEW, EUGENE, OR 97405

PHONE: [REDACTED] **E-MAIL:** [REDACTED]

NAME OF APPLICANT: SAME

ADDRESS:

PHONE: [REDACTED] **E-MAIL:**

NAME OF CONTACT: ANTHONY J. FAVREAU

ADDRESS: 3750 NORWICH AVE., EUGENE, OR 97403

PHONE: [REDACTED] **E-MAIL:** FAVREAUGROUP@MSN.COM

ATTACHMENT(S): Yes No

I have the following legal interest in the property (Please check one):
Owner of Record Lessee _____ Holder of an exclusive Option to Purchase _____ Contract Purchase _____

Per Resolution 862: All direct costs for contracted city staff shall be charged monthly to the applicant in the amount billed to City. Contracted staff includes, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.

I hereby certify that the foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief. I also agree to pay all direct costs associated with processing this land use application.
Owner's Signature: [REDACTED] Date: 5 2016
CITY OF JUNCTION CITY

Application #: C. JC 2008 -
For City Use Only

JUL 5 2016

CITY OF JUNCTION CITY

RECEIVED

JUN 29 2016

Lane County
Assessment & Taxation

FORM 3

PETITION/PETITION SIGNATURE SHEET
Annexation by Individuals

We, the following property owners/electors, consent to the annexation of the following territory to the City of Junction City:

Signature	Date Signed m/d/y	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	Land Owner	Reg Voter	Acres (qty)
[Redacted]	06/28/16	BRUCE WIEBERT Custom Homes Inc		15-04-31-42-01800	✓		6.82

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

I, BRUCE WIEBERT (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.
X [Redacted] (signature of circulator)

[Redacted Signature]

Lane County Department of Assessment and Taxation
6-29-2016
Date Certified

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are 1 (qty). This petition reflects that 1 (qty) landowners (or legal representatives) listed on this petition represent a total of 100 (%) of the landowners and 100 (%) of the acres as determined by the map and tax lots attached to the petition. A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.

CERTIFICATION OF ELECTORS

The total active registered voters in the proposed district annexation are 0. I hereby certify that this petition includes 0 valid signatures representing 0 (%) of the total active registered voters that are registered in the proposed annexation.

Cynthia Kunnish
Lane County Clerk or Deputy Signature
6-29-2016
Date Certified

15043142
JUNCTION CITY

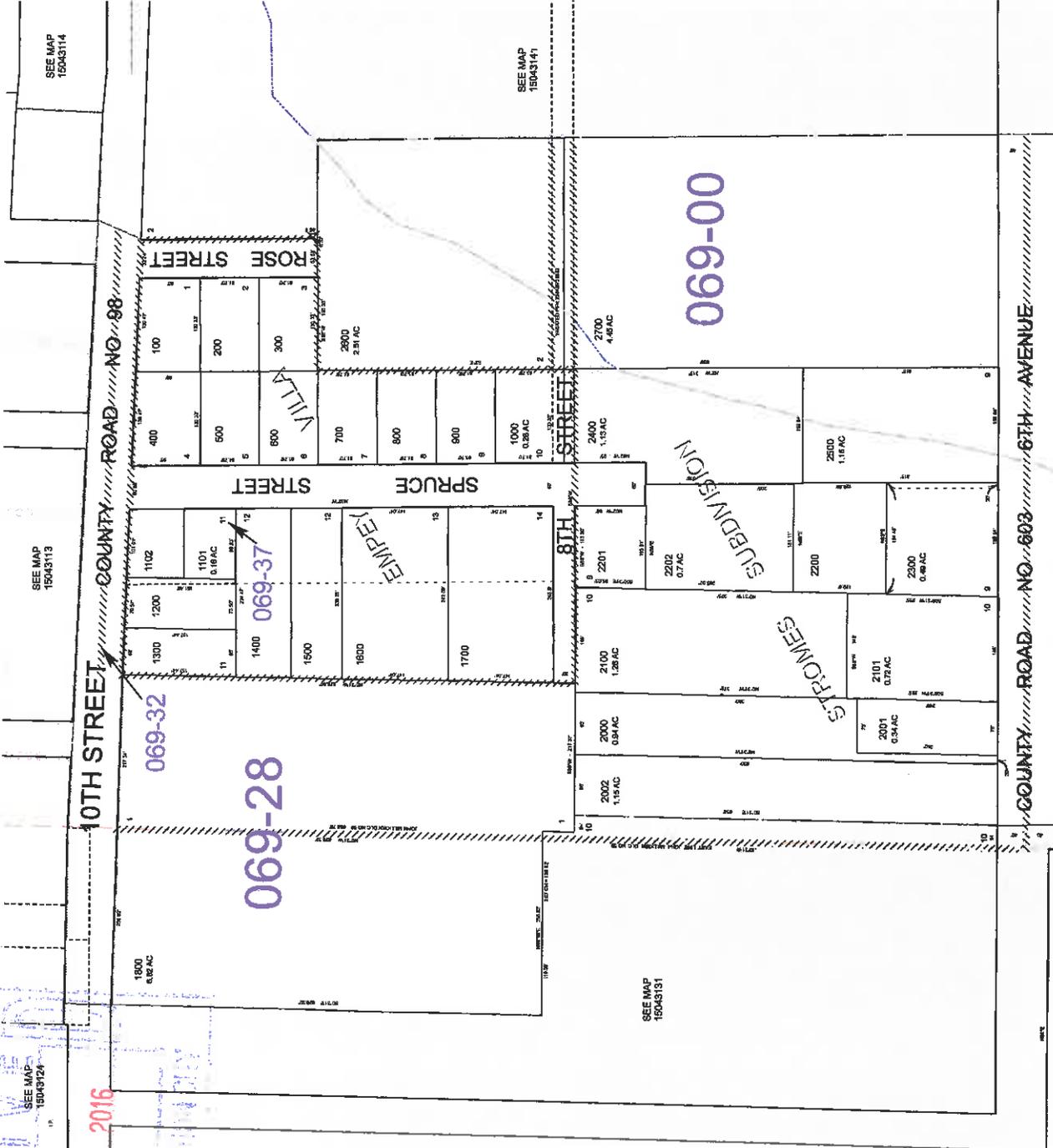
N.W.1/4 S.E.1/4 SEC.31 T.15S. R.4W. W.M.
Lane County

1" = 100'

FOR ASSESSMENT AND
TAXATION ONLY

GIS DATA
3/26/2008 12:30:27 PM - vtdhms

CANCELLED:



EXCLUSIONS:
1. LOTS 10-12, 14-16, 18-20, 22-24, 26-28, 30-32, 34-36, 38-40, 42-44, 46-48, 50-52, 54-56, 58-60, 62-64, 66-68, 70-72, 74-76, 78-80, 82-84, 86-88, 90-92, 94-96, 98-100, 102-104, 106-108, 110-112, 114-116, 118-120, 122-124, 126-128, 130-132, 134-136, 138-140, 142-144, 146-148, 150-152, 154-156, 158-160, 162-164, 166-168, 170-172, 174-176, 178-180, 182-184, 186-188, 190-192, 194-196, 198-200, 202-204, 206-208, 210-212, 214-216, 218-220, 222-224, 226-228, 230-232, 234-236, 238-240, 242-244, 246-248, 250-252, 254-256, 258-260, 262-264, 266-268, 270-272, 274-276, 278-280, 282-284, 286-288, 290-292, 294-296, 298-300, 302-304, 306-308, 310-312, 314-316, 318-320, 322-324, 326-328, 330-332, 334-336, 338-340, 342-344, 346-348, 350-352, 354-356, 358-360, 362-364, 366-368, 370-372, 374-376, 378-380, 382-384, 386-388, 390-392, 394-396, 398-400, 402-404, 406-408, 410-412, 414-416, 418-420, 422-424, 426-428, 430-432, 434-436, 438-440, 442-444, 446-448, 450-452, 454-456, 458-460, 462-464, 466-468, 470-472, 474-476, 478-480, 482-484, 486-488, 490-492, 494-496, 498-500, 502-504, 506-508, 510-512, 514-516, 518-520, 522-524, 526-528, 530-532, 534-536, 538-540, 542-544, 546-548, 550-552, 554-556, 558-560, 562-564, 566-568, 570-572, 574-576, 578-580, 582-584, 586-588, 590-592, 594-596, 598-600, 602-604, 606-608, 610-612, 614-616, 618-620, 622-624, 626-628, 630-632, 634-636, 638-640, 642-644, 646-648, 650-652, 654-656, 658-660, 662-664, 666-668, 670-672, 674-676, 678-680, 682-684, 686-688, 690-692, 694-696, 698-700, 702-704, 706-708, 710-712, 714-716, 718-720, 722-724, 726-728, 730-732, 734-736, 738-740, 742-744, 746-748, 750-752, 754-756, 758-760, 762-764, 766-768, 770-772, 774-776, 778-780, 782-784, 786-788, 790-792, 794-796, 798-800, 802-804, 806-808, 810-812, 814-816, 818-820, 822-824, 826-828, 830-832, 834-836, 838-840, 842-844, 846-848, 850-852, 854-856, 858-860, 862-864, 866-868, 870-872, 874-876, 878-880, 882-884, 886-888, 890-892, 894-896, 898-900, 902-904, 906-908, 910-912, 914-916, 918-920, 922-924, 926-928, 930-932, 934-936, 938-940, 942-944, 946-948, 950-952, 954-956, 958-960, 962-964, 966-968, 970-972, 974-976, 978-980, 982-984, 986-988, 990-992, 994-996, 998-1000.

JUNCTION CITY
15043142



Property Account Summary

As Of 6/29/2016 Status: Active

Account No.: 0008803 **Alternate Property Number:** 1504314201800
Account Type: Real Property
TCA: 06928
Situs Address: 1635 W 10TH AVE
 JUNCTION CITY OR 97448
Legal: Township 15 Range 04 Section 31 Quarter 42 TL 01800

Parties:

Role	Name & Address
Owner	BRUCE WIECHERT CUSTOM HOMES INC 3073 SKYVIEW LN EUGENE OR 97405
Taxpayer	BRUCE WIECHERT CUSTOM HOMES INC 3073 SKYVIEW LN EUGENE OR 97405

Property Values:

Value Name	2015	2014	2013	2012	2011
MKTTL	\$379,633	\$453,293	\$430,628	\$402,297	\$396,631
AVR	\$99,655	\$96,752	\$93,934	\$91,198	\$88,542
TVR	\$41,207	\$40,007	\$38,842	\$37,710	\$88,542

Property Characteristics:

Tax Year	Characteristic	Value
2015	Property Class	190 Potential dev vacant
	Change Property Ratio	1XX Residential
	Size	6.82
	Code Split	N
	Neighborhood	691500

Exemptions:

Tax Year	Description	Count	Amount	Assessment Basis
2015	Religious	1	\$58,448	AVR
2014	Religious	1	\$56,745	AVR
2013	Religious	1	\$55,092	AVR

(End of Report)



FORM 4
(continued)

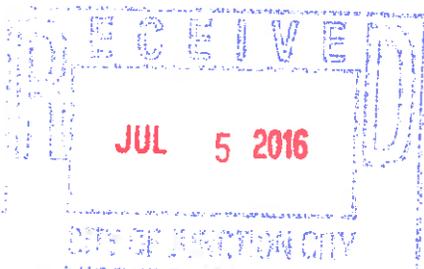
SUMMARY

TOTAL NUMBER OF ELECTORS IN THE PROPOSAL	1
NUMBER OF ELECTORS WHO SIGNED	1
PERCENTAGE OF ELECTORS WHO SIGNED	100
TOTAL ACREAGE IN PROPOSAL	6.8
ACREAGE SIGNED FOR	6.8
PERCENTAGE OF ACREAGE SIGNED FOR	100

Application Initiated by *(for an explanation of the initiating methods, refer to Step 4 of the Instructions):*

- A – All Owners/Majority Electors [ORS 222.125]
- B – Majority Owners/Area/Value [ORS 222.170(1)]
- C – Majority Electors/Area [ORS 222.170(2)]

LCOG: L:\BC\BCHANGE TRANSITION\APPLICATION FORMS\JUNCTION CITY\FORM 4 WORKSHEET +10 JC.DOC
Last Saved: December 7, 2012



FORM 5

SUPPLEMENTAL INFORMATION FORM

(Complete all the following questions and provide all the requested information. Attach any responses that require additional space, restating the question or request for information on additional sheets.)

Contact Person: ANTHONY J. FAVREAU
E-mail: FAVREAU.GROUP@MSN.COM

Supply the following information regarding the annexation area.

- Estimated Population (at present): 0
Number of Existing Residential Units: 0
Other Uses: VACANT
Land Area: 6.8 total acres
Existing Plan Designation(s): MDR
Existing Zoning(s):
Existing Land Use(s): VACANT
Applicable Comprehensive Plan(s): MDR
Applicable Refinement Plan(s): MDR
Provide evidence that the annexation is consistent with the applicable comprehensive plan(s) and any associated refinement plans.

Are there development plans associated with this proposed annexation?

Yes X No

If yes, describe.

A PROPOSED RESIDENTIAL SUBDIVISION

Is the proposed use or development allowed on the property under the current plan designation and zoning?

Yes No X



- Indicate whether a change of zoning is required/requested to allow the proposed use or development.

Zone Change requested: Yes X No _____

If requested, proposed Zoning District: MDR

- Does this application include all contiguous property under the same ownership?

Yes X No _____

If no, state the reasons why all property is not included:

- Check the special districts that provide service to the annexation area:

Junction City RFPD

Junction City Water Control District

Junction City School District

Other LANE COUNTY PUBLIC SAFETY LO

Lane Fire Authority

- Names of persons to whom staff notes and notices should be sent, in addition to applicant(s), such as an agent or legal representative.

ANTHONY J. FAVREAU

(Name)

(Name)

3750 NORWICH AVE

(Address)

(Address)

EUGENE, OR 97408

(City)

(Zip)

(City)

(Zip)

(Name)

(Name)

(Address)

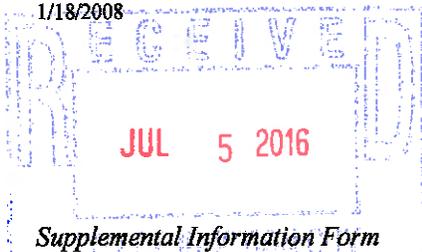
(Address)

(City)

(Zip)

(City)

(Zip)



LEGAL DESCRIPTION

BEGINNING AT THE INTERSECTION OF THE EAST LINE OF THE JOHN MILLIORN DONATION LAND CLAIM NO. 59 AND THE SOUTHERLY LINE OF 10TH AVENUE (COUNTY ROAD NO. 98), SAID POINT ALSO BEING ALONG THE WEST LINE OF LOT 1 OF THE STROME'S SUBDIVISION, AS PLATTED AND RECORDED IN BOOK 9, PAGE 20, LANE COUNTY OREGON PLAT RECORDS; THENCE CONTINUING ALONG SAID SOUTH LINE OF 10TH AVENUE $S89^{\circ}14'52''E$, 218.06 FEET; THENCE $S00^{\circ}31'00''E$, 628.38 FEET; THENCE $S88^{\circ}00'00''W$, 217.03 FEET; THENCE $N00^{\circ}25'27''W$, 40.65 FEET; THENCE $S88^{\circ}09'43''W$, 256.16 FEET; THENCE $N00^{\circ}30'17''W$, 598.06 FEET TO THE SOUTH LINE OF SAID 10TH AVENUE; THENCE ALONG SAID SOUTH LINE $N88^{\circ}07'45''E$, 254.93 FEET TO THE POINT OF BEGINNING.

JUL 5 2016

SHANNON WAY

TAMARACK ST.

W 10TH AVE.

254.93'
N 88°07'45" E

218.06'
N 89°14'52" W

POINT OF BEGINNING



828.38'
N 00°31'00" W

AREA OF ANNEXATION
15-04-31-42-1800

598.06'
N 00°30'17" W

256.16'
N 88°09'43" E

40.65'
N 00°25'27" W

217.03'
N 88°00'00" E

JUL 5 2016 TNP

THE FAUREAU GROUP
CIVIL ENGINEERING

1000 W BIRCH AVE.
DURHAM, NC 27701

CONCEPTUAL PLAN
FOR
HOLLY LAND ESTATES

JUNIOR CITY
PLANNING & CONSTRUCTION

WAIVER OF EXPIRATION OF CONSENT TO ANNEXATION

Bruce Wiechert Custom Homes, Inc (Developers) are the owners of that piece of real property commonly known as _____, located within Lane County, Oregon and more particularly described as follows (Property):

[INSERT LEGAL DESCRIPTION FOR PROPERTY]

Developers hereby agree that the consent to annexation of the Property by the City of Junction City is irrevocable and shall be binding upon Developers' heirs, successors, and assigns forever, being a covenant running with the land. Developers hereby waive the one-year period prescribed by ORS 222.173.

[Developer's Name]

Date: 6-17-16

[Developer's Name]

Date: _____

STATE OF OREGON)

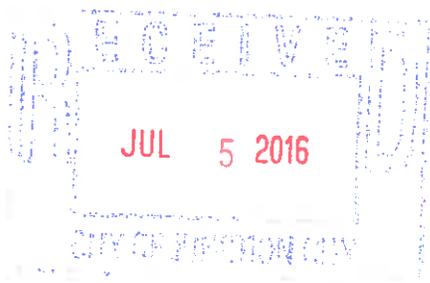
County of Lane) ss.

This instrument was acknowledge before me on this 17 day of June, 2012, by Bruce Wiechert, President of Bruce Wiechert Custom Homes, Inc



Notary Public for Oregon

F:\Clients\Muni\Junction City\Annexation\WVR - Waiver of Expiration of Consent to Annex (031212) CHCcc.docx



FORM 7

ORS 197.352 BALLOT MEASURE 49 WAIVER FORM

Name of Document for Recording: Covenant of Waiver of Rights and Remedies	(For County Recording Use Only)
Grantor:	
Grantee: City of Junction City Consideration: Commencement of Proceedings. Tax Statement to be mailed to: No Change.	
<u>After Recording, Return To:</u> City of Junction City, Attn: City Recorder, P.O. Box 250, Junction City, OR 97448	

Covenant of Waiver of Rights and Remedies

Whereas, BRUCE WIEBERT CUSTOM HOMES, INC. hereinafter referred to as "Petitioner/Owner", has petitioned the City of Junction City ("City") to commence an annexation (proceedings) for the following described real property:

[INSERT LEGAL DESCRIPTION]

Whereas, pursuant to the enactment of Ballot Measure 49 (effective December 6, 2007), a property owner may elect to seek just compensation if a public entity enacts one or more land use regulations that restrict the residential use of private real property after the property owner acquired the property; and

Whereas, there is the potential that the Oregon electors or the Oregon Legislature may, in the future, enact further statutory or constitutional amendments relating to compensation for the impact of local regulations upon real property, under certain circumstances; and

Whereas, City does not wish to approve the Petitioner/Owner's requested proceedings if: (1) the result would or could arguably give rise to a later claim by the owner or the owner's successors or assigns for compensation for the land use regulations in effect upon the effective date of the proceedings; or (2) would or could arguably give rise to a right to require the City to waive the City's land use regulations in effect upon the effective date of the proceedings, which are being newly imposed upon the property by reason and result of the proceedings; and

JUL 5 2016
page 1
CITY OF JUNCTION CITY

Whereas, Petitioner/Owner seeks to induce the City to proceed with the proceedings and therefore agrees to eliminate any potential claim for compensation or right to seek waiver from the City's land use regulations existing as of the effective date of the proceedings;

Now, therefore, the undersigned Petitioner/Owner warrants that the individual(s) executing this Covenant holds the full and complete present ownership and all interests therein in Property, and hereby agrees and covenants as follows:

1. As inducement to the City to proceed with the Annexation and Rezone proceedings, proceeding(s) affecting the subject real property, which may include designation of the property as subject to additional applicable overlay zones and districts (all inclusively referred to herein as "proceedings"), the undersigned Petitioner/Owner, on behalf of Petitioner/Owner, Petitioner/Owner's heirs, devisees, executors, administrators, successors and assigns, agrees and covenants to the City of Junction City, its officers, agents, employees and assigns that the undersigned hereby remises, waives, releases, forever discharges, and agrees that Petitioner/Owner shall be stopped from asserting any rights and remedies, actions, causes of action, suits, claims, liabilities, demands, and rights to waivers arising under or granted by any statutory or constitutional regulatory compensation or waiver provisions, including but not limited to Ballot Measure 49 (2007) or otherwise enacted after the date of this proceeding which would create a right of claim for compensation or waiver from city land use regulations that exist upon the effective date of the proceeding and which, by the approval of the proceeding, are then applicable to the property.
2. This waiver and release shall bind the undersigned's heirs, devisees, executors and administrators, successors in interests, and assigns. This covenant, waiver, release and discharge shall run with the land, and this instrument or a memorandum hereof may be recorded in the official records of the County in which the subject real property is located. This instrument may be terminated only by the City of Junction City filing a Notice of Termination of Covenant with the Lane County recorder.
3. If this instrument is given contemporaneous with a consent to future proceedings to be initiated by the City, Petitioner/Owner acknowledges that the proceedings may be initiated by the City of Junction City at any time in the discretion of the City of Junction City and that this waiver and release is applicable to any ordinances adopted prior to the effective date of the proceeding.
4. This document is executed of my own free will and without duress. I, or if more than one, each of us respectively acknowledge that I/we have been advised to obtain legal advice prior to the execution of this document, and that either I, or each of us respectively, have either obtained legal advice or have independently elected not to seek legal advice prior to the execution of this document, recognizing that this document may affect our legal rights and remedies.

JUL 5 2016

DATED this 17th day of June, 2017.

<div style="background-color: black; width: 100%; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center;">(signature)</p> <p>Petitioner Name: _____</p> <p>Date Signed: _____</p>	<div style="background-color: black; width: 100%; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center;">(signature)</p> <p>Petitioner Name: _____</p> <p>Date Signed: _____</p>
<p>Petitioner (corporation, etc.) Name: <u>Bruce Wiedert Custom Homes, Inc</u></p> <p>By: <div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div></p> <p>Name of Signor: <u>Bruce Wiedert</u></p> <p>Office/Title of Signor: <u>President</u></p>	

State of Oregon)
) ss.
 County of Lane)

On this 17 day of June, 2016, before me the undersigned Notary Public, personally appeared Bruce Wiedert, President of (name of Petitioner signing; not Notary name).
Bruce Wiedert Custom Homes, Inc

- personally known to me
- proved to me on the basis of satisfactory evidence

To be the person who executed the within instrument

- as President or on behalf of the entity therein named, pursuant to authority, and acknowledged to me the execution hereon.

WITNESS my hand and official seal (Do not write outside of the box)	Place Notary Seal Below
Notary Signature <div style="background-color: black; width: 100%; height: 30px; margin-top: 10px;"></div>	
Notary name (legible): <u>Sarah J. Vail</u>	

This document is accepted pursuant to authority and approved for recording.

City of Junction City, Oregon

Melissa Bowers, City Administrator

State of Oregon)
) ss.
County of Lane)

On this _____ day of _____, 20____, before me the undersigned Notary Public,
personally appeared _____.

- personally known to me
- proved to me on the basis of satisfactory evidence

To be the person who executed the within instrument as City Administrator or on behalf of the entity therein named, pursuant to authority, and acknowledged to me the execution hereon.

WITNESS my hand and official seal (Do not write outside of the box)	Place Notary Seal Below (Do not place seal over any portion of text or signature)
Notary Signature _____ Notary name (legible): _____	

LCOG: L:\ABC\CHANGE TRANSITION\APPLICATION FORMS\JUNCTION CITY\FORM 7 ORS 197.352 BALLOT MEASURE 49 WAIVER JC.DOC
Last Saved: December 7, 2012

ANNEXATION NARRATIVE

APPLICANT: Bruce Wiechert Custom Homes, Inc. **PHONE:** (541) 686-9458
SURVEYOR: Roberts Surveying Inc. **PHONE:** (541) 345-1112
CIVIL ENGINEER: The Favreau Group **PHONE:** (541) 683-7048
DATE: June 30, 2016
MAP: 15-04-31-42 Tax Lot 1800

Present Request:

The present request is for approval to annex the subject property into Junction City.

Approval Criteria:

The following findings demonstrate that the proposed tentative partition plan will comply with all applicable approval criteria and related standards as set forth in JCMC 17.165. The approval criteria and related standards are listed below, with findings addressing each in **Bold**.

17.165.050 Purpose

The purpose of this article is to establish procedures relating to the annexation of territory into the city of Junction City and provide a process for the subsequent withdrawal of territory from special districts in accordance with applicable state statutes [Ord. 1182 2(1), 2008.]

Applicant's Response: The applicant understands and wishes to utilize these procedures in order to annex the subject property into the city of Junction City.

17.165.060 Applicability

These regulations apply to annexation applications as specified in this section. Other proposals permitted by ORS Chapter 222 shall be processed as provided in ORS Chapter 222 [Ord. 1182 2(2), 2008.]

Applicant's Response: The applicant understands that its application is governed by the provisions of this section.

17.165.070 Procedure

Annexation applications are reviewed under Type IV procedures per JCMC 17.150.070. The planning commission shall forward a written recommendation on the application to the city council based on the approval criteria specified in this article. The city council shall approve proposed annexations and withdrawals by ordinance. [Ord. 1182 2(3), 2008].

Applicant's Response: The applicant understands the Type IV procedure, where the Planning Commission makes a recommendation to the City Council, which makes the final decision on the application.

17.165.080 Annexation initiation

Annexation applications may be initiated by city council resolution, or by written consents from electors and /or property owners as provided for in this article, [Ord. 1182 2(4), 2008.]

Applicant's Response: This application is initiated with by written consent of the property owner.

17.165.090 Application Requirements

In addition to the provisions specified in other sections of this title, an annexation application shall include the following:

A. *A list of all owners, including partial holders of owner interest, within the affected territory, indication for each owner:*

- 1. The affected tax lots, including the township, section and range numbers;*
- 2. The street or site addresses within the affected territory as shown in the Lane County Regional Land Information Database system (RLID);*
- 3. A list of all eligible electors registered at an address within the affected territory; and*
- 4. Signed petitions as required.*

Applicant's Response: Bruce Wiechert Custom Homes. Inc. is the owner of the subject property. The application package includes the owner information on the subject property, the address information, the list of eligible electors (which is not applicable, as there are no registered voters with addresses within the affected territory) and the signed petition, using the city's forms (which are attached to this narrative).

B. Written consents on city-approved petition forms that are:

1. Completed and signed, in accordance with ORS222.125, by:

a. All of the owners within the affected territory; and

b. Not less than 50 percent of the eligible electors, if any, registered within the affected territory; or

Applicant's Response: As noted above, the applicant is the sole owner of the affected territory, and the applicant expressed its consent to annexation using the city-approved forms. There are no electors. Therefore, the forms submitted in support of this application contain the written consent of all of the owners, exceeding the requirements of subsection (a). In addition, this application complies with subsection (b), which only requires consent of 50 percent of electors if there are any, and here there are none. The applicant meets these standards, which are occasionally referred to as the "double majority" method of statutory annexation.

2. Completed and signed, in accordance with ORS222.170, by:

a. More than half the owners of land in the territory, who also own more than half the land in the contiguous territory and of real property therein representing more than half the assessed value of all real property in the contiguous territory; or

b. A majority of the electors registered in the territory proposed to be annexed and a majority of the owners of more than half the land.

c. Publicly owned rights-of-way can be added to annexations initiated by these two methods without any consents.

Applicant's Response: As noted above, the applicant is proceeding under the "double majority" method governed by 17.165.090(B), which is derived from ORS 222.125. However, the application would also comply with this "triple majority" provision (derived from ORS 222.170) because the applicant is the sole owner of all the affected territory, representing ownership of all the land, measured both by area and property value.

C. A city council resolution to initiate a boundary change, including but not limited to rights-of-way.

[Not applicable, as this application is owner-initiated.]

D. In lieu of a petition form described in subsection (B) of this section, an owner's consent may be indicated on a previously executed consent to annex form that has not yet expired as specified in ORS 222.173.

[Not applicable, as this application is owner-initiated.]

E. Verification of property owners form signed by the Lane County department of assessment and taxation.

Applicant's Response: The applicant provided this requirement verification using the city's Form 3, Petition Signature Sheet.

F. A certificate of electors form signed by the Lane County elections voter registration department including the name and address of each elector.

Applicant's Response: The applicant provided this requirement verification using the city's Form 3, Petition Signature Sheet.

G. An ORS 197.352 waiver form signed by each owner within the affected territory.

Applicant's Response: The applicant provided this required waiver, using city's form.

H. A waiver form signed by each owner within the affected territory as allowed by ORS 222.173.

Applicant's Response: The applicant provided this required waiver, using city's form.

I. A legal description of the affected territory proposed for annexation consistent with ORS 308.225 that will include contiguous or adjacent right-of-way to ensure contiguity as required by ORS 222.111.

Applicant's Response: The legal description for the subject property is included with the city's form.

J. A Lane County assessor's cadastral map to scale highlighting the affected territory and its relationship to the city limits.

Applicant's Response: The county Assessor's Map is attached here. Full scale copies are provided, as well as a 9 1/2" x 11" copy, for convenience.

K. A list of the special districts providing services to the affected territory.

Applicant's Response: according to information from Lane County Assessment & Taxation, the subject property is located in Tax Code Area (TCA) 06928. The following entities are listed in those TCAs:

- Emerald Peoples Utility District
- Junction City Rural Fire Protection District
- Junction City School District
- Junction City Water Control District
- Lane Community College
- Lane Education Service District

L. A public/private utility plan describing how the proposed affected territory can be served by key facilities and services.

Applicant's Response: All of the public utilities necessary to serve this property already exist.

Water and Sanitary Sewer:

Water and sanitary sewer can be provided by the city of Junction City. An existing 10" water line is located in 10th Ave. abutting the subject property and has adequate capacity to serve the subject property. An existing 8" sanitary sewer exists in Tamarack Street just north of the subject property about 400'. This sanitary sewer flows into an existing sewer lift station which has adequate capacity to accommodate the subject property.

Transportation and Streets

The subject property is abutted by two public street right-of-ways. The first is 10th Ave. along the north side of the property. 10th Ave. is constructed to its future design width and has adequate capacity for development of the subject property. The second street is a stub of Third Ave. at the south east corner of the subject property. Third Ave. is not currently improved.

Storm Drainage

The subject property drains to the northwest corner of the site. An existing 20" public storm drain pipe drains the site. In the future, in the context of a proposal for a specific development, plans will need to be submitted to the City as part of the permitting process for surface water management, such as treatment and detention prior to conveyance to the public storm system.

Other Utilities: Power - Gas

Electric power can be provided to the subject property by Blachly-Lane County Coop Electric Association. Natural gas service can be provided by Northwest Natural. The private utilities that will be needed, such as sanitary sewer and stormwater system, will be provided when development is proposed for the subject property. For additional information, see the attached map.

M. A written narrative addressing the proposal's consistency with the approval criteria specified in this article.

Applicant's Response: This document and exhibits constitute the written narrative that demonstrates the proposal is consistent with the approval criteria in Article II of JCMC 17.165.

N. A completed application in the form provided by the city, accompanied by an application fee as established by council resolution. [Ord. 1198 2, 2010; Ord. 1182 2(5), 2008]

Applicant's Response: The application form and fee were included with the materials submitted for this application.

17.165.100 Notice.

In addition to the requirements of JCMC 17.150.080, the following are also required for annexations:

A. Mailed Notice. Notice of the annexation application shall be mailed to:

1. The applicant, property owner and active electors in the affected territory;
2. Owners and occupants of properties located within 300 feet of the perimeter of the affected territory.
3. Affected special districts and all other public utility providers; and
4. Lane County land management division, Lane County elections, and the Lane County board of commissioners.

B. Posted Notice. Notice of the public hearing at which an annexation application will be considered shall be posted in four public places in the city for two successive weeks prior to the hearing date. [Ord. 1182 2(6), 2008.]

Applicant's Response: These provisions provide procedural direction to staff for processing the annexation request and do not require action or statement by the Applicant.

17.165.110 Criteria

An annexation application may be approved only if the city council finds that the proposal conforms to the following criteria:

A. The affected territory proposed to be annexed is within the city's urban growth boundary and is:

1. Contiguous to the city limits; or
2. Separated from the city only by a public right-of-way or a stream, lake or other body of water;

Applicant's Response: The proposed annexation area is entirely within the urban growth boundary of Junction City and is contiguous with the present city limit line which currently runs along the south side of 10 Ave. This criteria is satisfied.

B. The proposed annexation is consistent with applicable policies in the city of Junction City comprehensive plan and in any applicable refinement plans;

Applicant's Response: The subject property is within the city's urban growth boundary and is depicted by the comprehensive plan diagram as being designated as medium density residential. The proposed annexation is consistent with the comprehensive plan because it would bring the subject property into the city limits, which is the first step toward the uses that are ultimately planned to be developed. The annexation furthers Junction City's goals in achieving needed housing.

V. Urbanization

"[...]

"B. Residential Land Use

"The City has a mix of residential land densities and types to meet the varying needs for different housing. The City encourages the utilization of existing vacant or partially `vacant lots to promote a more compact urban growth form. The City also encourages the compatible integration of different land uses such as single- and multifamily dwellings and mixed use residential/commercial buildings through the development and use of development standards."

The tax lot in this subject property is currently vacant (tax lot 1800).

C. The proposed annexation will result in a boundary in which key services can be provided.

Applicant's Response: As discussed above in regard to 17.165.090(L), all of the key services already exist or can easily be provided to the subject property. The applicant's response provided above in regard to section (L) is incorporated here. In summary, the property already abuts key transportation facilities of 10th Ave. and Third Ave. An existing 8' sanitary sewer exists in Tamarack Street just north of the subject property about 400'. An existing 10 water line is located in 10th Ave. abutting the subject property and has adequate capacity to serve the subject property. An existing 20" public storm

drain pipe is located on the northwest corner of the property. Electrical, gas and telephone already exist nearby can all readily be provided by the utility companies that serve this area. After annexation, the subject property will be in a position to subscribe to these public services, which also require the applicant to pay applicable SDCs and utility rates.

D. A signed annexation agreement to resolve fiscal impacts upon the city caused by the proposed annexation shall be provided. The annexation agreement shall address, at a minimum, connection to and extension of public facilities and services. Connection to public facilities and services shall be at the discretion of the city, unless otherwise required by ORS. Where public facilities and services are available and can be extended, the applicant shall be required to do so. [Ord. 1182 2(7), 2008.]

Applicant's Response: The applicant is willing to sign an annexation agreement. The annexation itself will not impose fiscal impacts on the city, as no public facilities (including transportation, sanitary sewer, water, stormwater, etc.) will be needed at the time of annexation. Until the subject property is developed, no new facilities will be needed to accommodate the current use of the subject property. When a development application is submitted, the applicant will tie into existing and available public facilities, and will pay utility rates. When the applicant pulls building permits, it will contribute to the necessary SDCs.

17.165.120 Application of zoning districts

Application to apply a zoning district consistent with the comprehensive plan designation may be applied for concurrently with the annexation application. Chapter 17.145 JCMC, Amendments, also applies. [Ord. 1182 2(8), 2008.]

Applicant's Response: Concurrently with this annexation application, the applicant is submitting a request to have city zoning applied to the subject property. The portion of this application that requests city zoning addresses the provisions of JCMC 17.145.

Note: The provisions of JCMC 17.165.130 through JCMC 17.165.150 are not addressed here, as they are not relevant to the current application. They cover subjects such as: "Effective date-Filing of approved annexation - Notice" and "Withdrawals authorized by ORS 222.510 through 222.580" and "Appeals."

Proposed Conclusion: The proposed annexation to the City of Junction City complies with the code provisions governing annexations and should be approved.

UTILITY PLAN

Water and Sanitary Sewer:

Water and sanitary sewer can be provided by the city of Junction City. An existing 10 water line is located in 10th Ave. abutting the subject property and has adequate capacity to serve the subject property. An existing 8' sanitary sewer exists in Tamarack Street just north of the subject property about 400'. This sanitary sewer flows into an existing sewer lift station which has adequate capacity to accommodate the subject property.

Transportation and Streets

The subject property is abutted by two public street right-of-ways. The first is 10th Ave. along the north side of the property. 10th Ave. is constructed to its future design width and has adequate capacity for development of the subject property. The second street is a stub of Third Ave. at the south east corner of the subject property. Third Ave. is not currently improved.

Storm Drainage

The subject property drains to the northwest corner of the site. An existing 20" public storm drain pipe drains the site. In the future, in the context of a proposal for a specific development, plans will need to be submitted to the City as part of the permitting process for surface water management, such as treatment and detention prior to conveyance to the public storm system.

Other Utilities: Power - Gas

Electric power can be provided to the subject property by Blachly-Lane County Coop Electric Association. Natural gas service can be provided by Northwest Natural. The private utilities that will be needed, such as sanitary sewer and stormwater system, will be provided when development is proposed for the subject property. For additional information, see the attached map.

FOR ASSESSMENT AND TAXATION ONLY

N.W.1/4 S.E.1/4 SEC.31 T.15S. R.4W. W.M.
Lane County
1" = 100'

15043142
JUNCTION CITY

GIS DATA
3/26/2008 12:30:22 PM : lcatdwc

CANCELLED:



REVISIONS:
10/24/2007 - LCAT140 - CONVERT MAP TO GIS
3/21/2008 - LCAT113 - CORR DELINEATION OF TL 1101, 1102,
3/26/2008 - LCAT113 - CORR TL 1200, CODE CHANGE TL 1101

JUNCTION CITY
15043142

**FINAL ORDER OF THE PLANNING COMMISSION
WIECHERT CUSTOM HOMES, INC.
ANNEXATION AND REZONE
(A-16-01 & RZ-16-02)**

GENERAL FINDINGS

1. On July 5, 2016, the applicant, Wiechert Custom Homes, Inc. initiated the Annexation and Rezone as authorized by JCMC Chapters 17.145.010, 17.150.070, and 17.165.070
2. Public hearing notice of the proposed amendments and policies were advertised in the Register Guard, September 1, 2016, mailed to surrounding property owners, August 24, 2016, and posted to the Junction City website on April 12, 2016 consistent with Chapter 17.150.080
3. The Junction City Planning Commission held a public hearing on September 21, 2016 in accordance with JCMC Chapter 17.150.070(4) and 17.165.100 and considered all material relevant to the Annexation and Rezone that have been submitted by staff and the general public regarding this matter.
4. On July 29, 2016, the Department of Land Conversation and Development (DLCD) was properly provided notice of the proposed legislative amendments; and
5. The proposed Annexation and Rezone apply a Duplex Residential Zoning that is consistent with the current Medium Density Residential designation.
6. The proposed Annexation and Rezone are consistent with the applicable Oregon Statewide Planning Goals, Junction City Comprehensive Plan, and Junction City Municipal Code as described below.

STATEWIDE PLANNING GOALS and PROPOSED FINDINGS

Goal 1 Citizen Involvement

Goal 1 - Citizen Involvement. *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

FINDING: Junction City will follow the prescribed procedures for public hearings before the Planning Commission and City Council as required by Title 17, Zoning and Land Use of the Junction City Municipal Code.

Goal 2 Land Use Planning

Goal 2 - Zoning: Land Use Planning: Goal 2 - Land Use Planning: *To establish a land use planning process and policy framework as a basis for all decisions and*

actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDING: Goal 2 outlines the basic procedures of Oregon's statewide planning program, stating that land use decisions must be made in accordance with comprehensive plans and that effective implementation ordinances must be adopted. The subject site is designated as Medium Density Residential on the adopted 2012 Comprehensive Plan. The proposed zoning of Duplex Residential is the implementing zoning for the corresponding Land Use Designation. Therefore, the proposed Annexation and Rezone is consistent with the Comprehensive Plan and Goal 2 as stated above.

Goals 3 Agricultural Lands and 4 Forest Lands

Goal 3 - Agricultural Land: *To preserve and maintain agricultural lands.*

Goal 4 - Forest Lands: *To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.*

FINDING: Goal 3 requires counties to inventory agricultural lands and to maintain and preserve them through EFU zoning. Goal 4 requires counties to inventory forestlands and adopt policies that will conserve forest uses. The land proposed for annexation and rezone is within the acknowledged Urban Growth Boundary of the City of Junction City and therefore identified for urban uses, Goals 3 and 4 are not applicable.

Goal 5 Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: *To conserve open space and protect natural and scenic resources.*

FINDING: Goal 5 requires local governments to inventory and protect natural resources. There are no inventoried significant Goal 5 resources located on the parcel and therefore Goal 5 is not applicable.

Goal 6 Air, Water and Land Resources Quality

Goal 6 - Air, Water and Land Resources Quality: *To maintain and improve the quality of the air, water and land resources of the state.*

FINDING: Goal 6 requires local comprehensive plans and implementing measures to be consistent with state and federal regulations. By complying with applicable air, water and land resource quality policies in the Junction City Comprehensive Plan, Goal 6 will be properly addressed. The proposed Annexation and Rezone have no Goal 6 impact.

Goal 7 Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: *To protect life and property from natural disasters and hazards.*

FINDING: Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flood hazards. The only identified natural hazard in Junction City is flooding. Junction City has an acknowledged floodplain protection ordinance. Land within the floodway is considered unsuitable for urban development. The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41039C0602F) covering the subject property indicates that the property is in Flood Zone X, areas determined to be outside a 500-year floodplain. The proposed Zone Change will not affect Natural Disaster or Hazard risk area boundaries. Thus, Goal 7 has been properly addressed. Identification of possible flood hazards and their impacts on future proposed development will be addressed during land use review.

Goal 8 Recreation Needs

Goal 8 - Recreational Needs: *To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.*

FINDING: The proposed Annexation and Rezone does not affect any lands identified as having high recreation resource value; this Goal is not applicable.

Goal 9 Economy of the State

Goal 9 -Economic Development: *Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

FINDING: The subject site is designated MDR, Medium Density Residential on the Plan Designation Map. As such, the proposal to amend the zoning of the site is consistent with the overall policy framework and analyses used to generate employment forecasts and estimate future land needs in the recent UGB expansion process. The current Comprehensive Plan Map identifies the site as Medium Density Residential and all approvals associated with the site shall be in the context of its current redesignation. The proposal to rezone the property does not change the intended use of the site, nor does it change the anticipated employment opportunities associated with the site. Therefore, Goal 9 has been addressed.

Goal 10 Housing

Goal 10 - Housing: To provide for the housing needs of citizens of the state.

FINDING: This proposal includes lands currently designated for residential uses. The subject site is currently designated Medium Density Residential (MDR) on the adopted Comprehensive Plan Map. Duplex Residential (R2) is the implementing zoning for the MDR Designation. Any future development on these parcels is required to be in compliance with their respective Plan Designation and parent Zoning. Therefore, proposal complies with Goal 10.

Goal 11 Public Facilities and Services

Goal 11 - Public Facilities and Services: to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

FINDING: The proposed Zone Change and Redesignation poses no impact on provision of public facilities and services. Any future development will be required to demonstrate adequate water supply and sewer treatment and disposal capacity necessary for said development. The water, sanitary sewer, and stormwater impacts and requirements for the site are fully consistent with previously adopted studies and plans.

Goal 12 Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

FINDING: Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural development (OAR 660-012-0000(1)).

As stated in 660-012-0060 "Where an amendment to a functional plan, acknowledged comprehensive plan, or land use regulation would significantly affect an existing or planned transportation facility, the local government shall put onto place measures to assure allowed land uses are consistent with the identified function, capacity, and performance standards of the facility."

The applicant's rezone request from county zoning to city zoning allows for future development of the site. The proposed rezoning complies with the Comprehensive Plan Designation map and the City's Transportation System Plan.

Goal 13 Energy

Goal 13 - Energy Conservation: *This goal states: "Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles."*

FINDING: Goal 13 requires land and uses developed on the land to be managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principles. Energy consequences of the proposed zoning map amendment have been considered. The proposed Annexation and Rezone does not include a proposed use. Therefore, Goal 13 has been adequately addressed.

Goal 14 Urbanization

Goal 14 - Urbanization: *To provide for an orderly and efficient transition from rural to urban land use.*

FINDING: The proposed Annexation and Zone Change do not involve urbanization of any land not currently within the Junction City UGB. The proposed Annexation and Rezone are consistent with Goal 14.

Goal 15 through 19

Goal 15 - Willamette River Greenway: *To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.*

Goals 16-19; Estuary Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources: *These goals are not relevant to this proposed amendment because there is no coastal, estuarine, ocean, or beach and dune resources related to the site.*

FINDING: Goals 15 through 19 are related to the Willamette Greenway and coastal resources. As such, these goals do not apply to the subject site and no further analysis is required.

Compliance with Junction City Comprehensive Plan

Chapter 1 – Citizen Involvement

FINDING: The Junction City Comprehensive Plan states, “*Specific applications for changes in land use designation will occur in a timely, expeditious manner through the public hearing process*” (page 2). In this case, the amendment is initiated by the applicant, Wiechert Custom Homes, Inc. and is being considered in two public hearings, one with the Planning Commission and one with City Council, consistent with JCMC Chapter 17.150.070.4. Therefore, Chapter 1 has been addressed.

Chapter 2 - Environmental

FINDING: According to the National Wetlands Inventory and Local Wetlands Inventory, no wetlands exist on the subject site. Additionally, The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41039C0602F) covering the subject property indicates that the property is in Flood Zone X, areas determined to be outside a 500-year floodplain. The proposed Zone Change will not affect Natural Disaster or Hazard risk area boundaries. Any future development of the subject site shall be subject to review and comment of the Department of State Lands and Army Corp of Engineers. Therefore, Chapter 2 has been properly addressed.

Chapter 3 - Land Use

FINDING: Table 3-1 of the Land Use Element specifies that the Duplex Residential Zoning District implements the Medium Density Residential land use designation of the Junction City Comprehensive Plan. The requested zoning by the applicant, Duplex Residential, is consistent with this table and the Junction City Comprehensive Plan.

Therefore, the proposed Duplex Residential zoning for the property is consistent with Chapter 3 of the Junction City Comprehensive Plan.

Chapter 4 - Economic Development

FINDING: Policy 4.4.1 of Chapter 4 of the Junction City Comprehensive Plan states “Provide an adequate supply of suitable sites as identified in this chapter and the 2009 EOA to meet long-term employment needs.” The subject site was identified in the City’s 1982 Urban Growth Boundary map, which was acknowledged by the Department of Land Conservation and Development on November 19, 1982. The proposal to Annex and Rezone the property does not change the intended use of the site, nor does it change the anticipated employment opportunities associated with the site. Therefore, Chapter 4 has been addressed.

Chapter 6 - Transportation Element

FINDING: The site abuts West 10th Avenue to the north, a City owned existing roadway. West 10th Avenue Street is a fully improved roadway and is classified as a Major Collector street. No new development is proposed at the site and the proposed change in zoning of the site does not affect the current use, its location, or its transportation impacts. Therefore, Chapter 6 has been adequately addressed. Statewide Planning Goal Compliance for Transportation is addressed under Goal 12, Transportation Planning Rule, above.

Chapter 7 - Public Facilities

FINDING: Chapter 7 of the Junction City Comprehensive Plan states: "It is the goal of this plan to provide public facilities in an efficient and timely manner at level in excess of projected demands." (Chapter 7, p. 1) When development is proposed for the subject property key urban facilities and services will either be immediately available or will be able to be extended in an orderly manner. Water and sewer lines have been extended along the western boundary of the subject site. Any development on the subject site will be required to demonstrate adequate water supply and sewer treatment and disposal capacity are available. Therefore, Chapter 7 has been addressed.

Chapter 9 - Housing Element

FINDING: This proposal includes lands currently designated for residential uses. The site is directly adjacent to a major transportation corridor, as 10th Avenue is considered a Major Collector Road Classification within the adopted Transportation System Plan. The subject site is currently designated Medium Density Residential (MDR) on the adopted Comprehensive Plan Map. Duplex Residential (R2) is the implementing zoning for the MDR Designation. Any future development on these parcels is required to be in compliance with their respective Plan Designation and parent Zoning. Therefore, Chapter 9 has been adequately addressed.

Compliance with Junction City Municipal Code

JCMC 17.145 - Amendments

JCMC 17.145.020. Application and Fee. *An application for amendment by a property owner or his authorized agent shall be filed with the city. The application shall be accompanied by a fee equal to the average cost of such applications as established by the City Council.*

FINDING: The Applicant submitted payment of the appropriate fee for this application on July 5, 2016. This criterion is met.

JCMC 17.165 - Annexation, Withdrawal From Special Districts After Annexation, And Extraterritorial Extensions

Section 17.165.110 (7) (A)-(D) Criteria. An annexation application may be approved only if the city council finds that the proposal conforms to the following criteria:

A. The affected territory proposed to be annexed is within the city's urban growth boundary and is:

1. Contiguous to the city limits; or
2. Separated from the city only by a public right-of-way or a stream, lake or other body of water;

B. The proposed annexation is consistent with applicable policies in the city of Junction City comprehensive plan and in any applicable refinement plans;

C. The proposed annexation will result in a boundary in which key services can be provided. [Ord. 1230 § 1 (Exh. A), 2015; Ord. 1182 § 2(7), 20

FINDING: The annexation request is being sought in accordance with ORS 222.125. The property is within the Urban Growth Boundary and contiguous to the municipal limit at 10th Avenue to the north, which is consistent with guidance provided by the City's Comprehensive Plan Annexation Policy. Sewer, water, storm water, and transportation services can be provided to the subject site. Staff also provided notice of the applicant's proposal to the City of Junction City Police Department and the Junction City Rural Fire Protection District. Neither entity expressed concerns about the proposed annexation. Police and fire services are available to the subject site.

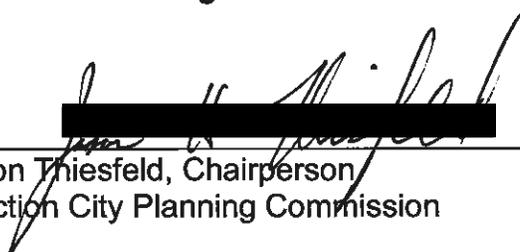
SUMMARY AND CONCLUSION

For all the reasons set forth above, the proposed Annexation and Rezone comply with the Oregon Statewide Planning Goals, the Junction City Comprehensive Plan and relevant Junction City Municipal Codes as presented above.

DECISION

IT IS HEREBY ORDERED that the Junction City Planning Commission recommends that the City Council approves the proposed Annexation and changes to the Junction City Zoning Map, based on the findings stated in this Final Order.

Signature: _____


Jason Thiesfeld, Chairperson
Junction City Planning Commission

Approval
Date: _____

21 Sep 16

Ordinance No. 1

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE ANNEXATION AND REZONE OF TAX LOT 1800 OF LANE COUNTY ASSESSOR'S MAP 15-04-31-42.

WHEREAS, a request to annex and rezone Tax lot 1800 of T15S R04W S31 as described in the legal description and map attached as Exhibit A was submitted on July 5, 2016; and

WHEREAS, the property owner initiated the Annexation and Rezone request as authorized by Section 17.165.080; and

WHEREAS, the City provided notice of and held public hearings before the Planning Commission and City Council as required by Section 17.165.100 and Section 17.150.070(A)(4)(d) of the Junction City Municipal Code; and

WHEREAS, the Junction City Planning Commission held a public hearing September 21, 2016 following the required procedures for approving an annexation and rezone request per Sections 17.165.110 and Section 17.150.070 (A)(4)(D) of the Junction City Municipal Code and recommended conditional approval to the City Council; and

WHEREAS, the City Council held a public hearing November 8, 2016 and took testimony on this matter, taking said testimony into consideration in making its decision; and

WHEREAS, the City Council determined that annexation and rezone of said territory into the City of Junction City is consistent with the requirements for Annexations in Section 17.165.110 of the Junction City Municipal Code as explained in the Findings of Fact attached as Exhibit B; and

WHEREAS, the City Council determined that said rezone from Lane County Zoning of Rural Residential (RR5) to Junction City Zoning of Duplex Residential (R2) is consistent with the plan designation of Medium Density Residential as set forth in the Junction City Comprehensive Plan Designation Map; now, therefore

THE CITY OF JUNCTION CITY ORDAINS AS FOLLOWS:

Section 1. The City Council of the City of Junction City hereby approves the annexation of territory to the City of Junction City as described in the attached Exhibit "A" attached hereto and incorporated herein by this reference.

Section 2. The City of Junction City official zoning map is hereby amended to reflect the new zoning of Duplex Residential (R2) for TL: 1800 of Assessor's Map 15s r04w s31, as described in Exhibit "A", attached hereto and incorporated herein by this reference.

Section 3. The City Council of the City of Junction City adopts the above findings and the attached Findings of Fact, set forth in Exhibit "B", attached hereto and incorporated herein by this reference, as the basis of this decision to Annex and Rezone said property.

Section 4. This Ordinance shall take effect on the thirtieth day after its enactment.

Read in full for its first reading on the 8th day of November, 2016.

Read by title only, for its second reading this _____ day of _____ 2016.

Passed by the Council this _____ day of _____ 2016.

Approved by the Mayor this _____ day of _____ 2016.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor

LEGAL DESCRIPTION

BEGINNING AT THE INTERSECTION OF THE EAST LINE OF THE JOHN MILLIORN DONATION LAND CLAIM NO. 59 AND THE SOUTHERLY LINE OF 10TH AVENUE (COUNTY ROAD NO. 98), SAID POINT ALSO BEING ALONG THE WEST LINE OF LOT 1 OF THE STROME'S SUBDIVISION, AS PLATTED AND RECORDED IN BOOK 9, PAGE 20, LANE COUNTY OREGON PLAT RECORDS; THENCE CONTINUING ALONG SAID SOUTH LINE OF 10TH AVENUE S89°14'52"E, 218.06 FEET; THENCE S00°31'00"E, 628.38 FEET; THENCE S88°00'00"W, 217.03 FEET; THENCE N00°25'27"W, 40.65 FEET; THENCE S88°09'43"W, 256.16 FEET; THENCE N00°30'17"W, 598.06 FEET TO THE SOUTH LINE OF SAID 10TH AVENUE; THENCE ALONG SAID SOUTH LINE N88°07'45"E, 254.93 FEET TO THE POINT OF BEGINNING.

**JUNCTION CITY COUNCIL
FINDINGS OF FACT
WIECHERT CUSTOM HOMES, INC.
ANNEXATION AND REZONE
(A-16-01 & RZ-16-02)**

GENERAL FINDINGS

1. On July 5, 2016, the applicant, Wiechert Custom Homes, Inc. initiated the Annexation and Rezone as authorized by JCMC Chapters 17.145.010, 17.150.070, and 17.165.070
2. Public hearing notice of the proposed amendments and policies were advertised in the Register Guard, September 1, 2016, mailed to surrounding property owners, August 24, 2016, and posted to the Junction City website on August 12, 2016 consistent with Chapter 17.150.080
3. The Junction City Planning Commission held a public hearing on September 21, 2016 in accordance with JCMC Chapter 17.150.070(4) and 17.165.100 and considered all material relevant to the Annexation and Rezone that have been submitted by staff and the general public regarding this matter.
4. On July 29, 2016, the Department of Land Conversation and Development (DLCD) was properly provided notice of the proposed legislative amendments; and
5. The proposed Annexation and Rezone apply a Duplex Residential Zoning that is consistent with the current Medium Density Residential designation.
6. JCMC 17.150.070.A.4.D sets forth procedure and notice requirements for Annexation and amendments to the Zoning Map, as follows:

“A minimum of two hearings, one before the planning commission and one before the city council, are required for all Type IV applications, except for withdrawals of property from special districts prior to annexations where only a review by the council is required. Procedures for these hearings are set forth in JCMC 17.150.090. Notice of the decision shall be sent to the applicant and any other person who submitted comments on the application during the time allotted for such submissions.”

The Planning Commission held a public hearing on September 21, 2016. The Junction City Council held a public hearing on November 8, 2016 after giving the required notice for Legislative decisions per Junction City Municipal Code Section 17.150.070 (A) (4) (d).

JCMC 17.150.080.C.2 reads, “If particular properties are to be affected more than, or in a manner significantly different from, other properties of the same general character within the City of Junction City, individual notice shall be prepared and mailed to those affected, including all persons within 300 feet of the affected property.”

The following notice was completed for the Planning Commission public hearing:

Public hearing notice of the Annexation and proposed changes to the Zoning District Map were advertised in the Register Guard, September 1, 2016, mailed to surrounding property owners August 24, 2016, and posted to the Junction City website on August 12, 2016 consistent with Chapter 17.145.030(A)

Notice of the proposed change to the Zoning District Map was mailed to the Department of Land Conservation and Development on July 29, 2016, no sooner than the required 35-days prior to the first public hearing with DLCDC's approval.

The following notice was completed for the City Council public hearing:

Notice of the meeting was published in the Register Guard on October 20, 2016, a minimum of 10 days prior to the hearing, and mailed to surrounding property owners, October 18, 2016.

A record of the proposed changes to the Junction City Zoning District Map was made available on the City's website, as well as at City Hall.

7. The proposed Annexation and Rezone are consistent with the applicable Oregon Statewide Planning Goals, Junction City Comprehensive Plan, and Junction City Municipal Code as described below.

STATEWIDE PLANNING GOALS and PROPOSED FINDINGS

Goal 1 Citizen Involvement

Goal 1 - Citizen Involvement. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: Junction City will follow the prescribed procedures for public hearings before the Planning Commission and City Council as required by Title 17, Zoning and Land Use of the Junction City Municipal Code.

Goal 2 Land Use Planning

Goal 2 - Zoning: Land Use Planning: Goal 2 - Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDING: Goal 2 outlines the basic procedures of Oregon's statewide planning program, stating that land use decisions must be made in accordance with comprehensive plans and that effective implementation Ordinances must be adopted. The subject site is

designated as Medium Density Residential on the adopted 2012 Comprehensive Plan. The proposed zoning of Duplex Residential is the implementing zoning for the corresponding Land Use Designation. Therefore, the proposed Annexation and Rezone is consistent with the Comprehensive Plan and Goal 2 as stated above.

Goals 3 Agricultural Lands and 4 Forest Lands

Goal 3 - Agricultural Land: To preserve and maintain agricultural lands.

Goal 4 - Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

FINDING: Goal 3 requires counties to inventory agricultural lands and to maintain and preserve them through EFU zoning. Goal 4 requires counties to inventory forestlands and adopt policies that will conserve forest uses. The land proposed for annexation and rezone is within the acknowledged Urban Growth Boundary of the City of Junction City and therefore identified for urban uses, Goals 3 and 4 are not applicable.

Goal 5 Open Spaces, Scenic and Historic Areas & Natural Resources

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: To conserve open space and protect natural and scenic resources.

FINDING: Goal 5 requires local governments to inventory and protect natural resources. There are no inventoried significant Goal 5 resources located on the parcel and therefore Goal 5 is not applicable.

Goal 6 Air, Water and Land Resources Quality

Goal 6 - Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

FINDING: Goal 6 requires local comprehensive plans and implementing measures to be consistent with state and federal regulations. By complying with applicable air, water and land resource quality policies in the Junction City Comprehensive Plan, Goal 6 will be properly addressed. The proposed Annexation and Rezone have no Goal 6 impact.

Goal 7 Areas Subject to Natural Disasters and Hazards

Goal 7 - Area Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

FINDING: Goal 7 requires that jurisdictions apply appropriate safeguards when planning development in areas that are subject to natural hazards such as flood hazards. The only identified natural hazard in Junction City is flooding. Junction City has an acknowledged floodplain protection ordinance. Land within the floodway is considered unsuitable for urban development. The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41039C0602F) covering the subject property indicates that the property is in Flood Zone X, areas determined to be outside a 500-year floodplain. The proposed Zone Change will not affect Natural Disaster or Hazard risk area boundaries. Thus, Goal 7 has been properly addressed. Identification of possible flood hazards and their impacts on future proposed development will be addressed during land use review.

Goal 8 Recreation Needs

Goal 8 - Recreational Needs: *To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.*

FINDING: The proposed Annexation and Rezone does not affect any lands identified as having high recreation resource value; this Goal is not applicable.

Goal 9 Economy of the State

Goal 9 -Economic Development: *Goal 9 - Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

FINDING: The subject site is designated MDR, Medium Density Residential on the Plan Designation Map. As such, the proposal to amend the zoning of the site is consistent with the overall policy framework and analyses used to generate employment forecasts and estimate future land needs in the recent UGB expansion process. The current Comprehensive Plan Map identifies the site as Medium Density Residential and all approvals associated with the site shall be in the context of its current redesignation. The proposal to rezone the property does not change the intended use of the site, nor does it change the anticipated employment opportunities associated with the site. Therefore, Goal 9 has been addressed.

Goal 10 Housing

Goal 10 - Housing: *To provide for the housing needs of citizens of the state.*

FINDING: This proposal includes lands currently designated for residential uses. The subject site is currently designated Medium Density Residential (MDR) on the adopted Comprehensive Plan Map. Duplex Residential (R2) is the implementing zoning for the MDR Designation. Any future development on these parcels is required to be in compliance with their respective Plan Designation and parent Zoning. Therefore, proposal complies with Goal 10.

Goal 11 Public Facilities and Services

Goal 11 - Public Facilities and Services: to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

FINDING: The proposed Zone Change and Redesignation poses no impact on provision of public facilities and services. Any future development will be required to demonstrate adequate water supply and sewer treatment and disposal capacity necessary for said development. The water, sanitary sewer, and stormwater impacts and requirements for the site are fully consistent with previously adopted studies and plans.

Goal 12 Transportation

Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

FINDING: Goal 12 encourages the provision of a safe, convenient and economic transportation system. This goal also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in coordination with urban and rural development (OAR 660-012-0000(1)).

As stated in 660-012-0060“Where an amendment to a functional plan, acknowledged comprehensive plan, or land use regulation would significantly affect an existing or planned transportation facility, the local government shall put onto place measures to assure allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.”

The applicant’s rezone request from county zoning to city zoning allows for future development of the site. The proposed rezoning complies with the Comprehensive Plan Designation map and the City’s Transportation System Plan.

Goal 13 Energy

Goal 13 - Energy Conservation: *This goal states: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”*

FINDING: Goal 13 requires land and uses developed on the land to be managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principles. Energy consequences of the proposed zoning map amendment have been considered. The proposed Annexation and Rezone does not include a proposed use. Therefore, Goal 13 has been adequately addressed.

Goal 14 Urbanization

Goal 14 - Urbanization: *To provide for an orderly and efficient transition from rural to urban land use.*

FINDING: The proposed Annexation and Zone Change do not involve urbanization of any land not currently within the Junction City UGB. The proposed Annexation and Rezone are consistent with Goal 14.

Goal 15 through 19

Goal 15 - Willamette River Greenway: *To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.*

Goals 16-19; Estuary Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources: *These goals are not relevant to this proposed amendment because there is no coastal, estuarine, ocean, or beach and dune resources related to the site.*

FINDING: Goals 15 through 19 are related to the Willamette Greenway and coastal resources. As such, these goals do not apply to the subject site and no further analysis is required.

Compliance with Junction City Comprehensive Plan

Chapter 1 – Citizen Involvement

FINDING: The Junction City Comprehensive Plan states, “*Specific applications for changes in land use designation will occur in a timely, expeditious manner through the public hearing process*” (page 2). In this case, the amendment is initiated by the applicant, Wiechert Custom Homes, Inc. and is being considered in two public hearings, one with the

Planning Commission and one with City Council, consistent with JCMC Chapter 17.150.070.4. Therefore, Chapter 1 has been addressed.

Chapter 2 - Environmental

FINDING: According to the National Wetlands Inventory and Local Wetlands Inventory, no wetlands exist on the subject site. Additionally, The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (#41039C0602F) covering the subject property indicates that the property is in Flood Zone X, areas determined to be outside a 500-year floodplain. The proposed Zone Change will not affect Natural Disaster or Hazard risk area boundaries. Any future development of the subject site shall be subject to review and comment of the Department of State Lands and Army Corp of Engineers. Therefore, Chapter 2 has been properly addressed.

Chapter 3 - Land Use

FINDING: Table 3-1 of the Land Use Element specifies that the Duplex Residential Zoning District implements the Medium Density Residential land use designation of the Junction City Comprehensive Plan. The requested zoning by the applicant, Duplex Residential, is consistent with this table and the Junction City Comprehensive Plan.

Therefore, the proposed Duplex Residential zoning for the property is consistent with Chapter 3 of the Junction City Comprehensive Plan.

Chapter 4 - Economic Development

FINDING: Policy 4.4.1 of Chapter 4 of the Junction City Comprehensive Plan states “Provide an adequate supply of suitable sites as identified in this chapter and the 2009 EOA to meet long-term employment needs.” The subject site was identified in the City’s 1982 Urban Growth Boundary map, which was acknowledged by the Department of Land Conservation and Development on November 19, 1982. The proposal to Annex and Rezone the property does not change the intended use of the site, nor does it change the anticipated employment opportunities associated with the site. Therefore, Chapter 4 has been addressed.

Chapter 6 - Transportation Element

FINDING: The site abuts West 10th Avenue to the north, a City owned existing roadway. West 10th Avenue Street is a fully improved roadway and is classified as a Major Collector street. No new development is proposed at the site and the proposed change in zoning of the site does not affect the current use, its location, or its transportation impacts. Therefore, Chapter 6 has been adequately addressed. Statewide Planning Goal Compliance for Transportation is addressed under Goal 12, Transportation Planning Rule, above.

Chapter 7 - Public Facilities

FINDING: Chapter 7 of the Junction City Comprehensive Plan states: “It is the goal of this plan to provide public facilities in an efficient and timely manner at level in excess of projected demands.” (Chapter 7, p. 1) When development is proposed for the subject property key urban facilities and services will either be immediately available or will be able to be extended in an orderly manner. Water and sewer lines have been extended along the western boundary of the subject site. Any development on the subject site will be required to demonstrate adequate water supply and sewer treatment and disposal capacity are available. Therefore, Chapter 7 has been addressed.

Chapter 9 - Housing Element

FINDING: This proposal includes lands currently designated for residential uses. The site is directly adjacent to a major transportation corridor, as 10th Avenue is considered a Major Collector Road Classification within the adopted Transportation System Plan. The subject site is currently designated Medium Density Residential (MDR) on the adopted Comprehensive Plan Map. Duplex Residential (R2) is the implementing zoning for the MDR Designation. Any future development on these parcels is required to be in compliance with their respective Plan Designation and parent Zoning. Therefore, Chapter 9 has been adequately addressed.

Compliance with Junction City Municipal Code

JCMC 17.145 - Amendments

JCMC 17.145.020. Application and Fee. *An application for amendment by a property owner or his authorized agent shall be filed with the city. The application shall be accompanied by a fee equal to the average cost of such applications as established by the City Council.*

FINDING: The Applicant submitted payment of the appropriate fee for this application on July 5, 2016. This criterion is met.

JCMC 17.165 - Annexation, Withdrawal From Special Districts After Annexation, And Extraterritorial Extensions

Section 17.165.110 (7) (A)-(D) Criteria. *An annexation application may be approved only if the city council finds that the proposal conforms to the following criteria:*

A. The affected territory proposed to be annexed is within the city’s urban growth boundary and is:

- 1. Contiguous to the city limits; or*

2. Separated from the city only by a public right-of-way or a stream, lake or other body of water;

B. The proposed annexation is consistent with applicable policies in the city of Junction City comprehensive plan and in any applicable refinement plans;

C. The proposed annexation will result in a boundary in which key services can be provided. [Ord. 1230 § 1 (Exh. A), 2015; Ord. 1182 § 2(7), 20

FINDING: The annexation request is being sought in accordance with ORS 222.125. The property is within the Urban Growth Boundary and contiguous to the municipal limit at 10th Avenue to the north, which is consistent with guidance provided by the City's Comprehensive Plan Annexation Policy. Sewer, water, storm water, and transportation services can be provided to the subject site. Staff also provided notice of the applicant's proposal to the City of Junction City Police Department and the Junction City Rural Fire Protection District. Neither entity expressed concerns about the proposed annexation. Police and fire services are available to the subject site.

SUMMARY AND CONCLUSION

For all the reasons set forth above, the proposed Annexation and Rezone comply with the Oregon Statewide Planning Goals, the Junction City Comprehensive Plan and relevant Junction City Municipal Codes as presented above.

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Public Hearing: Vacation of Unimproved Skinner Lane Right-of-Way

Meeting Date: November 8, 2016
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 8
Staff Contact: Gary L Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

Grain Millers Inc. has submitted an application and supporting materials requesting vacation of a portion of Skinner Lane, east of the Portland and Western rain line.

BACKGROUND

In order to allow for efficient development of the Grain Miller owned property, Skinner Lane located north of Grain Millers property and east of Hwy 99 needs to be vacated.

Vacating Skinner Lane is governed by Oregon Revised Statute ORS 271.080. Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefore setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

This proposal was initiated by Grain Millers Inc. and they have petitioned all adjacent property owners, as shown in the attached Exhibit A.

On October 24, 2016, the City posted public notice of the proposed vacation at the following four sites within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall consistent with Chapter 17.145.030(A). Notice was posted at two locations near the vacation area consistent with ORS 271.110(1) & (2) on October 25, 2016.

Referrals for the Vacation were sent to all utilities and City departments for comments. The City received no comments objecting to the vacation request.

COMMITTEE REVIEW

The Sewer and Street Committee reviewed the proposal on January 04, 2016, August 1, 2016, and September 5, 2016 and made the recommendation to Council to approve the vacation request.

RELATED POLICIES

ORS 271.080

LEGAL REVIEW

This item was reviewed as part of the packet.

CITY ADMINISTRATOR'S COMMENT

The City Administrator requests that the City Council follow process for review of the Ordinance as presented.

POSSIBLE ACTIONS BY THE CITY COUNCIL

In considering the proposed right-of-way vacation, the City Council may take the following actions after the closing of the record:

1. Move to approve the Vacation of the City owned portion of Skinner Lane as presented in the attached Ordinance.
2. Move to not approve the Vacation of the City owned portion of Skinner Lane as presented in the attached Ordinance.
3. Move to refer the Vacation of the City owned portion of Skinner Lane as presented in the attached Ordinance to the Planning Commission for further review.
4. Do Nothing.

SUGGESTED MOTION

CITY CHARTER

Section 34: Modes of Ordinance Enactment

1. *Except as subsection 2 of this section allows adopting at a single meeting, an ordinance shall be considered on two different days before being adopted by the council. The ordinance shall be fully and distinctly read at one open council meeting.*
2. *The council may adopt an ordinance at a single meeting by the express unanimous vote of the all council members present, provided the ordinance is distinctly read first in full and then by title.*

Two Options for Ordinance Adoption:

A. To be Considered at Two Different Meetings:

1. **Ordinance is read in full.** (No motion required to do this). At the next meeting, the Ordinance will be read by title only and considered.

B. To be Considered at One Meeting: *(Requires unanimous vote of the Council).*

1. **Ordinance is read in full.** (No motion required to do this)
2. **Councilor: “I make a motion to read Ordinance No. 2 by title only.”** Second is made and vote is taken. If approval given, go to #3.
3. **Ordinance is read by title only.**
4. **Councilor: “I make a motion to adopt Ordinance No. 2.”** Second is made and vote is taken.
 - a. If vote is unanimous, ordinance is adopted and will go into effect in 30 days.
 - b. If vote is not unanimous, no further action is needed and the ordinance will be considered for adoption at the next Council meeting.

ATTACHMENTS

1. Public Hearing Notice

Ordinance No. 2 and related Exhibits, as follows:

- A. Application Materials Submitted
- B. Draft Findings of Fact

**JUNCTION CITY CITY COUNCIL
NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT**

The Junction City City Council will hold a public hearing on Tuesday, November 8, 2016 at 6:30 pm, at City Hall, 680 Greenwood Street to take testimony on the following land use application.

NATURE OF APPLICATION	Vacation of a portion of Skinner Lane, an Unimproved Public Right-of-Way
APPLICABLE CRITERIA	Oregon Revised Statutes ORS 271.080 – 271.150
OWNER/ APPLICANT	Grain Millers, Inc.
LOCATION	Unimproved right-of-way north of Meadowview Rd.
ASSESSORS MAP & TAX LOTS	16-04-20-00 Tax Lot: 4602 and 16-04-29-00 Tax Lots: 205, 206, 207, 215, and 216
ZONING	Public Land – PL, Light Industrial - M1
STAFF CONTACT	Jordan Cogburn, City Planner, Junction City Hall, 998-2153
FILE NUMBER	VAC-16-01

A Right-of-Way Vacation was initiated by the Applicant on December 11, 2015 for portions of undeveloped right of way located within the Plat of Meadowview Subdivision, north of Meadowview Road between the Department of Corrections and Grain Millers, Inc. properties. If approved the vacated road would become part of each owner's property.

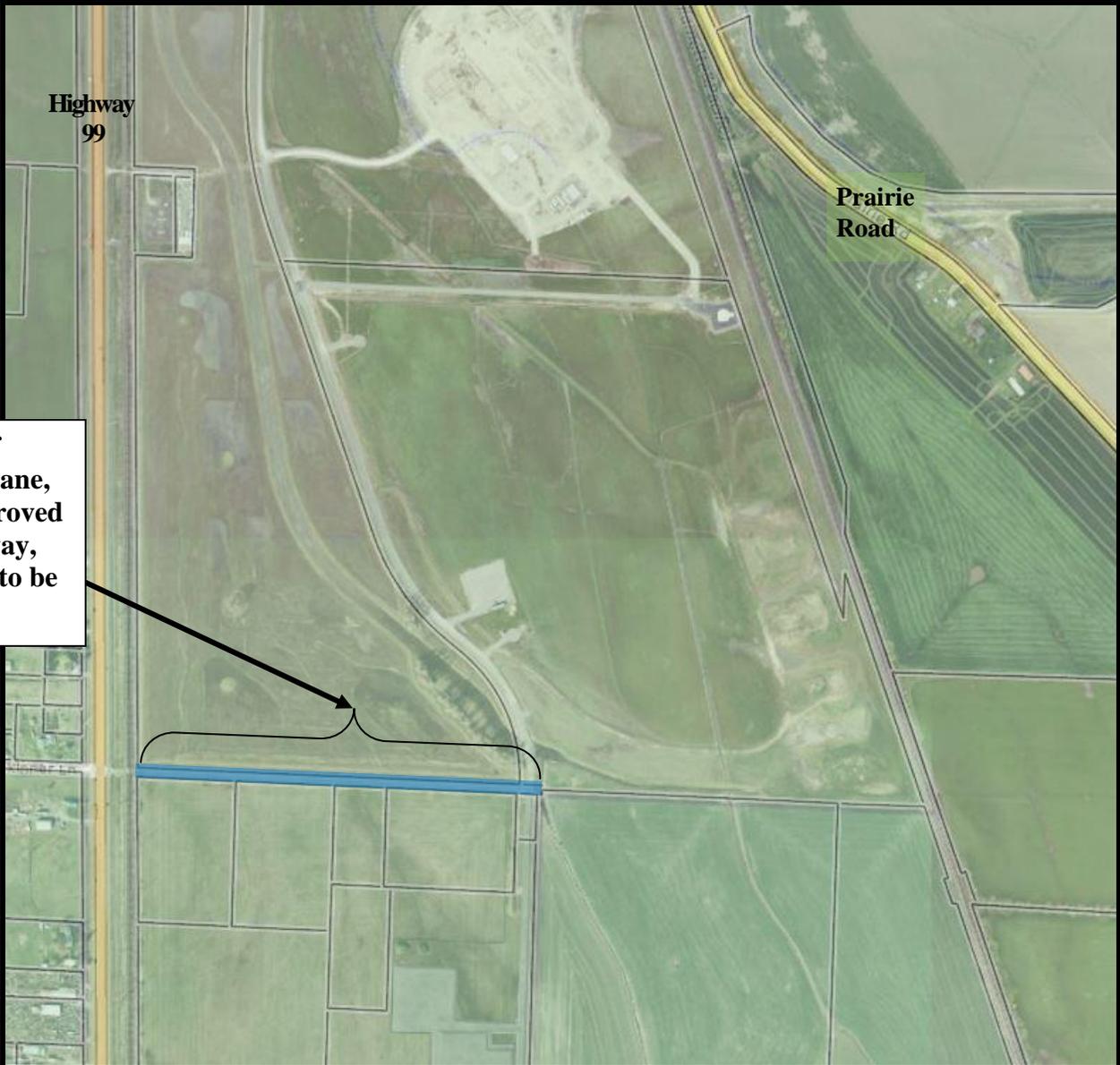
The purpose of this notice is to provide an opportunity to comment and express concerns you may have related to the approval criteria, prior to the City Council's decision.

Written objection or remonstrance against the proposed vacation may be submitted to the City Recorder at City Hall, 680 Greenwood Avenue, Junction City, OR 97448 or emailed to kvodrup@ci.junction-city.or.us **by 5:00 p.m. on November 1, 2016**. Oral testimony for or against the vacation may be presented at the public hearing on November 8, 2106 at 6:30pm.

The purpose of the public hearing will be to hear and consider written and oral testimony for or against the vacation of undeveloped portions of Skinner Lane within the Plat of Meadowview north of Meadowview Road within the Junction City limits.

The staff report will be available for review at City Hall seven days prior to the public hearing. Copies of the applicable ordinance, the staff report, and related documents can be reviewed at City Hall or purchased for the cost of copying. City ordinances are on the city's website at www.junctioncityoregon.gov. The public hearing will follow the city's land use hearing rules of procedure.

Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of the statements and evidence submitted, including an appeal to the Oregon Land Use Board of Appeals based on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in circuit court.



Ordinance No. 2

ORDINANCE NO. _____

AN ORDINANCE VACATING A PORTION OF SKINNER LANE EXTENDING EAST FROM THE RAILROAD RIGHT-OF-WAY.

WHEREAS, a petition to initiate vacation of a portion of Skinner Lane extending east from the railroad right-of-way, as more particularly described in the legal description and map attached as Exhibit A, was filed with the City of Junction City on December 11, 2015; and

WHEREAS, the consents of all the owners of the property abutting the proposed vacation area were attached to the vacation petition; and

WHEREAS, the consents of the owners of not less than two-thirds of the area affected by the proposed vacation, computed as provided in ORS 271.080, were attached to the vacation petition; and

WHEREAS, the City Recorder found the vacation petition sufficient to comply with the requirements of ORS 271.080 and informed at least one of the petitioners of the date that the petition would be considered by the Junction City Council; and

WHEREAS, the City Council directed staff to set the time and place for a formal public hearing regarding the vacation at the next convenient City Council meeting, which staff determined to be November 8, 2016, at 6:30p.m. at the Junction City City Hall, 680 Greenwood, Junction City, Oregon 97448; and

WHEREAS, on October 24, 2016, Staff gave notice of the public hearing by publishing a notice of the proposed vacation at the following four sites within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall, which described the ground subject to the vacation, the date of the public hearing, and that written objections or remonstrances must be filed with the Junction City Recorder prior to the time of the hearing, in accordance with ORS 271.110(1); and

WHEREAS, on October 25, 2016, Staff posted in at least two (2) conspicuous places at or near each end of the proposed vacation, in accordance with ORS 271.110(2); and

WHEREAS, at 6:30 p.m. on November 8, 2016, the City Council held a public hearing in the Council Chambers on the vacation of the area described above, considered any written objections filed thereto, and heard oral testimony from members of the public in favor of and/or in opposition to said vacation; and

WHEREAS, the Junction City Council finds that the public interest will not be prejudiced by the proposed vacation; now, therefore

THE CITY OF JUNCTION CITY ORDAINS AS FOLLOWS:

Section 1. The findings set forth within Exhibit B are hereby adopted by the City Council as the basis for approving the proposed vacation.

Section 2. The right-of-way over a portion of Skinner Lane extending east from the railroad right-of-way, as identified on Exhibit A, is hereby vacated, and title shall vest in the owners of the land bordering the vacated right-of-way in equal portions, in accordance with ORS 271.140.

Section 3. The City Recorder is directed to file certified copies of this ordinance for recording with the Lane County Clerk, the County Assessor, and the County Surveyor.

Ordinance No. 2

Read in full for its first reading on the 8th day of November, 2016.

Read by title only, for its second reading this _____ day of _____ 2016.

Passed by the Council this _____ day of _____ 2016.

Approved by the Mayor this _____ day of _____ 2016.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor



GENERAL LAND USE APPLICATION

City of Junction City
 680 Greenwood Ave/PO Box 250
 Junction City, OR 97448
 Phone: 541-998-2153
 Fax: 541-998-3140
 www.junctioncityoregon.gov

Type of Application: (May require a supplemental application to be attached and/or additional documentation)

<input type="checkbox"/> Annexation	<input type="checkbox"/> Development Review	<input type="checkbox"/> Rezone (Zone Change)
<input type="checkbox"/> Comprehensive Plan Amendment Map _____ Text _____	<input type="checkbox"/> Pre-Application Meeting	<input type="checkbox"/> Subdivision: Preliminary _____ Final _____
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Partition: Preliminary _____ Final _____	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Variance: Major _____ Minor _____	<input checked="" type="checkbox"/> Vacation	<input type="checkbox"/> Other:

LOCATION OF PROPERTY OR ADDRESS: Portion of Skinner Lane extending east from railroad right-of-way

SIZE OF PROPERTY(S):	ASSESSOR'S MAP AND TAX LOT #:
PRESENT USE: Unimproved Road	PROPOSED USE: Private road to serve properties adjacent to vacated right of way
BRIEF SUMMARY OF ACTION REQUESTED: Vacation of the portion on Skinner Lane	

NAME OF PROPERTY OWNER:

ADDRESS:

PHONE: _____ E-MAIL: _____

NAME OF APPLICANT: Grain Millers, Inc.

ADDRESS: 315 Madison Street, Eugene, OR 97402

PHONE: 541 687-8000, extn: 6470 E-MAIL: keith.horton@grainmillers.com

NAME OF CONTACT: Keith Horton

ADDRESS: 315 Madison Street, Eugene, OR 97402

PHONE: 541 687-8000, extn: 6470 E-MAIL: keith.horton@grainmillers.com

ATTACHMENT(S): Yes No _____

I have the following legal interest in the property (Please check one):

Owner of Record _____ Lessee _____ Holder of an exclusive Option to Purchase _____ Contract Purchase _____

Per Resolution 862: All direct costs for contracted city staff shall be charged monthly to the applicant in the amount billed to City. Contracted staff includes, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.

I hereby certify that the foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief. I also agree to pay all direct costs associated with processing this land use application.

Owner's Signature:  Chief Financial Officer

Date: 11/16/2015

**WRITTEN STATEMENT IN SUPPORT OF
APPLICATION TO VACATE A PORTION OF SKINNER LANE**

APPLICANT: Grain Millers, Inc. (GMI)

1. Proposed Vacation: The applicant petitions to vacate the portion of Skinner Lane that extends east from the railroad right-of-way.

2. The Site and Surrounding Area: Attached as Exhibit A is an aerial photograph of the subject portion of Skinner Lane and adjacent properties. As shown, Oregon Department of Corrections (ODOC) owns all property abutting the subject portion of Skinner Lane right-of-way on the north (described in Exhibit B). GMI owns all property abutting the right-of-way on the south (described in Exhibit C) with the exception of Tax Lot 00100 owned by Flanagan Farms, Inc., which has consented to the vacation.

This portion of Skinner Lane serves only these adjacent properties. Skinner Lane turns 90 degrees to the north at its easternmost point. At the west end of the portion of Skinner Lane to be vacated is an unimproved and uncontrolled railroad crossing.

The GMI 98.4 acre parcel abutting Skinner Lane on the south will be developed in a spur track, providing rail access to the grain processing facility to be built on the GMI site.

3. Requirements for petition to vacate. ORS 271.080(1) provides:

(1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

Junction City requires an application to vacate a city street, however, it contains no requirements or procedure. The provisions of Oregon Revised Statutes set forth the specific requirements to accomplish vacation of a city street. Those statutes require that the petition describe the portion of a public right-of-way to be vacated, a statement of the purpose for which the ground is proposed to be used and the reason for such vacation.

- A. Description of the property to be vacated. The legal description of the property to be vacated is described on Exhibit D.

The portion of the road to be vacated is shown on the Vacation Map on Exhibit E.

- B. Purpose for which the ground is to be used. The vacated right-of-way will be used by GMI and ODOC for a road, location of utilities and to allow construction of a spur line to GMI, a central need for that grain processing facility. (If this portion of Skinner Lane remained public right-of-way, provision would need to be made for a railroad crossing.) The vacated right-of-way will allow both ODOC

and GMI to more efficiently use their lands and assure the security of their properties.

C. Reason for vacation: As described above.

D. Property Owner Consents: ORS 271.080(2) provides:

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.

The statute requires the consent of the owners of the requisite area. It specifies that the owners of all the properties abutting the portion of the road to be vacated must consent to the vacation. Only three properties abut the portion of the road to be vacated (see Exhibit E): GMI, ODOC and Flanagan Farms, Inc. Their consents are attached hereto as Exhibit F.

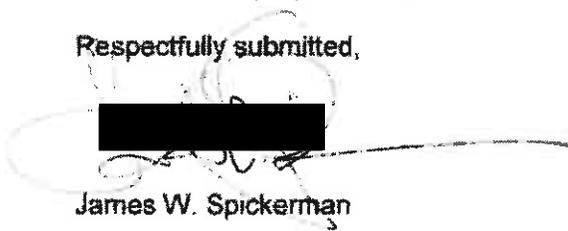
ORS 271.080(2) also requires the consent of the owners of two-thirds of the property within the "affected area." This includes properties within 200 feet of not just the portion of the road to be vacated but those within 200 feet of the road if it was extended 400 feet further from each terminus of the portion to be vacated. The "affected area" is depicted in Exhibit D.

Together, GMI and ODOC are owners of two-thirds of the property within the affected area by virtue of owning nearly all of the property within 200 feet of the portion of Skinner Lane to be vacated. Consents were not sought from other property owners within the affected area, as they were not necessary.

E. The public interest will not be prejudiced by the vacation of the portion of the road. The portion of the road to be vacated serves only the GMI and ODOC properties. If the road is vacated, the city will have no responsibility to improve or maintain the road. A public utility easement will be granted as part of this process assuring provision for the location of public utilities should the city wish to install them in the future.

4. Conclusion. Based upon this application and the accompanying submittals, the proposed vacation meets the criteria for approval as set out in Oregon Revised Statutes. The applicant, therefore, requests the City Council approve the proposal as-presented.

Respectfully submitted,



James W. Spickerman

Exhibits:

- Exhibit A – Aerial of Site and Surrounding Area
- Exhibit B – ODOC Legal Descriptions
- Exhibit C – GMI Legal Descriptions
- Exhibit D – Vacated Area Legal Description
- Exhibit E – Vacation Map
- Exhibit F – Owner Consents

EXHIBIT A



Scale 1:17,920
1 in = 1,493 ft

Legend



EXHIBIT B
ODOC Legal Descriptions

Map No. 16-04-20-00, Tax Lot 4601

New Parcel 2013-000508

Partition Plat 2013-P2556 (see Plat Document attached)

Parcel 2

Contains m/l 99.62 ac

Map No. 16-04-20-00, Tax Lot 4602

New Parcel 2013-000508

Partition Plat 2013-P2556 (see Plat Document attached)

Parcel 3

Contains m/l 92.41 ac

AFTER RECORDING RETURN TO:
Lane County Surveyor's Office
3050 N. Delta Hwy
Eugene, OR 97408

PLAT DOCUMENT

Lane County Clerk
Lane County Deeds and Records 2013-000508
 \$87.00
01339640201300005080010014 01/03/2013 09:26:00 AM
RPR-PART Cnt=1 Stn=15 CASHIER 05
\$50.00 \$10.00 \$11.00 \$16.00

This document is
Land Partition Plat No.
2013-P2556

Owner: State of Oregon, Department of Corrections

Dedicatee: Junction City

Twn. 16 Rng. 04W Sec. 20

LANE COUNTY DEEDS & RECORDS

3 - Parcels
3 - Stickers
1 - Res. Numbers

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00205
1867900

2015-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 42

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road, said point also being

the **POINT of BEGINNING**; **THENCE** continuing along said north-south centerline South 00°10'50" East, 640.69 feet to a point; **THENCE** North 89°16'44" West, 411.85 feet to a point on the eastern right-of-way margin of the Western and Pacific Railroad; **THENCE** North 02°05'41" West, 641.34 feet to a point on said southern right-of-way margin; **THENCE** along said southern right-of-way margin South 89°17'06" East, 433.28 feet, **RETURNING to the POINT of BEGINNING.**

CONTAINS M/L 6.21 AC

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00206
1867918

2015-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 64

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road, said point also being the **POINT of BEGINNING**; **THENCE** continuing along said north-south centerline South 00°10'50" East, 640.69 feet to a point; **THENCE** South 89°16'44" East, 432.30 feet to a point; **THENCE** North 00°07'25" West, 640.72 feet to a point on said southern right-of-way margin; **THENCE** along said southern right-of-way margin North 89°17'06" West, 432.94 feet, **RETURNING to the POINT of BEGINNING.**

CONTAINS M/L 6.36 AC

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00207
1867926

2015-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 65

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road; **THENCE** along said southern right-of-way margin South 89°17'06" East, 432.94 feet, to the **POINT of BEGINNING**; **THENCE** continuing along said southern right-of-way margin South 89°17'06" East, 228.58 feet to a point; **THENCE** leaving said southern right-of-way margin South 00°09'07" East, 435.05 feet to a point; **THENCE** North 89°17'06" West, 228.80 feet to a point; **THENCE** North 00°07'25" West, 435.05 feet, **RETURNING** to the **POINT of BEGINNING**.

CONTAINS M/L 2.28 AC

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00208
1867934

2015-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 66A

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road; **THENCE** along said southern right-of-way margin South 89°17'06" East, 432.94 feet, to a point; **THENCE** South 00°07'25" East, 980.52 feet, to the **POINT of BEGINNING**; **THENCE** South 89°16'44" East, 259.44 feet to a point; **THENCE** North 00°10'50" West, 545.51 feet to a point; **THENCE** South 89°17'06" East, 541.19 feet to a point; **THENCE** North 00°07'25" West, 235.05 feet to a point; **THENCE** South 89°17'06" East, 90.00 feet to a point on the east line of the west half of the north-east quarter of said Section 29; **THENCE** along said sixteenth line South 00°07'25" East, 1101.64 feet to a point; **THENCE** leaving said sixteenth line North 89°16'23" West, 890.10 feet to a point; **THENCE** North 00°07'25" West, 320.93 feet, **RETURNING to the POINT of BEGINNING.**

CONTAINS M/L 14.94 AC

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00209
1867942

2015-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 66B

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road; **THENCE** along said southern right-of-way margin South 89°17'06" East, 432.94 feet, to a point; **THENCE** South 00°07'25" East, 435.05 feet, to the **POINT of BEGINNING**; **THENCE** South 00°07'25" East, 545.47 feet, to a point; **THENCE** South 89°16'44" East, 259.44 feet to a point; **THENCE** North 00°10'50" West, 545.51 feet to a point; **THENCE** North 89°17'06" West, 258.90 feet, **RETURNING** to the **POINT of BEGINNING**.

CONTAINS M/L 3.25 AC

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00215
1868007

2015-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 72

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road; **THENCE** along said southern right-of-way margin South 89°17'06" East, 1233.03 feet, to the **POINT of BEGINNING**; **THENCE** continuing along said southern right-of-way margin South 89°17'06" East, 90.00 feet to a point on the east line of the west half of the north-east quarter of said Section 29; **THENCE** along said sixteenth line South 00°07'25" East, 200.00 feet to a point; **THENCE** leaving said sixteenth line North 89°17'06" West, 90.00 feet to a point; **THENCE** North 00°07'25" West, 200.00 feet, **RETURNING** to the **POINT of BEGINNING**.

CONTAINS M/L 0.41 AC

EXHIBIT C
Legal Descriptions
Grain Millers, Inc.

16-04-29-00-00216
1868015

2051-001879
NEW TAX LOT

LEGAL LOTS
AFTER PROPERTY LINE ADJUSTMENT

SITUATED in the city of Junction City, Lane County, State of Oregon in the North ½ of Section 29, Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

LOT 73

COMMENCING at the North ¼ corner of Section 29, Township 16 South, Range 4 West of the Willamette Meridian; **THENCE** along the north-south centerline of said section South 00°10'50" East, 20.00 feet to the southern right-of-way margin of an unnamed road; **THENCE** along said

southern right-of-way margin South 89°17'06" East, 661.52 feet, to the **POINT of BEGINNING**; **THENCE** continuing along said southern right-of-way margin South 89°17'06" East, 571.51 feet to a point; **THENCE** leaving said southern right-of-way margin South 00°07'25" East, 435.05 feet to a point; **THENCE** North 89°17'06" West, 571.29 feet to a point; **THENCE** North 00°09'07" West, 435.05 feet, **RETURNING to the POINT of BEGINNING.**

CONTAINS M/L 5.71 AC

EXHIBIT D



April 9, 2015

EXHIBIT _____
RIGHT-OF-WAY VACATION
LEGAL DESCRIPTION

Branch Engineering Inc. Project No. 10-036

Situated in the City of Junction City, Lane County, State of Oregon in Sections 20 and 29 of Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

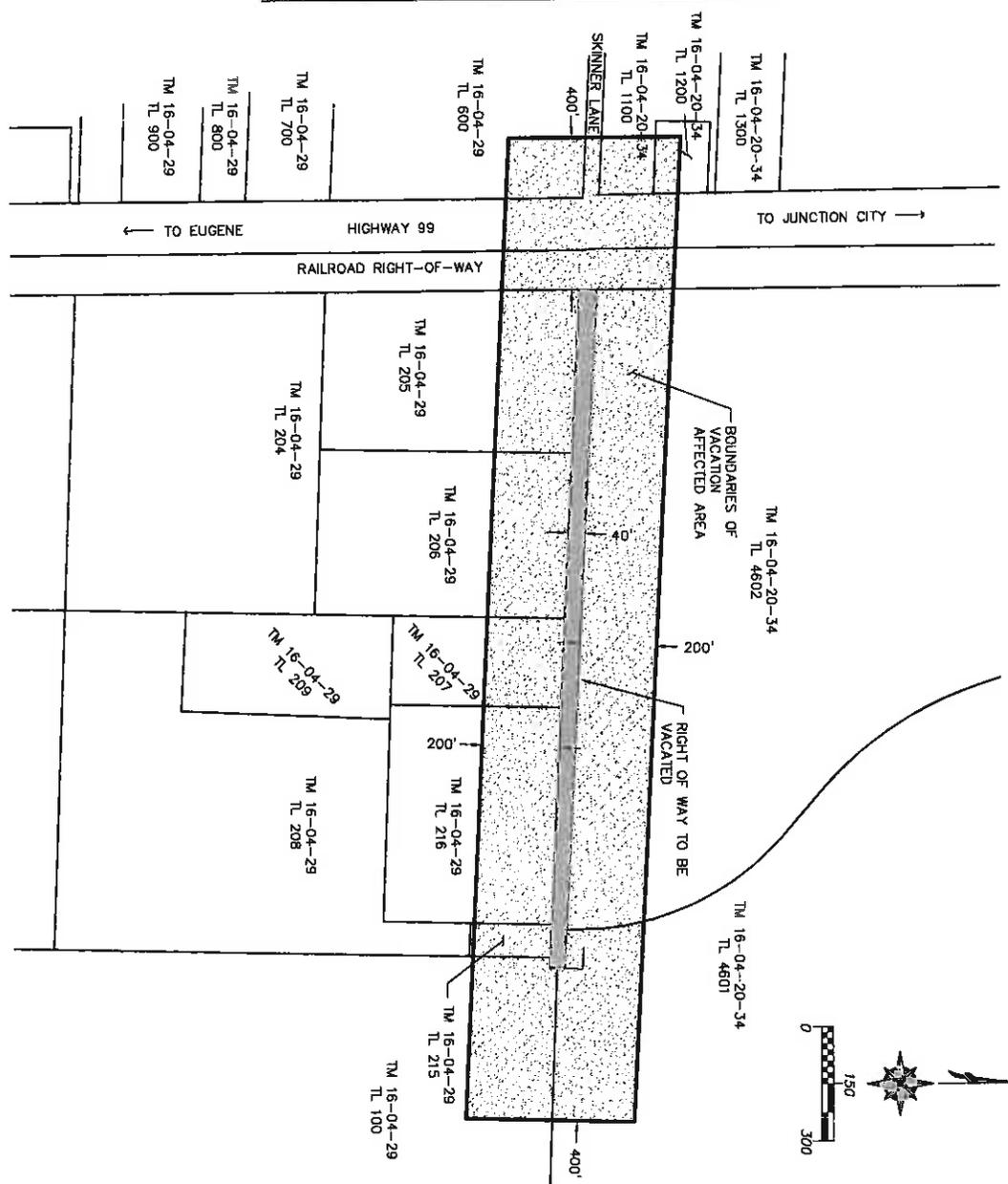
Being that portion of that east-west unnamed roadway lying on the line between Sections 20 and 29 of Township 16 South, Range 4 West of the Willamette Meridian, commonly called Skinner Lane, dedicated by the Plat of Meadowview as platted and recorded in Book 5, Page 9 of the Lane County Oregon Plat Records, lying between the southerly margin of the most easterly north-south right-of-way vacated by Junction City Ordinance 1208 as recorded as Reception Number 2012-006523 on February 14, 2012 in the Lane County Oregon Official Records and the easterly margin of the Oregon Electric Railway Co. lands as shown on pages 83 and 84 of their maps and as granted in that Deed from S.H. and Mathilda Friendly recorded on January 8, 1912 in Book 95 on Pages 229-230 in the Lane County Oregon Official Records, that Warranty Deed from Edward and Mary Bailey recorded on December 23, 1911 in Book 94 on Pages 168 and 169 in the Lane County Oregon Official Records and that Quitclaim Deed from E.B. and Lillie Oldham recorded on January 24, 1912 in Book 95 on Page 268 in the Lane County Oregon Official Records.



EXHIBIT E

Buffer Ownership List
April 10, 2015

MAP NUMBER	TAX LOT	OWNER NAME
16042900	4601	OREGON STATE DEPT OF CORRECTIONS
16042900	4602	OREGON STATE DEPT OF CORRECTIONS
16042904	1100	OAS LIVING TRUST
16042904	1200	OAS ESTHER ESTATE OF FLANAGAN FARMS INC
16042900	100	FLANAGAN FARMS INC
16042900	205	GRAIN MILLERS INC
16042900	206	GRAIN MILLERS INC
16042900	207	GRAIN MILLERS INC
16042900	208	GRAIN MILLERS INC
16042900	209	GRAIN MILLERS INC
16042900	215	GRAIN MILLERS INC
16042900	216	GRAIN MILLERS INC
16042900	600	HANSFORD MATTHEW E



SKINNER LANE RIGHT-OF-WAY VACATION MAP JUNCTION CITY, OREGON

Branch ENGINEERING
 civil • transportation
 surveying • geotechnical
 environmental
 500 N. 1st Street, Suite 200
 Junction City, OR 97130
 Phone: 541-325-2288
 Fax: 541-325-2289
 www.branch-engineering.com

revision:
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**EXHIBIT F
OWNER CONSENTS**

CONSENT TO VACATION OF UNIMPROVED PUBLIC RIGHT-OF-WAY

Property Owner: State of Oregon by and through its Department of Corrections
Assessor's Map: 15 04 20 00, Tax Lots 04601 and 04602
Request: Vacation of a portion of an unimproved road.
Description of right-of-way to be vacated: That portion of Skinner Lane extending east from Highway 99. Attached, marked as Exhibit A, is a property description of the portion of the road to be vacated. Attached, marked as Exhibit B, is the Abutting & Affected Properties Plan indicating the portion of the right-of-way to be vacated.

State of Oregon by and through its Department of Corrections, legal owner of the properties listed above, hereby consents to the vacation of the unimproved public right-of-way described in Exhibit A and indicated in Exhibit B.

Date: July 15, 2015 2015

State of Oregon by and through its Department
of Corrections

By: 

Print Name: ONAYE BROWN

Title: Act. Dir. General Services

**EXHIBIT F
OWNER CONSENTS**

CONSENT TO VACATION OF UNIMPROVED PUBLIC RIGHT-OF-WAY

Property Owner: Flanagan Farms, Inc.

Assessor's Map: 16 04 29 00, Tax Lot 00100

Request: Vacation of a portion of an unimproved road.

Description of right-of-way to be vacated: That portion of Skinner Lane extending east from Highway 99. Attached, marked as Exhibit A, is a property description of the portion of the road to be vacated. Attached, marked as Exhibit B, is the Abutting & Affected Properties Plan indicating the portion of the right-of-way to be vacated.

Flanagan Farms, Inc., legal owner of the property listed above, hereby consents to the vacation of the unimproved public right-of-way described in Exhibit A.

Date: MAY 30, 2015

Flanagan Farms, Inc.

By: 

Print Name: RONALD D. FLANAGAN

Title: VICE PRESIDENT

**EXHIBIT F
OWNER CONSENTS**

CONSENT TO VACATION OF UNIMPROVED PUBLIC RIGHT-OF-WAY

Property Owner: Grain Millers, Inc.

Assessor's Map: 16 04 29 00, Tax Lots 205, 206, 207, 208, 209, 215, 216

Request: Vacation of a portion of an unimproved road.

Description of right-of-way to be vacated: That portion of Skinner Lane extending east from Highway 99. Attached, marked as Exhibit A, is a property description of the portion of the road to be vacated. Attached, marked as Exhibit B, is the Abutting & Affected Properties Plan indicating the portion of the right-of-way to be vacated.

Grain Millers, Inc., legal owner of the properties listed above, hereby consents to the vacation of the unimproved public right-of-way described in Exhibit A and indicated in Exhibit B.

Date: May 22nd, 2015

Grain Millers, Inc.

By:  _____
Keith Horton, Vice President of Operations

EXHIBIT A TO OWNER CONSENTS



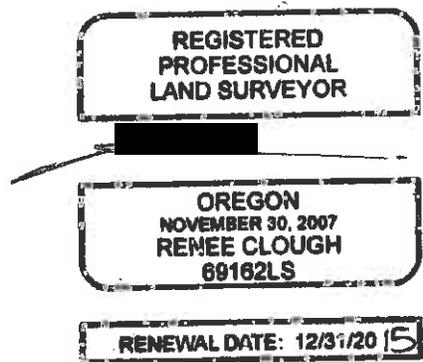
April 9, 2015

EXHIBIT _____
RIGHT-OF-WAY VACATION
LEGAL DESCRIPTION

Branch Engineering Inc. Project No. 10-036

Situated in the City of Junction City, Lane County, State of Oregon in Sections 20 and 29 of Township 16 South, Range 4 West of the Willamette Meridian and described as follows:

Being that portion of that east-west unnamed roadway lying on the line between Sections 20 and 29 of Township 16 South, Range 4 West of the Willamette Meridian, commonly called Skinner Lane, dedicated by the Plat of Meadowview as platted and recorded in Book 5, Page 9 of the Lane County Oregon Plat Records, lying between the southerly margin of the most easterly north-south right-of-way vacated by Junction City Ordinance 1208 as recorded as Reception Number 2012-006523 on February 14, 2012 in the Lane County Oregon Official Records and the easterly margin of the Oregon Electric Railway Co. lands as shown on pages 83 and 84 of their maps and as granted in that Deed from S.H. and Mathilda Friendly recorded on January 8, 1912 in Book 95 on Pages 229-230 in the Lane County Oregon Official Records, that Warranty Deed from Edward and Mary Bailey recorded on December 23, 1911 in Book 94 on Pages 168 and 169 in the Lane County Oregon Official Records and that Quitclaim Deed from E.B. and Lillie Oldham recorded on January 24, 1912 in Book 95 on Page 268 in the Lane County Oregon Official Records.



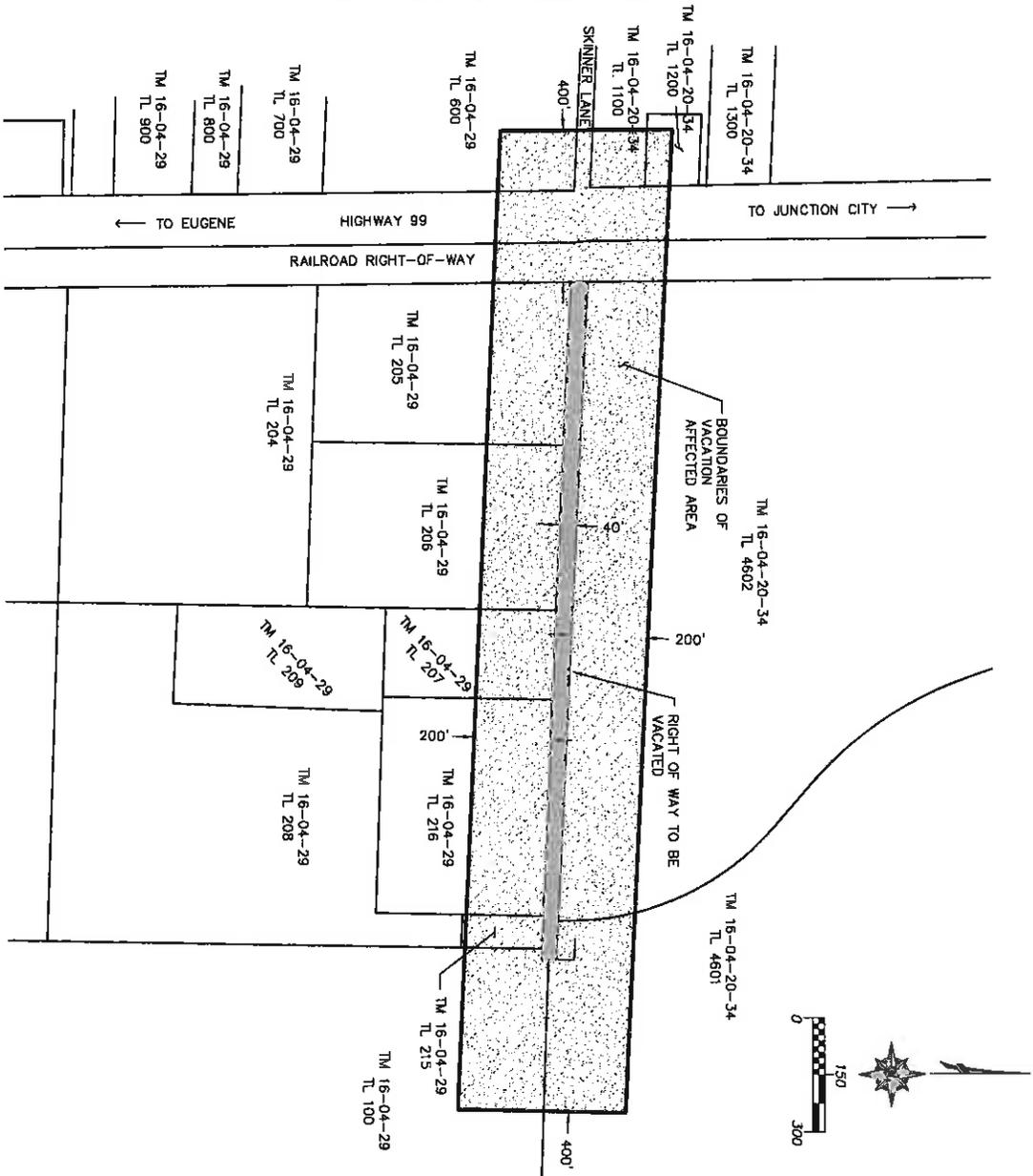
EUGENE-SPRINGFIELD

SALEM-KEIZER

EXHIBIT B TO OWNER CONSENTS

Buffer Ownership List
April 10, 2015

MAP NUMBER	TAX LOT	OWNER NAME
16042900	4601	OREGON STATE DEPT OF CORRECTIONS
16042000	4602	OREGON STATE DEPT OF CORRECTIONS
16042034	1100	OAS LYNNC TRUST
16042034	1200	OAS ESTHER ESTATE OF FLANAGAN FARMS INC
16042900	100	FLANAGAN FARMS INC
16042900	205	GRAIN MILLERS INC
16042900	206	GRAIN MILLERS INC
16042900	207	GRAIN MILLERS INC
16042900	208	GRAIN MILLERS INC
16042900	209	GRAIN MILLERS INC
16042900	215	GRAIN MILLERS INC
16042900	216	GRAIN MILLERS INC
16042900	500	HAUSFORD MATTHEW E



SKINNER LANE RIGHT-OF-WAY VACATION MAP
JUNCTION CITY, OREGON

Branch ENGINEERS
 civil - transportation
 structural - geotechnical
 environmental
 100 W. 11th St.
 Junction City, OR 97130
 Phone: 531-242-2222
 Fax: 531-242-2222
 www.branch-engineers.com

PROBONO
 DATE: 4-13-2015
 DRAWN BY:
 CHECKED BY:
 PROJECT NO: 10-038613
EXHIBIT

EXHIBIT B

CITY COUNCIL FINDINGS OF FACT
SKINNER LANE RIGHT-OF-WAY VACATION (VAC-16-01)

GENERAL FINDINGS

1. On May 10, 2016, the petitioner, Grain Millers, Inc. initiated the vacation request as authorized by ORS 271.080(1).
2. On October 24, 2016, the City posted public notice of the proposed Comprehensive Plan Amendment at the following four sites within the Junction City limits: Junction City Community Center, Library, Post Office, and City Hall consistent with Chapter 17.145.030(A).
3. The Junction City Council held a public hearing on November 8, 2016 in accordance with ORS 271.120 and considered all material relevant to the Comprehensive Plan Amendment that have been submitted by Staff and the general public regarding this matter.
4. Junction City ordinances do not address vacations. Therefore, the process and analysis follow state requirements, as set forth in Oregon Revised Statute ORS 271.080 – 271.120 below.

OREGON REVISED STATUTES FINDINGS

ORS 271.080 – Vacation in Incorporated Cities

(1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefore setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation..

FINDING: The petitioner, Grain Millers, Inc. (GMI) initiated the right-of-way vacation on November 11, 2015

FINDING: A legal description for all parcels included in the proposal has been submitted and is included in Exhibit A.

FINDING: The vacated right-of-way will be used by Grain Millers, Inc. and the Oregon Department of Corrections (ODOC) for a private access road, location of utilities and to allow construction of a railroad spur line to the GMI owned parcels, a central need for that grain processing facility. The vacated right-of-way will allow both ODOC and GMI to more efficiently use their lands and assure the security of their properties.

FINDING: The City owned and maintained Right-Of-Way is land locked at the eastern and western terminuses. The proposed vacation would eliminate the need for future City maintenance and access to the facility.

FINDING: The ODOC and GMI properties are located within the boundaries of the Meadowview Subdivision and the Meadowview Subdivision 2nd Addition, and contain several existing legal lots. As proposed, the vacation of the right-of-way will leave many of the legal lots without direct access to a public or private street.

FINDING: In order to ensure development can occur on existing legal lots, the following conditions apply to the vacation request:

CONDITION 1: Development on the Department of Oregon Corrections and Grain Millers Inc. owned properties is subject to the conditions of the executed IGA, Annexation Agreement, and Development Review as may be amended.

CONDITION 2: The petitioner (Grain Millers Inc.) shall provide the City with a signed replat of the property prior to the recording of the final street vacations, and the plat shall be recorded immediately after the street vacation recording.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.

FINDING: The statute requires the consent of the owners of the requisite area. It specifies that the owners of all the properties abutting the portion of the road to be vacated must consent to the vacation. Only three properties abut the portion of the road to be vacated (see Exhibit A): GMI, ODOC and Flanagan Farms, Inc. Their consents are also included within Exhibit A. ORS 271.080(2) also requires the consent of the owners of two-thirds of the property within the "affected area." This includes properties

within 200 feet of not just the portion of the road to be vacated but those within 200 feet of the road if it was extended 400 feet further from each terminus of the portion to be vacated. The "affected area" is depicted in Exhibit D of the applicant's submitted request. Together, GMI and ODOC are owners of two-thirds of the property within the affected area by virtue of owning nearly all of the property within 200 feet of the portion of Skinner Lane to be vacated. Consents were not sought from other property owners within the affected area, as they were not necessary.

ORS 271.090 – Filing of Petition

The petition shall be presented to the city recorder or other recording officer of the city. If found by the recorder to be sufficient, the recorder shall file it and inform at least one of the petitioners when the petition will come before the city governing body. A failure to give such information shall not be in any respect a lack of jurisdiction for the governing body to proceed on the petition.

FINDING: The petition was files in accordance with the above provision.

ORS 271.100 – Action by City Governing Body

The city governing body may deny the petition after notice to the petitioners of such proposed action, but if there appears to be no reason why the petition should not be allowed in whole or in part, the governing body shall fix a time for a formal hearing upon the petition.

FINDING: The Junction City Council held a Public Hearing on November 8, 2016 at 6:30pm and took action on the right-of-way vacation petition.

(1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.

FINDING: Notice of the proposed Vacation Public Hearing before the Junction City Council was provided in accordance with the above provisions. On October 25, 2016, notice of the proposed vacation was posted on site at each terminus of the subject right-of-way. Notice was also posted at four sites within the Junction City limits, the Library, Community Center, City Hall, and Post Office on October 24. 2016.

(2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, Notice of Street Vacation, Notice of Plat Vacation or Notice of Plat and Street Vacation, as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.

FINDING: The City provided notice in accordance with the above provision. On November 25, 2016, notice of the proposed Street Vacation was provided at the eastern and western terminuses of the City owned Skinner Lane.

(3) The city recording officer shall, before publishing such notice, obtain from the petitioners a sum sufficient to cover the cost of publication, posting and other anticipated expenses. The city recording officer shall hold the sum so obtained until the actual cost has been ascertained, when the amount of the cost shall be paid into the city treasury and any surplus refunded to the depositor. [Amended by 1991 c.629 §1; 2005 c.22 §196]

FINDING: The petitioner has provided the required Right-of-Way Vacation fee established by Junction City Resolution #1053.

SUMMARY AND CONCLUSION

For all the reasons set forth above, the proposed Skinner Lane Right-Of-Way Vacation complies with the applicable Oregon Revised Statutes.

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Interim Police Chief Contract Review

Meeting Date: November 8, 2016
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 9
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-4761

ISSUE STATEMENT

This is a presentation of an Interim Chief Contract for Council review.

BACKGROUND

The former interim Chief of Police had to resign effective October 27, 2016 due to personal reasons. Since the City has not selected a new Chief yet, the Administrator is looking to appoint the Administrative Lieutenant, Bob Morris to be the interim Chief of Police. Lieutenant Morris is in the process of finishing renewing his Executive Certification with the State. Once that is complete, he will have all the necessary credentials to be the Chief.

Typically, this type of appointment does not need the Council's approval. However due to Junction City Municipal Code 3.30, all contracts and agreements needs the Council's approval to sign. The City Administrator is seeking the Council's approval to sign the contract.

COMMITTEE REVIEW AND/OR RECOMMENDATION

None

RELATED CITY POLICIES

JCMC 3.30

LEGAL REVIEW

This item was reviewed as a part of the packet and the contract was reviewed by legal prior to being placed into the contract.

CITY ADMINISTRATOR'S COMMENT

To authorize the City Administrator to sign the agreement.

COUNCIL OPTIONS

The Council can, at its pleasure:

1. Authorize the Administrator to sign. Motion: "I make a motion to authorize the City Administrator to sign the Interim Chief contract with Robert Morris."

ATTACHMENTS

- A. Interim Chief of Police Contract

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-2153
Staff E-Mail: jknope@ci.junction-city.or.us

**Employment Agreement
Between
City of Junction City, Oregon
(hereinafter “the City”)
And
Robert B. Morris
(hereinafter “the Chief”)**

This Employment Agreement (hereinafter “Agreement”) is made and entered on the day set out above the signatures below by and between the City of Junction City, an Oregon municipal corporation (hereinafter “City”), and Robert B. Morris (“the Chief”) to set out the terms and conditions of City’s compensation for services of the Chief as the City’s Interim Police Chief.

The City desires to hire the Chief as a temporary, full-time, FLSA-exempt employee and to retain his services as the Interim Police Chief. The Chief is a police veteran who served from 1982 to 2013, who is highly qualified to meet the City’s current need, and is currently serving at the Police Administrative Lieutenant with the City. The Chief has long-ago attend Executive Police Certification issued by the Oregon Department of Public Safety Standards and Training (DPSST). His certification has recently lapsed, however upon completion of the two-week DPSST Career Officer Development (COD) Course which he begins on October 31, 2016 and concludes on November 11th, 2016, Chief Morris’s Executive certifications and all other certifications will be fully reinstated and active.

Section 1: Term

Contingent upon the Chief securing, maintaining, and providing to the City all necessary certifications and qualifications from DPSST and subject to the termination provisions herein, the parties agree that the Chief’s term of service under this employment agreement will begin on November 12, 2016 at 12:01 a.m. and shall continue indefinitely until a permanent Police Chief is appointed.

Section 2: Duties and Authority

Subject to the terms and conditions of this Agreement and to the Chief securing and providing to the City all necessary certifications and qualifications, City will employ Robert B. Morris as Interim Police Chief to perform the functions and duties specified in the attached job description (Exhibit A) which by this reference is hereby incorporated into this Agreement, and other duties and functions as may be assigned by the City Administrator or by the City Charter. The Chief accepts this employment on the terms set forth herein and by this acceptance assumes overall responsibility for the police functions and services of the City.

Subject at all times to Section 6 of this Agreement, the Chief shall adhere to all applicable rules, regulations, ordinances and policies now in existence or hereafter adopted by the City. Notwithstanding the immediately preceding, the City Personnel Manual’s disciplinary rules, performance evaluation processes, and leave and benefit provisions are expressly not applicable to the Chief. The Chief shall administer and oversee the affairs of the Police Department consistent therewith, as well as applicable state and federal law. As Interim Police Chief, the Chief will exercise the general duties and responsibilities set forth in the City’s current job description for Chief of Police and the City’s Charter, provided however that he may delegate significant operational command and control of tactical and general police operations to any competent full-time police sergeant(s), who shall remain under the Chief’s general and indirect supervision. As Interim Police Chief, the Chief shall serve with full police authority as a sworn peace and police officer (as defined by

Oregon laws) during his service under this Agreement and the Chief shall retain all authority consistent with the position of Police Chief.

Section 3: Personal Service Required. This Agreement is for the unique personal service which the Chief is able to provide to the City. Services provided under the terms of this Agreement may not be assigned, delegated or sub-contracted to any other person except as expressly allowed under Section 2.

Section 4: Compensation and Benefits

- A. Salary. The Chief will be paid on a “salary basis” as a Fair Labor Standards Act “exempt employee” at the rate of \$7,060 per month, less any required withholdings. No other compensation is granted or contemplated under this Agreement.
- B. Technology and Communications; City Automobile. The City will issue a City-owned cell phone/PDA from among City standards with data connectivity. The Chief shall be provided a City-owned laptop computer with authorized remote connectivity to the City. These resources will be used for City-related business purposes only in accordance with City policy and shall be returned to the City at the termination of this Employment Agreement. The City will provide the Chief with a City-owned, unmarked police response vehicle for use as the Chief deems appropriate consistent with City policy and Oregon law. Use of the vehicle under these terms is required by the City to aid the Chief’s response in event of an emergency. Such use, including any incidental personal use, is deemed in the City’s best interest and to serve the public purpose of having the Chief immediately available for emergency response.
- C. Police Equipment. Pursuant to City policies, the City will provide to or reimburse the Chief for City-required and pre-approved clothing and other necessary police equipment required to perform the job.
- D. General Expenses. Pursuant to City policies and procedures, City will reimburse the Chief for pre-approved, reasonable City-related business expenses.
- E. Limitation on Compensation, Benefits, and Work Hours. The Chief’s compensation and benefits are limited to the express terms of this Agreement. The parties anticipate no other compensation or benefits. Specifically, the Chief will not earn paid time off or participate in the City’s sick leave, vacation leave, or other leave programs, subject to any applicable federal and state law. The Chief will not be entitled to HRA VEBA plan contributions or any compensation deferral retirement plans unless expressly authorized herein. Under this Agreement, the Chief is not a PERS eligible-employee and the parties agree that he shall not work more than 1,040 hours per year and acknowledge that he is not eligible to receive any Public Employee Retirements System benefits. The Chief shall indemnify the City from and against and the City shall not be liable for any costs, fees, penalties, or payments if the Chief exceeds 1,040 hours per year in violation of this agreement.
- F. Deferred Compensation. Notwithstanding anything to the contrary in Section 2 and Section 4E and to the extent permitted by law and the City’s Section 457 Plan, the Chief may defer compensation paid under this Agreement and place such earnings into the City Section 457 Plan account or into any similar retirement vehicle available at the election of City employees.
- G. Insurance Benefits. The City shall provide worker’s compensation, unemployment, disability, and life insurance as required by law and at the coverage levels available to other management employees. The City will not provide and the Chief expressly disclaims any health, vision, and dental insurance coverage and any related premium payment assistance for these health insurance programs. The Chief asserts that he has adequate health, vision, and dental insurance protection for himself and any

dependents and that such insurance benefits are now in force and will remain in force and effect throughout the duration of this Agreement.

Section 6: At Will Status; Termination and Suspension; Reinstatement to Previous Position.

The employment relationship between the City and the Chief is “at will” and the only employment rights the Chief has are those set out in this Agreement. No severance shall be paid by the City nor earned by the Chief under this Agreement.

The Chief or the City may end this employment relationship at any time, subject only to the terminating party providing at least 10 working days’ prior written notice. In the event the Chief is unable for any reason to perform his duties under this Agreement, the City may either suspend this Agreement until the Chief is able to return to work or may terminate this Agreement immediately in the City’s sole discretion. No payments or compensation shall be due to the Chief during a suspension of this Agreement.

The parties’ intend that the Chief will serve in this position only for so long as the City requires such service, which neither party is able to estimate. After the Agreement is terminated, the parties agree the Chief will resume his duties as Administrative Lieutenant as long as he remains an employee in good standing with the City.

Section 7: Hours of Work

The Chief will be a full time salaried temporary employee who must periodically devote time outside the normal office hours performing business for the City. The Chief shall establish a regular, appropriate work schedule and shall be available as necessary to provide services under this Agreement. The general expectation is that the Chief shall be on duty at approximately 8:30 am and depart from the Police Department no earlier than 5:30 pm on days when he is scheduled to work. However, the parties agree that the Chief may periodically adjust his work schedule, including time he is in attendance at the Police Department and City facilities, as the circumstances require, provided that the work schedule is sufficient to attend to the functions of the City and satisfactorily fulfill the duties in a manner fully responsive to the needs of the Administrator and the City.

Section 8: Outside Activities

The Chief will not perform any outside work while working for the City under this Agreement, except as expressly permitted in this Section. The appointment and the compensation set by this Agreement are in consideration of the unique circumstances which include the Chief’s qualifications and experience. The Chief is not constrained in any way from delegation of tasks or from meeting attendance, including public appearances, nor from otherwise delegating and utilizing other resources available to the Police Department, as long as the Chief complies with applicable City policies and procedures. Subject to the City Administrator’s preapproval, the Chief may teach classes, participate in law enforcement related conferences and activities, and perform other consulting projects and engagements which do not conflict with the required services to the City. Any such outside work must be conducted exclusively during non-working hours and preapproved by the City Manager in writing.

Section 9: Performance Feedback

The City Administrator may provide such performance feedback periodically as the City Administrator deems necessary or desirable so that the Chief may be assured that his job performance meets the City Administrator’s expectations.

Section 10: Indemnification and Payment of Consulting Fee

Subject to the tort claim limitations in the Oregon Tort Claims Act (ORS 30.260 to 30.300) and the Oregon Constitution, the City shall defend, hold harmless and indemnify the Chief from any and all demands, claims, suits, actions and legal proceedings brought against the Chief in his individual or official capacity if such claims are related to the Chief's actions or inaction taken within the proper scope of his authority as an agent and employee of the City.

After the termination of the Chief's employment with the City, if the City requests that the Chief serve as a witness on the City's behalf or as an advisor or consultant to the City regarding litigation or other matters pertaining or related to his service as Interim Chief, the City shall pay the Chief an hourly fee of \$45 per hour and shall reimburse the Chief for reasonable travel expenses pursuant to City policies.

Section 11: General Provisions

- A. Integration. This Agreement and the attached Exhibit A sets forth and establishes the entire understanding between the City and the Chief relating to the services defined by this Agreement with the City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement.

- B. Modification. Nothing shall restrict the authority of the parties to propose, amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless it explicitly states in writing its intent to modify this Agreement and is signed by both the City Administrator and the Chief.

- C. Effective Date. This Agreement shall become effective on the date it is signed by both parties.

- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to any judicial invalidation or modification of the invalid provision.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed and executed in its behalf by the Administrator and the Chief has signed and executed this Agreement, both in duplicate, this

_____.

Jason Knope, City Administrator

Robert B. Morris, Chief

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Police Department Capital Expenditure Plan Review

Meeting Date: November 8, 2016
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 10
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-4761

ISSUE STATEMENT

This is a presentation of the Police Department Capital Expenditure Plan.

BACKGROUND

Staff and Committee have been working on a complete overhaul to the Police Department's Capital Expenditure Plan (CEP). The purpose of this overhaul was to take a more detailed and comprehensive look at the projects and savings needs for the Police Department. The focus of the plan was to identify the needs to be able to maintain the level of service that the department provides today.

The plan covers a wide variety of equipment, computers, and radio system needs. The plan also includes a vehicle replacement plan for the department. This is located in tab #9. While most of the options the committee discussed are included, ultimately the Committee decided to go with option #1. This option is included in the proposed CEP.

In short, this vehicle replacement option reduces the size of the fleet to 10 vehicles and then proposes to replace half of them with new vehicles over a five year period. Once the vehicles reaches five years of age, they rotate into the other half of the fleet for another five years. Once the vehicle reaches 10 years in age, it is sold.

In tab #2, it contains a 10 year fund projection for the Police Equipment Reserve Fund. This projection is based on the anticipated projects for the next 10 years. It shows that an anticipated \$60,000 per year transfer from the Police Department Fund is what is needed to complete the projects. This dollar amount is equivalent to what is normally transferred into the fund.

Staff is seeking Council's approval of the Police Department Capital Expenditure Plan. If approved, it would be used in the upcoming budget process.

COMMITTEE REVIEW AND/OR RECOMMENDATION

This item was reviewed by the Public Safety Committee and directed staff to send this to Council for final review and approval.

RELATED CITY POLICIES

None

LEGAL REVIEW

This item was reviewed as a part of the packet.

CITY ADMINISTRATOR'S COMMENT

To approve the plan as presented.

COUNCIL OPTIONS

The Council can, at its pleasure:

1. Approve the Plan. Motion: " I make a motion to approve the Police Department Capital Expenditure Plan for Fiscal Year 2017/18 through Fiscal Year 2026/27

ATTACHMENTS

- A. Police Department Capital Expenditure Plan

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-2153
Staff E-Mail: jknope@ci.junction-city.or.us

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Vista Dale Sub-Committee Sewer Service Request

Meeting Date: November 8, 2016
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 11
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request from the Vista Dale Sub-Committee for Sewer service.

BACKGROUND

At the October 5, 2016 Vista Dale Sub-Committee meeting the Sub-Committee discussed how the sewer services to the properties could be accomplished.

The Sub-Committee came to a consensus. That consensus was that the City would pay for the main line, the property owners would pay for the laterals to their property at a cost of \$1540.00 and the SDC fees from 2003 which were \$542.00 as that is when they were annexed into the City. The total cost to the property owner would be \$2082.00.

I took this to our legal department on 10/20/16. During that meeting the legal department suggested that the City pays for the entire project including the SDC fees and then charge the property one fee of \$2082.00. The property owner would sign an agreement with the City that would be recorded against the property. If a property owner did not sign the agreement and decided to hook up later they would be subject to the current SDC fees.

COMMITTEE REVIEW

The Sewer and streets Committee discussed the request on October 3, 2016. This is coming Council for final approval.

RELATED CITY POLICIES

- None

LEGAL REVIEW

This item was reviewed on October 20, 2016.

CITY ADMINISTRATOR'S COMMENT

Provide direction to Staff as desired.

COUNCIL OPTIONS

The Council can, at its pleasure:

- Approve the request. **Motion:**” I make a motion to move forward with the improvements and direct staff to notify the property owners in the Vista Dale Subdivision.”
- Provide staff with other direction as desired.
- Deny the request

ATTACHMENTS

- None

FOR MORE INFORMATION

Staff Contact: Gary Kaping, Public Works Director
Telephone: 541-998-3125
Staff E-Mail: gkaping@ci.junction-city.or.us

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



2016 Light Parade Street Closure Request

Meeting Date: November 8, 2016
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 13
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

Rick Kissock, Executive Director of the Junction City/Harrisburg Chamber of Commerce, has submitted a letter of request to the Council to close specified City Streets for the Annual Light Parade.

BACKGROUND

The Chamber of Commerce is requesting permission to conduct the Annual Light Parade in the Junction City on Friday, December 9, 2016 from 6:45pm to 8:30pm. Interim Police Chief Summers, Public Works Director Gary Kaping, and Fire Chief Carl Perry have no objections to Council approving this request

COMMITTEE REVIEW AND/OR RECOMMENDATION

Committee has reviewed the letter of request and the proposed routes. Committee consensus was to forward the request to City Council with a recommendation to approve the request with the conditions stated in Attachment B

RELATED CITY POLICIES

Municipal Code 10.05.030, Powers of the council.

A. Subject to state laws, the city council shall exercise all municipal traffic authority for the city except those powers specifically and expressly delegated herein or by another chapter.

B. The powers of the council shall include but not be limited to:

1. Designation of through streets.
2. Designation of one-way streets.
3. Designation of truck routes.
4. Designation of parking meter zones.
5. Restriction of the use of certain streets by any class or kind of vehicle to protect the streets from damage.
6. Authorization of greater maximum weights or lengths for vehicles using city streets than specified by state law.
7. Initiation of proceedings to change speed zones.

8. Revision of speed limits in parks.

9. Closing of city streets for special events. [Ord. 1133 § 2, 2004; Ord. 597 § 4, 1972.]

LEGAL REVIEW

This item was reviewed as a part of Council packet.

CITY ADMINISTRATOR'S COMMENT

To approve the request as conditioned in Attachment B

COUNCIL OPTIONS

1. Approve the street closure request and conditions as presented – MOTION: *“I make a motion to approve the street closure request for the Annual Light Parade on Friday, December 9th, 2016 as conditioned in Attachment B with the nonexclusive use of city streets for “no parking” from 5:30 to 9pm and the nonexclusive use of City streets for street closure from 6:45 to 8:30 pm. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation.”*
2. Approve street closure request and conditions with changes – MOTION: *“I make a motion to approve the street closure request for the Annual Light Parade on Friday, December 9th, 2016 as conditioned in Attachment B with the nonexclusive use of city streets for “no parking” from 5:30 to 9pm and the nonexclusive use of City streets for street closure from 6:45 to 8:30 pm. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation with the following changes_____.”*
3. Provide direction to staff for further Council review. MOTION: *“I make a motion to direct staff to _____ and bring back for Council review.”*
4. Deny the request. MOTION *“I make a motion to deny the Street Closure Conditions as presented.”*
5. Do Nothing.

ATTACHMENTS

1. 2016 Street Closure request and proposed Route
2. 2016 Light Parade Draft Conditions

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn

Telephone: 541-998-4763

Staff E-Mail: jcogburn@ci.junction-city.or.us



September 12, 2016

Mayor Mike Cahill
City Councilors
Jason Knope, City Administrator
PO Box 250
Junction City, OR 97448

The Tri-County Chamber of Commerce is requesting the use of city streets to hold our 26th Annual Light Parade (weather permitting) in Junction City on Friday, December 9, 2016.

Again this year, we will be staging the parade at Junction City High School. The parade will run east on 6th Avenue to Greenwood, turn left on Greenwood to 9th. The parade will disband at 9th and Greenwood. We request the closure of the affected streets for the safety of the participants and attendees. We request that the return route to the high school be west on 10th to Maple, south on Maple to 6th and back to the Junction City High School parking lot. In some cases, such as with the steam engine, they have requested that their flatbed be parked on Front Street to load there instead of traveling back to the High School.

We again request the assistance of the Junction City Police Department with traffic control at the intersection of 6th and Ivy, leading the parade, and following at the end as has been traditionally done. We will submit the appropriate request with ODOT concerning the traffic control at 6th and Ivy.

I have attached a map outlining the proposed routes. Thank you for your consideration.

Sincerely,

Rick Kissock
Executive Director

2016 LIGHT PARADE JUNCTION CITY ROUTE & RETURN

-  Barricade
-  Police Traffic Control
-  Parade Route
-  Parade Return Route

JCHS
Staging
Area



STREET CLOSURE CONDITIONS

Chamber of Commerce Light Parade

Friday, December 9, 2016

1. Applicant will submit Street Route map and plan for staff review. Applicant agrees to follow that plan and use the equipment provided. Additionally, if an emergency would occur, applicant agrees to work with all emergency responders to ensure they have access through the closed street and/or public parking area.
2. Applicant will not block alley entrances or driveways except as otherwise provided in the Street Closure Plan or as otherwise arranged with the Police Chief or the Public Works Director during the event.
3. Applicant will return the affected area to the same condition it was prior to the event as determined by designated City staff.
4. Applicant must provide proof of liability insurance for \$2,000,000 in a form approved by the City in advance listing the City as additional insured for the full duration of the event, inclusive of set up and tear down time.
5. Applicant must sign and submit to the City a signed copy of the Special Event Hold Harmless Agreement.
6. Applicant must submit written proof of ODOT approval of the route.
7. The cost for additional, unscheduled City services will be charged back to the applicant. Charges may include, but not be limited to, services such as Signs & Markings, garbage removal, utilities, JCPD security, etc.
8. Applicant shall be fully responsible for any physical damage. The expenses resulting from any damage or maintenance over and above the normal level of service shall be charged to the Applicant at actual cost.
9. Applicant shall have nonexclusive use of City streets as specified on the route map on December 9, 2016 for "no parking" from 5:30 p.m. to 9:00 p.m.
10. Applicant shall have nonexclusive use of City streets as specified on the route map on December 9, 2016 for the parade route from 6:45 p.m. to 8:30 p.m.
11. The applicant will place signage along the route at a minimum of 2 signs per block per street side at a minimum of 48 hours prior to the event. The signs will be no smaller than 11 x 17" each on colored paper and will notify the public of date and times of the street route and of the "no parking" times. The signage will include a printed map of the parade route.
12. The applicant is required to provide the parade entrants printed directions for a route back to the staging area that does not interfere with the parade route.
13. It is suggested that the applicant assign two representatives as parking monitors for the duration of the "no parking" route.

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



K-9 Vehicle Donation

Meeting Date: November 8, 2016
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 14
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-4761

ISSUE STATEMENT

This is a presentation of the K-9 Vehicle donation to the City of Amity.

BACKGROUND

The City has received a request to donate a surplus police vehicle to the City of Amity. In the City's adopted Public Contracting Rules, Exemption (E)-16 governs the disposition of surplus personal property. This rule requires local contract review board (i.e., Council) prior authorization only for disposal of personal property items having a residual value of more than \$10,000. E-16(3).

Other than that, the City or the City Administrator, as the designated contracting agent, may dispose of surplus personal property by any means determined to be in the best interest of the City. This includes, but is not limited to, transfers to other departments, donations to other government agencies or non-profit organizations, negotiated or advertised sale, trade, auction, liquidation to commercially recognized third-party liquidator, or destruction.

In a typical auction scenario, the City would incur a significant cost in stripping the vehicle of police related equipment and removing the police markings from the car before it could be sold to the public.

The City would also have to pay for the expense to publicly advertise and conduct a public solicitation process that would take many weeks to complete. By donating the car to another police agency, this cost would be eliminated and it would happen in a much shorter time frame.

Ultimately, both the City of Junction City and the City of Amity would benefit from this donation. Junction City would save the expenses of selling the vehicle which could exceed the money the City would get from the sale and the City of Amity would be able to more reliably provide police services to their community.

COMMITTEE REVIEW AND/OR RECOMMENDATION

None

RELATED CITY POLICIES

None

LEGAL REVIEW

This item was reviewed as a part of the packet.

CITY ADMINISTRATOR'S COMMENT

To approve the donation as presented.

COUNCIL OPTIONS

The Council can, at its pleasure:

1. Approve the donation. Motion: "I move to approve the proposed donation of the K-9 vehicle to the City of Amity, based upon the findings presented which show that this donation will substantially promote the public interest in a way a competitive process would not, and will result in cost savings to the City."

ATTACHMENTS

A. None

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-2153
Staff E-Mail: jknope@ci.junction-city.or.us



JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY

Planning Commission Appointments

Meeting Date: November 8, 2016
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 15
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541.998.4763

ISSUE STATEMENT

Before the Council is a Mayoral appointment for the filling of five (5) Planning Commission seats (3 regular seats, and 2 alternate seats).

BACKGROUND

The Junction City Planning Commission currently has three (3) Planning Commission regular seat term expirations and two (2) Planning Commission Alternate seat term expirations. The application deadline for the Planning Commission vacancies was on September 8, 2016. No new member applications were received. All Commissioners with expiring terms submitted applications for renewal.

The table below lists current Planning Commission members, their terms of office and where they reside; inside or outside City Limits or the Urban Growth Boundary. All applicants reside in the 97448 zip code.

Current Planning Commission & Alternates

First Name	Last Name	City Limits	UGB	97448 Zip	Term of Office
Jason	Thiesfeld (Chair)	Yes	Yes	Yes	10/12-10/16
Sandi	Dunn	No	No	Yes	10/14-10/18
Jeff	Haag	No	No	Yes	11/13-10/17
James	Hukill	Yes	Yes	Yes	10/14-10/18
Jack	Sumner (Vice Chair)	Yes	Yes	Yes	10/14-10/18
Kenneth	Wells	Yes	Yes	Yes	8/14-10/16
Stuart	Holderby	Yes	Yes	Yes	3/15-10/16
Alicia	Beymer (Alternate)	No	No	Yes	7/15-10/16
Patricia	Phelan (Alternate)	Yes	Yes	Yes	10/15-10/16

Of the seven voting members appointed by the Mayor:

- At least three (3) members must reside within the City Limits
- Two (2) members may reside anywhere inside the UGB (that includes City Limits)
- Two (2) members may reside anywhere inside the 97448 Zip Code

PLANNING COMMISSION RECOMMENDATION

At the September 21, 2016 Planning Commission standing meeting, the Commission voted unanimously to recommend that Jason Thiesfeld, Kenneth Wells, and Stuart Holderby be reappointed to the Planning Commission as Regular Members, and Alicia Beymer and Patricia Phelan be reappointed to the Planning Commission as Alternate Members.

RELATED CITY POLICIES

Planning Commission Bylaws
JCMC 2.50 - Planning Commission
Ord. #220

LEGAL REVIEW

This item was reviewed as a part of Council packet.

CITY ADMINISTRATOR'S COMMENT

The City Administrator's recommendation is to follow process for consideration of applicants and make appointment as the Mayor and Council deem appropriate.

COUNCIL OPTIONS

This is a Mayoral appointment with approval of the City Council. If desired, the Council may move to appoint an applicant(s) to serve on the Planning Commission.

1. Approve the Appointments: "I make a motion to approve the Mayor's appointment of Jason Thiesfeld, Ken Wells, and Stuart Holderby to serve as regular members on the Planning Commission, and Alicia Beymer and Patricia Phelan to serve as Planning Commission alternate members, all with terms through October 31, 2020."
2. Take no action: No Motion needed.

ATTACHMENTS

1. Planning Commission vacancy announcement
2. Completed Applications

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcogburn@ci.junction-city.or.us

Kitty Vodrup

From: Kitty Vodrup
Sent: Friday, July 08, 2016 11:42 AM
To: Kitty Vodrup
Subject: Notice of Planning Commission Vacancies
Attachments: Junction City Planning Commission Application.pdf

Good Morning,

Five Planning Commission terms will be expiring at the end of October 2016. Please see the notice below. Application attached.

NOTICE OF JUNCTION CITY PLANNING COMMISSION VACANCIES

NOTICE is hereby given that the City of Junction City is accepting applications for three (3) regular member and two (2) alternate member Planning Commission positions. All positions have terms of four (4) years. The Planning Commission is made up of seven regular members and two alternates. All nine positions are citizen volunteers, appointed by the Mayor and Council. The Planning Commission meets monthly on the third Wednesday at 6:30 p.m. You must live in the 97448 zip code to apply.

The Planning Commission is charged with making recommendations to the Council on updates to the Junction City Comprehensive Plan, functional plans, and refinement plans for the City, which are adopted by the Council as the official guides to public and private uses of land. The Commission prepares and makes recommendations to the Council on City legislation that will implement the purposes of the Comp Plan and keep zoning, subdivision, and sign code ordinances current. The Commission may also hold hearings on minor partitions, major partitions, and subdivisions.

Applications may be obtained at City Hall, 680 Greenwood Street, Junction City, from 8 a.m. to 5 p.m. or downloaded from the City's website at www.junctioncityoregon.gov. Please submit applications to City Recorder Kitty Vodrup at the above address. 1st Deadline for submission: September 8, 2016 at 5:00 p.m. Positions are open until filled. Contact: 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Thank you,

Kitty Vodrup, CMC
City Recorder
City of Junction City
541-998-2153
www.junctioncityoregon.gov

DISCLOSURE NOTICE: Messages to and from this email address may be subject to Oregon Public Records Law.

Junction City Planning Commission Application

JUL 8 2016

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Wednesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-898-2153 or at kvodrup@ci.junction-city.or.us.

Name: Jason Thiesfeld

Mailing Address: 135 Birch St

City, State, Zip: JUNCTION CITY OR 97448

Daytime Phone: [REDACTED] Evening Phone: 541-317-0009

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former): self-employed BUSINESS MANAGER

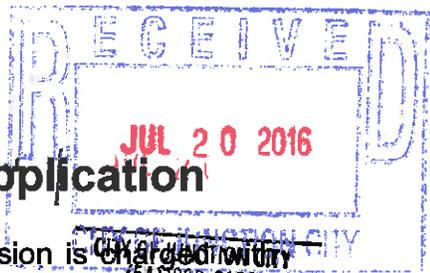
Signature: [Handwritten Signature] Date: 8 JULY 16

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.



Date Received: _____ Appointed: _____

998 3140



Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Wednesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Alicia Beymer

Mailing Address: 95990 Howard Lane

City, State, Zip: Junction City Ore. 97448

Daytime Phone: [Redacted] Evening Phone: same

E-mail Address: [Redacted]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): Director Home Care Services - PeaceHealth

[Redacted Signature]
Signature

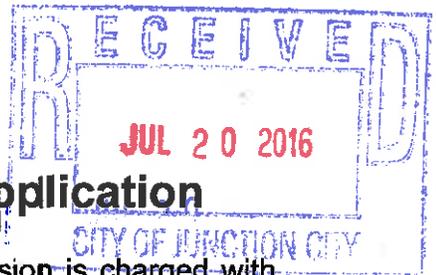
7/20/16
Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____

Appointed: _____



Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Wednesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Stuart S. Holdorby

Mailing Address: 999 W 7th Pl

City, State, Zip: Junction City OR. 97448

Daytime Phone: [REDACTED] Evening Phone: SAME

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): Building inspector

[REDACTED]
Signature

7/20/16
Date

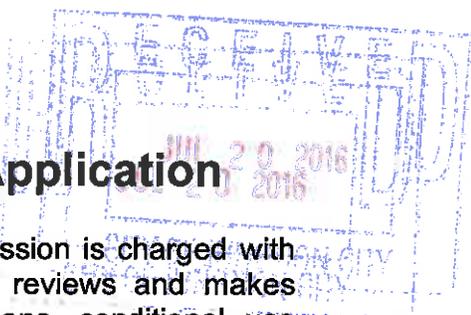
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For Office Use Only

Date Received: _____

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Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Phelan

Mailing Address: 920 W 1st Ave Apt 28th

City, State, Zip: De. Ore. 97448

Daytime Phone: [REDACTED] Evening Phone: SAME

E-mail Address: none

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): Retired

[REDACTED]
Signature

July 15 / 16
Date
Attahmed

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____

Appointed: _____

Junction City Planning Commission Application

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Wednesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: Ken Wells

Mailing Address: 554 SW Pine St.

City, State, Zip: Junction City, OR 97448

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): Retired

[REDACTED]

Signature

7-21-2016

Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____

Appointed: _____



CITY COUNCIL

AGENDA FORECASTER

Last Updated 11-01-2016 by J. Knope

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CURRENT BUSINESS ITEMS

Current Business Items

Item Public Hearing - Dangerous Building – 1480 Ivy St.

Requested By Council

Date Last at Council 10-11-16

Current Agenda Item Number 6

Item Description

Public Hearing placeholder, so the hearing can be moved to another time and date certain.

Current Status/Update

None.

Item Public Hearing – Wiechert Annexation/Rezone

Requested By Staff

Date Last at Council NEW

Current Agenda Item Number 7

Item Description

Public Hearing and consideration of ordinance for annexation and rezone of property.

Current Status/Update

None.

Item Public Hearing – Vacation of Skinner Lane ROW

Requested By Council

Date Last at Council NEW

Current Agenda Item Number 8

Item Description

Public Hearing and consideration of ordinance for the ROW vacation.

Current Status/Update

None – this is a new item.

CURRENT BUSINESS ITEMS

Item Interim Police Chief Contract/Oath of Office

Requested By Staff

Date Last at Council **New**

Current Agenda Item Number 9

Item Description

Consideration to approve the Interim Chief Contract with Bob Morris. If approved, Oath of Office will be administered.

Current Status/Update

None – New Item.

Item Police Department Capital Expenditure Plan Review

Requested By Staff

Date Last at Council **New**

Current Agenda Item Number 10

Item Description

Presentation of CEP for Police Department.

Current Status/Update

None – New Item.

Item Vista Dale Subcommittee Sewer System Request

Requested By Vista Dale Stakeholder Subcommittee

Date Last at Council **New**

Current Agenda Item Number 11

Item Description

This is a presentation of a request on providing sewer services to Vista Dale properties.

Current Status/Update

None – New Item.

CURRENT BUSINESS ITEMS

<u>Item</u>	Council Vacancy Discussion
<u>Requested By</u>	Council
<u>Date Last at Council</u>	10-12-16
<u>Current Agenda Item Number</u>	12

Item Description

This is a follow-up discussion on whether to fill or not fill the current Council vacancy.

Current Status/Update

None – New Item.

<u>Item</u>	2016 Light Parade Street Closure Request
<u>Requested By</u>	Staff
<u>Date Last at Council</u>	New
<u>Current Agenda Item Number</u>	13

Item Description

This is presentation of the Annual Light Parade request.

Current Status/Update

None – New Item.

<u>Item</u>	K-9 Vehicle Donation
<u>Requested By</u>	Council
<u>Date Last at Council</u>	10-12-16
<u>Current Agenda Item Number</u>	14

Item Description

This is presentation to officially donate the K-9 vehicle to the City of Amity.

Current Status/Update

None – New Item.

CURRENT BUSINESS ITEMS

<u>Item</u>	Planning Commission Appointments
<u>Requested By</u>	Planning Commission
<u>Date Last at Council</u>	New
<u>Current Agenda Item Number</u>	15
<u>Item Description</u>	
	Consideration to appoint members to the Planning Commission.
<u>Current Status/Update</u>	
	None – New Item.

PENDING BUSINESS ITEMS

Pending Business Items

Item

RLF Review

Requested By

Council

Item Description

This item is to review the Revolving Loan Fund criteria and program requirements. Council has requested that this item be scheduled at a work session for discussion.

FUTURE BUSINESS ITEMS

Future Business Items

Item Reorganization Plan Review

Requested By Staff

Item Description

This item will be the various pieces of the reorganization plan currently underway that will require Council input and policy direction. Please note that the overall plan will come as a separate item for Council to review.

Item City Procurement Manual

Requested By Council

Item Description

This is the manual that Council directed staff to create as a part of setting expenditure authority within the City.

Item VIPs Program

Requested By Staff

Item Description

This is a program that will increase volunteers within the Police Department. It is a program that is similar to the SCOPs program that the City had in the past.

Item Old Water Tower

Requested By Staff

Item Description

Council discussion on Old Water Tower removal status.

DRAFT MEETING AGENDA – DECEMBER 13, 2016

Draft Meeting Agenda – December 13, 2016

AGENDA

CITY COUNCIL MEETING

City of Junction City

680 Greenwood Street

Tuesday, December 13, 2016

6:30 P.M.

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance (Mayor Cahill)
2. Changes to the Agenda (Mayor Cahill)
3. Consent Agenda (Mayor Cahill) 5 minutes
 - a. Approval of Bills – Month of November
 - b. Approval of Minutes
4. Public Comment on Items not Listed on the Agenda (Mayor Cahill) 5 minutes
5. Public Hearing – Dangerous Building 1480 Ivy Street 15 minutes
6. Certified Election Results 5 minutes
7. Budget Officer Appointment 5 minutes
8. Budget Calendar 5 minutes
9. Tri-County Chamber of Commerce Funding Request 5 minutes
10. Council Agenda Forecaster Review 5 minutes
11. Staff Reports 5 minutes
12. Councilor Comments/Questions 10 minutes
13. Mayor’s Comments 5 minutes
14. Other Business 5 minutes
15. Adjournment

2016 CITY COUNCIL MEETING CALENDAR

2016 City Council Meeting Calendar

Calendar Key

- Packets Available Date
- Regular Meeting Date
- Work Session Meeting Date

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Junction City Public Library

Monthly Statistics and Report to the City Council

November 1, 2016

Receipts

Fines	\$92
Copies	58
Out of town cards	40
Total	\$190

Borrowing Statistics

Audio-books (tape and CD)	34
Audio/digital downloads	348
Books	1,354
Magazines	5
New books	303
DVDs	249
Story kits (10 books ea.)	440
Total borrowed items	2,733
Adult borrowing	57%
Teen Borrowing	3%
Children's borrowing	40%

Computers

Computer station use, hours	527
Wi-Fi hours, approx	400

Library open hours

Number of days open	22
Volunteer hours	20

New Cards Issued

Residents	16
Out of Town	1

New Materials

Adult fiction	52
Adult non-fiction	6
Children's fiction	10
Adult DVD	10
Teen fiction	1
Total items	79

October 2016

The month ended with a bang. The library had 241 visitors in two hours. The **Community Halloween**, organized by downtown businesses had a come-in-costume event that drew quite a crowd. **The Friends of the Junction City Public Library** purchased paperback books from Scholastic, and had these as give-away gifts. Children and their parents came to the library dressed in all kinds of creative costumes, and chose from a great array of puzzle books, read-aloud books and chapter books. The candy was almost incidental.

It is **November**, the **month of gratitude**. The Friends of the Library have been especially great, over the last 21 years. They helped purchase four custom built tables, 20 very sturdy wooden chairs: 16 adult size and four child size, also two easy-chairs with attached desks, and one generation of computers for public use. The Friends also contributed to the funds to install the historical panels on the book shelves. **The sources of Friends funds** include membership dues: corporate, family and individual. Over the years, the Friends have sold used books. They had a mobile unit at the Scandinavian Festival a couple of years, and had a booth set up at the Daffodil Festival, and another at downtown quilt walks. Scandi was too hot, the Daffodil Festival was too wet. They also set up tables at the high school with used and culled books for sale. These attempts to sell books were a lot of work with little profit. What works quite well, is selling donated books in good condition from the bookshelves and the spinner by the door to the library, \$1.00 hard-cover \$0.50 paperback. The Friends are creative and willing to take a few risks. I truly appreciate a great group of people and volunteers.

Thank you Friends of the Junction City Public Library!

Junction City Municipal Court
12 Months through September 2016

COURT ACTIVITY

CHARGE	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	12 Mo's
CRIMINAL	14	23	19	30	30	10	20	20	27	23	30	11	257
DUII	3	2	1	0	0	3	0	2	0	1	0	0	12
DRUG/ALCOHOL CRIMINAL	0	2	0	1	3	2	0	1	0	1	0	0	10
DRUG/ALCOHOL VIOL	0	0	0	0	0	2	0	0	0	0	0	0	2
TRAFFIC CRIMES	6	3	0	1	4	4	2	1	4	2	2	0	29
TRAFFIC VIOL.	158	98	42	64	128	135	98	74	57	40	72	48	1,014
CHILD MATTERS	0	1	0	0	0	0	0	0	0	0	0	0	1
ANIMAL	0	0	0	0	0	0	0	0	0	0	0	3	3
CITY CODE	0	0	0	4	0	0	1	0	0	0	0	0	5
TOTALS	181	129	62	100	165	156	121	98	88	67	104	62	1,333

COURT REVENUE

	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	12 Mo's
PAYMENTS													
CITY -FINES	10,752	6,048	14,080	11,119	11,558	13,256	17,390	15,008	8,319	10,499	8,566	12,413	139,008
POLICE TRAINING	695	581	1,152	781	878	855	1,257	1,113	1,113	0	0	0	8,425
SURCHARGE	135	135	90	67	45	0	282	45	0	0	0	45	844
ROAD CREW													-
TOTAL CITY	11,582	6,764	15,322	11,967	12,481	14,111	18,929	16,166	9,432	10,499	8,566	12,458	148,277

WARRANTS ISSUED	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	12 Mo's
ISSUED PER MONTH	16	24	7	10	19	6	16	6	20	11	16	10	161

PROBATION SERVICES	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	12 Mo's
MONTHLY CASE LOAD	8	8	6	4	4	4	0	0	0	0	0	0	34

ROAD CREW	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	12 Mo's
HOURS COMPLETED	11.25	32	28	0	25.25	16	0	0	32	32	59	45	280.50

Monthly Financial Report

October 2016



Fund Balance

Revenue

Expenditures & Transfers

Budget

JUNCTION CITY *Oregon*

Compiled by the Finance Department

Monthly Financial Reports

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General Fund Summary

October 2016

FY16/17

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Balance	2,295,500	-	2,209,751	(85,749)	96.26%
Current Revenue					
Property Taxes	2,458,900	6,447	25,140	(2,433,760)	1.02%
Interest	10,000	1,185	5,101	(4,899)	51.01%
Franchise & Other Fees	413,500	22,730	112,697	(300,803)	27.25%
Court	153,500	12,358	44,582	(108,918)	29.04%
Building & Planning	298,200	21,405	63,875	(234,325)	21.42%
Pool	42,400	-	21,120	(21,280)	49.81%
Library	7,100	239	1,814	(5,286)	25.55%
Public Safety	195,200	29,623	62,064	(133,136)	31.79%
Other Taxes	106,600	7,030	36,858	(69,742)	34.58%
Admin Charges	640,700	53,392	213,567	(427,133)	33.33%
Other	33,200	8,654	14,275	(18,925)	43.00%
Total Current Revenue	4,359,300	163,062	601,093	3,758,207	13.79%
Total Resources	6,654,800	163,062	2,810,845	3,843,955	42.24%
Expenditures					
Personnel Services	2,838,600	217,501	894,951	1,943,649	31.53%
Materials & Services	1,302,500	84,005	440,869	861,631	33.85%
Transfers - Operating	86,300	-	15,000	71,300	17.38%
Transfers - Reserves	25,500	-	-	25,500	0.00%
Contingency	240,300	-	-	240,300	0.00%
	4,493,200	301,506	1,350,820	3,142,380	30.06%
Ending Fund Balance	2,161,600		1,460,025		

Finance Department
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Fund Balance	10,200	-	10,200	-	100.00%
Revenue					
Admin Charges	206,700	17,225	68,900	(137,800)	33.33%
Other Revenue	-	51	51	51	0.00%
Total Revenue	206,700	17,276	68,951	(137,749)	33.36%
Expenditures					
Personnel Services	177,500	14,132	57,528	119,972	32.41%
Materials & Services	25,100	1,867	9,000	16,100	35.86%
Contingency	4,100	-	-	4,100	0.00%
Total Expenditures	206,700	16,000	66,528	140,172	32.19%
Ending Fund Balance	10,200		12,623		
	-		-		

Finance Department
October 2016

Detail Report

		Budget	Current Period	YTD Amount	YTD Variance	% to Date	
1	001-310	Beginning Fund Balance	10,200	-	10,200	-	100.00%
2							
3	001-310	Revenue					
4	409300	Admin Services Charges	206,700	17,225	68,900	(137,800)	33.33%
5	409000	Other Revenue	-	51	51	51	0.00%
6		Total Revenue	206,700	17,276	68,951	(137,749)	33.36%
7							
8	001-310	Personnel Services					
9	503780	Direct Wages	107,100	8,842	36,129	70,971	33.73%
10	503790	Wages - Overtime	2,300	-	-	2,300	0.00%
11	513344	FICA	8,400	667	2,727	5,673	32.47%
12	539094	Pension - PERS	21,100	1,695	6,957	14,143	32.97%
13	542344	Workers' Compensation Ins	300	14	53	247	17.81%
14	546833	Insurance Benefits	35,700	2,914	11,662	24,038	32.67%
15	548877	Unemployment Insurance	2,600	-	-	2,600	0.00%
16		Total Personnel Services	177,500	14,132	57,528	119,972	32.41%
17							
18	001-310	Materials & Services					
19	602015	Audit Filing Fee	700	-	370	330	52.86%
20	603200	Bank Fees	300	4	59	241	19.65%
21	608925	Computer Software Support	500	-	238	262	47.67%
22	611519	Electricity	1,000	79	309	691	30.86%
23	611770	IT Service Charges	2,300	93	941	1,359	40.92%
24	622171	Insurance	1,800	-	1,894	(94)	105.20%
25	632677	Office Equipment Leases	900	111	453	447	50.37%
26	632678	Computer/Office Equip Maint	300	-	-	300	0.00%
27	632680	Office Equipment/Furnishings	500	-	-	500	0.00%
28	636921	Office Supplies	1,100	280	687	413	62.42%
29	640457	Postage	200	6	26	174	12.98%
30	640733	Printing and Advertising	1,800	264	2,222	(422)	123.46%
31	644400	Janitorial & Cleaning	1,300	26	98	1,202	7.51%
32	644650	Building Maintenance Charges	2,000	59	234	1,766	11.72%
33	647030	Travel and Training	2,800	675	675	2,125	24.11%
34	649843	Telephone	1,400	129	514	886	36.70%
35	649989	Dues	600	105	105	495	17.50%
36	652080	Internet Services	500	38	176	324	35.11%
37	702013	Audit	4,100	-	-	4,100	0.00%
38	706076	Legal Counsel	1,000	-	-	1,000	0.00%
39		Total Materials & Services	25,100	1,867	9,000	16,100	35.86%
40							
41		Total Expenses	202,600	16,000	66,528	136,072	32.84%
42							
43		Fund Balance & Contingency					
44	900900	Operating Contingency	4,100	-	-	4,100	-
45		Ending Fund Balance	10,200	1,277	12,623	2,423	123.75%

Municipal Court
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Fund Balance	11,600	-	11,600	-	100.00%
Revenue					
Muni Court Fines	150,000	12,058	44,137	(105,863)	29.42%
Towed Vehicle Fines	2,000	300	400	(1,600)	20.00%
Road Crew Fee	500	-	-	(500)	0.00%
Muni Court - Surcharge Fee:	1,000	-	45	(955)	4.50%
General Revenue	33,200	1,893	9,547	(23,653)	28.75%
Property Taxes	49,200	129	503	(48,697)	1.02%
Other Revenue	-	85	85	85	0.00%
Total Revenue	235,900	14,466	54,716	(181,184)	23.19%
Expenditures					
Personnel Services	112,400	8,989	33,155	79,245	29.50%
Materials & Services	118,700	9,346	41,626	77,074	35.07%
Contingency	4,800	-	-	4,800	0.00%
Total Expenditures	235,900	18,335	74,780	161,120	31.70%
Ending Fund Balance	11,600		(8,464)		

Municipal Court
October 2016

Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
1	001-315	Beginning Fund Balance	11,600	-	11,600	-	100.00%
2							
3	001-315	Revenue					
4	403002	Muni Court Fines	150,000	12,058	44,137	(105,863)	29.42%
5	403005	Towed Vehicle Fines	2,000	300	400	(1,600)	20.00%
6	403009	Road Crew Fee	500	-	-	(500)	0.00%
7	403114	Muni Court - Surcharge Fees	1,000	-	45	(955)	4.50%
8	409310	General Revenue	33,200	1,893	9,547	(23,653)	28.75%
9	400200	Property Taxes	49,200	129	503	(48,697)	1.02%
10	409000	Other Revenue	-	85	85	85	0.00%
11		Total Revenue	235,900	14,466	54,716	(181,184)	23.19%
12							
13	001-315	Personnel Services					
14	503780	Direct Wages	66,100	5,767	20,567	45,533	31.12%
15	503790	Wages - Overtime	2,400	-	-	2,400	0.00%
16	513344	FICA	5,300	424	1,504	3,796	28.37%
17	539094	Pension - PERS	14,300	998	3,947	10,353	27.60%
18	542344	Workers' Compensation Ins	500	30	56	444	11.15%
19	546833	Insurance Benefits	21,700	1,770	7,081	14,619	32.63%
20	548877	Unemployment Insurance	2,100	-	-	2,100	0.00%
21		Total Personnel Services	112,400	8,989	33,155	79,245	29.50%
22	001-315	Materials & Services					
23	601100	Administrative Charges	17,100	1,425	5,700	11,400	33.33%
24	602125	Prosecuting Attorney Fees	38,200	3,090	12,360	25,840	32.36%
25	602130	Interpreter Fees	1,000	-	227	773	22.70%
26	602171	Insurance	2,400	-	2,709	(309)	112.89%
27	602225	Jury Trial Expense	400	-	-	400	0.00%
28	602250	Court Appointed Attorney Fee	9,000	957	5,782	3,218	64.25%
29	603200	Bank Fees	1,200	69	276	924	23.04%
30	608925	Computer Software Support	2,300	125	938	1,362	40.77%
31	611519	Electricity	1,300	99	386	914	29.67%
32	611770	IT Service Charges	300	-	-	300	0.00%
33	632677	Office Equipment Leases	500	44	184	316	36.83%
34	632678	Computer/Office Equip Maint	500	-	-	500	0.00%
35	636921	Office Supplies	3,300	523	992	2,308	30.05%
36	637917	Office Equipment/Furnishings	800	-	-	800	0.00%
37	640457	Postage	1,000	44	240	760	23.96%
38	644400	Janitorial & Cleaning	1,700	31	118	1,582	6.96%
39	644650	Building Maintenance Charges	2,400	73	293	2,107	12.21%
40	647030	Travel and Training	1,700	217	624	1,076	36.68%
41	649843	Telephone	1,200	80	331	869	27.57%
42	649989	Dues	200	-	-	200	0.00%
43	652080	Internet Services	500	20	82	418	16.41%
44	702013	Audit	800	-	-	800	0.00%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
45	702020	Judge Contract Services	30,600	2,550	10,200	20,400	33.33%
46	706076	Legal Counsel	300	-	184	116	61.33%
47		Total Materials & Services	118,700	9,346	41,626	77,074	35.07%
48							
54		Total Expenses	231,100	18,335	74,780	156,320	32.36%
55							
56		Fund Balance & Contingency					
57	900900	Operating Contingency	4,800	-	-	4,800	-
58		Ending Fund Balance	11,600	(3,869)	(8,464)	(20,064)	-72.97%

Administration Department
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Fund Balance	18,800	-	18,800	-	100.00%
Revenue					
Admin Charges	434,000	36,167	144,667	(289,333)	33.33%
Other Revenue	-	85	85	85	0.00%
Total Revenue	434,000	36,252	144,752	(289,248)	33.35%
Expenditures					
Personnel Services	317,000	24,193	90,956	226,044	28.69%
Materials & Services	57,800	4,130	23,619	34,181	40.86%
Contingency	8,600	-	-	8,600	0.00%
Total Expenditures	383,400	28,323	114,575	268,825	29.88%
Ending Fund Balance	69,400		48,977		
	-		-		

Administration Department
October 2016

Detail Report

		Budget	Current Period	YTD Amount	YTD Variance	% to Date	
1	001-325	Beginning Fund Balance	18,800	-	18,800	-	100.00%
2							
3	001-325	Revenue					
4	409300	Admin Services Charges	434,000	36,167	144,667	(289,333)	33.33%
5	409000	Other Revenue	-	85	85	85	0.00%
6		Total Revenue	434,000	36,252	144,752	(289,248)	33.35%
7							
8	001-325	Personnel Services					
9	503780	Direct Wages	199,400	16,133	60,062	139,338	30.12%
10	503790	Wages - Overtime	500	-	-	500	0.00%
11	513344	FICA	15,300	1,234	4,595	10,705	30.03%
12	539094	Pension - PERS	42,100	2,827	11,672	30,428	27.72%
13	542344	Workers' Compensation Ins	500	24	110	390	21.98%
14	546833	Insurance Benefits	54,900	3,975	14,518	40,382	26.44%
15	548877	Unemployment Insurance	4,300	-	-	4,300	0.00%
16		Total Personnel Services	317,000	24,193	90,956	226,044	28.69%
17							
18	001-325	Materials & Services					
19	602171	Insurance	4,000	-	4,430	(430)	110.75%
20	603200	Bank Fees	300	28	65	235	21.81%
21	608925	Computer Software Support	600	-	712	(112)	118.71%
22	611519	Electricity	2,900	215	890	2,010	30.68%
23	611770	IT Service Charges	5,700	251	1,277	4,423	22.40%
24	611771	Professional Services	3,000	900	900	2,100	30.00%
25	615100	Vehicle & Equip Maint Charges	500	-	-	500	0.00%
26	632677	Office Equipment Leases	1,800	145	588	1,212	32.66%
27	632680	Office Equipment/Furnishings	1,200	-	-	1,200	0.00%
28	636921	Office Supplies	1,500	313	1,513	(13)	100.89%
29	637917	Office Equipment Maintenance	2,500	-	-	2,500	0.00%
30	640457	Postage	400	3	27	373	6.77%
31	640733	Printing and Advertising	2,000	785	1,584	416	79.20%
32	642200	Special Projects	6,000	145	5,176	824	86.27%
33	644400	Janitorial & Cleaning	3,500	567	2,432	1,068	69.49%
34	644650	Building Maint Charges	5,300	201	990	4,310	18.68%
35	644670	General Supplies	1,600	-	323	1,277	20.19%
36	647030	Travel and Training	3,500	116	116	3,384	3.31%
37	649843	Telephone	2,800	227	923	1,877	32.96%
38	649989	Dues	1,000	160	1,025	(25)	102.50%
39	652080	Internet Services	900	75	274	626	30.45%
40	702013	Audit	800	-	-	800	0.00%
41	706076	Legal Counsel	6,000	-	373	5,627	6.21%
42		Total Materials & Services	57,800	4,130	23,619	34,181	40.86%
43							
44		Total Expenses	374,800	28,323	114,575	260,225	30.57%

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		<u>Budget</u>	<u>Current Period</u>	<u>YTD Amount</u>	<u>YTD Variance</u>	<u>% to Date</u>
	Fund Balance & Contingency					
900900	Operating Contingency	8,600	-	-	8,600	-
	Ending Fund Balance	69,400	7,929	48,977	(20,423)	70.57%

Non-Departmental
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Fund Balance	2,061,000	-	1,975,251	(85,749)	95.84%
Revenue					
Taxes	2,458,900	6,447	25,140	(2,433,760)	1.02%
Taxes Allocated to Depts	(2,458,900)	(6,447)	(25,140)	2,433,760	1.02%
General Revenue	519,100	29,580	149,165	(369,935)	28.74%
Rev Allocated to Depts	(511,600)	(29,154)	(147,017)	364,583	28.74%
Other Revenue	44,200	4,091	13,839	(30,361)	31.31%
Total Revenue	51,700	4,517	15,987	(35,713)	30.92%
Expenditures					
Materials & Services	50,600	8,000	35,970	14,630	71.09%
Transfers	-	-	-	-	0.00%
Contingency	151,100	-	-	151,100	0.00%
Total Expenditures	201,700	8,000	35,970	165,730	17.83%
Ending Fund Balance	1,911,000		1,955,268		
	-		-		

Non-Departmental
October 2016

Detail Report

		Budget	Current Period	YTD Amount	YTD Variance	% to Date	
1	001-320	Beginning Fund Balance	2,061,000	-	1,975,251	(85,749)	95.84%
2							
3	001-000	Revenue - Taxes					
4	400200	Current Year Taxes	2,383,400	-	-	(2,383,400)	0.00%
5	400220	Low Rent Housing, In Lieu of Tax	2,700	1,029	1,029	(1,671)	38.10%
6	400300	Previously Levied Taxes	72,800	5,418	24,111	(48,689)	33.12%
7		Total Taxes	2,458,900	6,447	25,140	(2,433,760)	1.02%
8	409360	Allocated to Departments	(2,458,900)	(6,447)	(25,140)	2,433,760	-
9							
10	001-000	Revenue - General					
11	401200	Verizon Franchise	8,400	-	8,378	(22)	99.74%
12	401300	Natural Gas Franchise	58,300	-	-	(58,300)	0.00%
13	401400	Telephone Franchise	17,000	-	-	(17,000)	0.00%
14	401500	Comcast Cable Franchise	63,700	-	16,961	(46,739)	26.63%
15	401600	EPUD Franchise	60,300	5,709	21,659	(38,641)	35.92%
16	401700	Pacific Power Franchise	204,800	16,841	65,309	(139,491)	31.89%
17	402200	State Liquor Tax	87,000	4,134	27,336	(59,664)	31.42%
18	402300	Cigarette Tax	7,600	732	4,288	(3,312)	56.42%
19	408000	Transient Room Tax	12,000	2,164	5,234	(6,766)	43.62%
20		Total General Revenue	519,100	29,580	149,165	(369,935)	28.74%
21	409350	Allocated to Departments	(511,600)	(29,154)	(147,017)	364,583	-
22		Non-Allocated	7,500	426	2,148	(5,352)	-
23							
24	001-000	Revenue - Other					
25	409000	Other Receipts	10,000	1,068	2,412	(7,588)	24.12%
26	409100	Over/Under Receipts	100	-	-	(100)	0.00%
27	408325	E Birch Settlement Principal	400	-	-	(400)	0.00%
28	408330	E Birch Settlement Interest	100	-	-	(100)	0.00%
29	400400	Investment Interest	10,000	1,185	5,101	(4,899)	51.01%
30	407250	Building Rentals	5,000	-	-	(5,000)	0.00%
31	401750	Cell Tower Lease	16,000	1,344	5,333	(10,667)	33.33%
32	402860	Donations	100	100	100	-	100.00%
33	401800	Licenses, Fees, & Permits	1,000	180	390	(610)	39.00%
34	402775	Animal Regulation Fees	1,500	214	503	(997)	33.53%
35		Total Other Revenue	44,200	4,091	13,839	(30,361)	31.31%
36							
37		Total Revenue	51,700	4,517	15,987	(35,713)	30.92%
38							
39	001-320	Materials & Services					
40	611771	Professional Services	5,000	8,000	21,000	(16,000)	420.00%
41	628651	Lane Council of Governmtns Dues	1,300	-	1,174	126	90.31%
42	629001	League of Oregon Cities Dues	2,300	-	2,210	90	96.08%
43	641134	Council Projects/Programs	800	-	50	750	6.25%
44	647030	Council Travel and Training	1,000	-	-	1,000	0.00%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
45	647032	Travel & Training	9,000	-	1,674	7,326	18.60%
46	647050	Public Relations	1,100	-	-	1,100	0.00%
47	648800	Employee Recognition	1,100	-	85	1,015	7.77%
48	702000	Grant to Historical Society	2,000	-	2,000	-	100.00%
49	706076	Legal Counsel	23,000	-	7,777	15,223	33.81%
50	723455	Tourism Promotions	4,000	-	-	4,000	0.00%
51		Total Materials & Services	50,600	8,000	35,970	14,630	71.09%
52							
53	001-320	Transfers					
54	900018	Transfer To Building Reserve	-	-	-	-	0.00%
55	900040	Transfer to Bldg Rep Reserve	-	-	-	-	0.00%
56		Total Transfers	-	-	-	-	0.00%
57							
58		Fund Balance & Contingency					
59	900900	Operating Contingency	151,100	-	-	151,100	-
60		Ending Fund Balance	1,911,000	(3,483)	1,955,268	44,268	102.32%

Building & Planning
 October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Fund Balance	22,300	-	22,300	-	100.00%
Revenue					
Building Permits	210,200	14,913	35,877	(174,323)	17.07%
Plan Review Fees	45,000	5,240	14,612	(30,388)	32.47%
Land Use Applications	18,000	-	4,690	(13,310)	26.06%
Admin On SDC Fees	25,000	1,251	8,696	(16,304)	34.79%
General Revenue	107,000	6,096	30,743	(76,257)	28.73%
Property Taxes	49,200	129	503	(48,697)	1.02%
Other Revenue	-	51	51	51	0.00%
Total Revenue	454,400	27,681	95,172	(359,228)	20.94%
Expenditures					
Personnel Services	175,700	14,117	56,036	119,664	31.89%
Materials & Services	269,700	12,352	47,537	222,163	17.63%
Contingency	9,000	-	-	9,000	0.00%
Total Expenditures	454,400	26,470	103,573	350,827	22.79%
Ending Fund Balance	22,300		13,899		
	-		-		

Building & Planning
October 2016

Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
1	001-330	Beginning Fund Balance	22,300	-	22,300	-	100.00%
2							
3	001-000	Revenue					
4	402100	Building Permits	109,500	6,855	20,011	(89,489)	18.27%
5	402110	Mechanical Permit Fees	19,200	1,248	3,870	(15,330)	20.16%
6	402120	Electrical Permit Fee	29,900	1,185	3,834	(26,066)	12.82%
7	402130	Plumbing Permit Fees	42,800	5,563	7,376	(35,424)	17.23%
8	402150	Plans Review Fees	45,000	5,240	14,612	(30,388)	32.47%
9	402155	Clair Co. Surplus Charges	5,000	-	289	(4,711)	5.78%
10	402175	Bldg Permit Admin Fees - City	2,300	62	197	(2,103)	8.58%
11	402180	Land Use Applications	18,000	-	4,690	(13,310)	26.06%
12	402185	Admin on SDC Fees	25,000	1,251	8,696	(16,304)	34.79%
13	402199	Bldg/Plng - Misc Receipts	1,500	-	300	(1,200)	20.00%
14	409310	General Revenue	107,000	6,096	30,743	(76,257)	28.73%
15	400200	Property Taxes	49,200	129	503	(48,697)	1.02%
16	409000	Other Revenue	-	51	51	51	0.00%
17		Total Revenue	454,400	27,681	95,172	(359,228)	20.94%
18							
19	001-330	Personnel Services					
20	503780	Direct Wages	103,500	8,552	33,856	69,644	32.71%
21	503790	Overtime	800	-	-	800	0.00%
22	513344	FICA	8,000	647	2,560	5,440	32.00%
23	539094	Pension - PERS	20,000	1,629	6,452	13,548	32.26%
24	542344	Workers' Compensation Ins	300	12	49	251	16.31%
25	546833	Insurance Benefits	40,200	3,279	13,119	27,081	32.63%
26	548877	Unemployment Insurance	2,900	-	-	2,900	0.00%
27		Total Personnel Services	175,700	14,117	56,036	119,664	31.89%
28							
29	001-330	Materials & Services					
30	601100	Administrative Charges	34,900	2,908	11,633	23,267	33.33%
31	603200	Bank Fees	800	69	251	549	31.32%
32	608925	Computer Software Support	1,300	-	929	371	71.43%
33	611519	Electricity	900	63	303	597	33.70%
34	611770	IT Service Charges	2,000	79	316	1,684	15.81%
35	622171	Insurance	4,300	-	4,956	(656)	115.26%
36	632677	Office Equipment Leases	1,000	77	319	681	31.88%
37	632678	Computer/Office Equipment Main	100	-	-	100	0.00%
38	632680	Office Equipment/Furnishings	300	-	-	300	0.00%
39	636921	Office Supplies	3,000	95	430	2,570	14.33%
40	640457	Postage	1,200	50	276	924	23.04%
41	640733	Printing and Advertising	3,000	475	2,261	739	75.38%
42	641134	Program Costs - Planning	2,000	-	-	2,000	0.00%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
43	644400	Janitorial & Cleaning	1,000	15	62	938	6.20%
44	644650	Building Maint Charges	1,600	47	551	1,049	34.47%
45	647030	Travel and Training	500	122	122	378	24.41%
46	647050	Public Relations	200	-	-	200	0.00%
47	649843	Telephone	2,000	129	714	1,286	35.69%
48	649989	Dues	200	-	-	200	0.00%
49	652080	Internet Services	900	50	208	692	23.08%
50	702013	Audit	1,700	-	-	1,700	0.00%
51	706076	Legal Counsel	12,000	-	593	11,407	4.94%
52	723440	Building Official Contract	184,800	8,173	23,613	161,187	12.78%
53	723445	Planning Services Contracted	10,000	-	-	10,000	0.00%
54		Total Materials & Services	269,700	12,352	47,537	222,163	17.63%
55							
61		Total Expenses	445,400	26,470	103,573	341,827	23.25%
62							
63		Fund Balance & Contingency					
64	900900	Operating Contingency	9,000	-	-	9,000	-
65		Ending Fund Balance	22,300	1,212	13,899	(8,401)	62.33%

Police Department
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Fund Balance	136,000	-	136,000	-	100.00%
Revenue					
Dispatch Contracts	96,200	23,767	48,434	(47,766)	50.35%
Fees	12,000	786	3,559	(8,441)	29.66%
Grants	67,000	71	71	(66,929)	0.11%
School Reimbursements	20,000	5,000	10,000	(10,000)	50.00%
General Revenue	128,800	7,339	37,008	(91,792)	28.73%
Property Taxes	1,819,600	4,770	18,604	(1,800,996)	1.02%
Other Revenue	-	4,629	4,629	4,629	0.00%
Total Revenue	2,143,600	46,362	122,305	(2,021,295)	5.71%
Expenditures					
Personnel Services	1,574,000	123,442	459,472	1,114,528	29.19%
Materials & Services	555,700	36,138	198,649	357,051	35.75%
Contingency	48,400	-	-	48,400	0.00%
Total Expenditures	2,178,100	159,580	658,121	1,519,979	30.22%
Ending Fund Balance	101,500		(399,817)		

Special Police Programs Fund

Resources					
Beginning Balance	15,600	-	14,407	(1,193)	92.35%
Shop with a Cop	1,900	-	-	(1,900)	0.00%
K9 Program	-	15	15	15	#DIV/0!
Reserve Police Officers	2,100	-	1,292	(808)	61.52%
Interest	100	318	351	251	350.71%
Total Resources	19,700	333	16,064	(3,636)	81.54%
Expenditures					
Personnel Services	-	-	-	-	0.00%
Materials & Services	19,600	301	473	19,127	2.41%
Total Expenditures	19,600	301	473	19,127	2.41%
Ending Fund Balance	100		15,591		

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
	-		-		

Police Vehicle & Equipment Fund

Resources

Beginning Balance	52,200	-	52,254	54	100.10%
Transfer from General Fund	-	-	-	-	0.00%
Interest	200	40	151	(49)	75.60%
Total Resources	52,400	40	52,405	5	100.01%

Expenditures

Capital Outlay	25,000	-	2,598	22,402	10.39%
Total Expenditures	25,000	-	2,598	22,402	10.39%

Ending Fund Balance	27,400		49,807		
	-		-		

Police Department
October 2016

Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
1	001-710	Beginning Fund Balance	136,000	-	136,000	-	100.00%
2							
3	001-710	Revenue					
4	402650	JCRFPD Dispatching Contract	45,000	11,249	22,498	(22,502)	50.00%
5	402740	Coburg Dispatching Contract	50,000	12,518	25,036	(24,964)	50.07%
6	402742	Other Dispatch Contracts	1,200	-	900	(300)	75.00%
7	403111	Jail Booking Fees	1,000	50	250	(750)	25.00%
8	403125	Assessments for Training	11,000	736	3,309	(7,691)	30.08%
9	402780	Grant: Local Law Enforcement	3,000	71	71	(2,929)	2.36%
10	403280	Grant: COPS	64,000	-	-	(64,000)	0.00%
11	405200	School Reimbursements	20,000	5,000	10,000	(10,000)	50.00%
12	409310	General Revenue	128,800	7,339	37,008	(91,792)	28.73%
13	400200	Property Taxes	1,819,600	4,770	18,604	(1,800,996)	1.02%
14	409000	Other Revenue	-	4,629	4,629	4,629	0.00%
15		Total Revenue	2,143,600	46,362	122,305	(2,021,295)	5.71%
16							
17	001-710	Personnel Services					
18	503780	Direct Wages	904,000	74,603	274,537	629,463	30.37%
19	503790	Wages Overtime Police Officers	49,400	4,476	14,980	34,420	30.32%
20	503795	Wages Overtime Comm Officers	25,100	3,693	11,121	13,979	44.31%
21	513344	FICA	74,900	6,278	22,783	52,117	30.42%
22	539094	Pension - PERS	205,000	14,415	56,368	148,632	27.50%
23	542344	Workers' Compensation Ins	27,100	3,301	6,257	20,843	23.09%
24	546833	Insurance Benefits	267,400	16,676	70,816	196,584	26.48%
25	548877	Unemployment Insurance	21,100	-	2,608	18,492	12.36%
26		Total Personnel Services	1,574,000	123,442	459,472	1,114,528	29.19%
27							
28	001-710	Materials & Services					
29	601100	Administrative Charges	214,100	17,842	71,367	142,733	33.33%
30	602171	Insurance	32,200	-	35,168	(2,968)	109.22%
31	603200	Bank Fees	600	71	325	275	54.16%
32	606085	Crime Prevention	2,600	-	-	2,600	0.00%
33	608925	Computer Software Support	3,200	-	2,505	695	78.29%
34	611519	Electricity	8,800	599	2,483	6,317	28.22%
35	611770	IT Services Charges	15,000	2,323	6,541	8,459	43.61%
36	611771	Professional Services	3,100	560	2,240	860	72.26%
37	612080	Patrol Equipment & Supplies	23,200	313	7,510	15,690	32.37%
38	615018	Fuel and Tires	36,800	3,144	8,491	28,309	23.07%
39	615100	Vehicle & Equip Maint Charges	51,100	4,510	17,184	33,916	33.63%
40	622060	Animal Regulation Expenses	500	-	17	483	3.40%
41	623423	Jail Costs	25,800	1,278	7,298	18,502	28.29%
42	623425	Preventative Medical/OSHA	1,000	-	180	820	18.00%
43	624624	Investigations	3,600	26	639	2,961	17.75%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
44	632677	Copier Lease/Maint Agreement	2,100	93	440	1,660	20.95%
45	632679	Maint Agrmnt - Radios	7,200	-	933	6,267	12.96%
46	636921	Office Supplies	6,700	303	2,428	4,272	36.24%
47	640457	Postage	1,000	35	234	766	23.39%
48	640733	Printing and Advertising	1,000	86	466	534	46.60%
49	644650	Building Maintenance Charges	7,600	338	5,237	2,363	68.91%
50	644660	Repair & Care of City Property	3,200	183	733	2,467	22.91%
51	647030	Travel and Training	15,500	1,885	6,120	9,380	39.49%
52	647050	Public Relations	1,100	75	198	902	18.04%
53	649843	Telephone	22,700	1,466	6,881	15,819	30.31%
54	649989	Dues	500	-	170	330	34.00%
55	652080	Internet Services	4,100	320	1,296	2,804	31.61%
56	653333	Uniforms	8,200	687	1,750	6,450	21.34%
57	654324	Ammo & Shooting Supplies	8,200	-	2,263	5,937	27.60%
58	701202	Application Support	13,000	-	2,460	10,540	18.92%
59	702013	Audit	5,100	-	-	5,100	0.00%
60	706050	Policy Manual	3,100	-	-	3,100	0.00%
61	706076	Legal Counsel	15,500	-	2,885	12,615	18.61%
62	706100	Labor Attorney	2,100	-	281	1,820	13.36%
63	706150	Hiring Process	6,200	-	1,926	4,274	31.06%
64		Total Materials & Services	555,700	36,138	198,649	357,051	35.75%
65							
66		Total Expenses	2,129,700	159,580	658,121	1,471,579	30.90%
67							
68		Fund Balance & Contingency					
69	900900	Operating Contingency	48,400	-	-	48,400	-
70		Ending Fund Balance	101,500	(113,218)	(399,817)	(501,317)	-393.91%

Special Police Programs Fund

1	339-000	Resources					
2	400100	Beginning Fund Balance	15,600	-	14,407	(1,193)	92.35%
3	339-000	Revenue					
4	400400	Investment Interest	100	318	351	251	350.71%
5	400512	Donations-Shop w/Cop	1,900	-	-	(1,900)	0.00%
6	400514	Donations-K9 Program	-	15	15	15	0.00%
7	400520	Donations-Reserves	2,000	-	1,292	(708)	64.60%
8	400662	Fundraising-Reserves	100	-	-	(100)	0.00%
9		Total Revenue	4,100	333	1,658	(2,442)	40.43%
10							
11	339-100	Materials & Services-Shop w/Cop					
12	642200	Gift Purchases-Shop w Cop	3,900	-	-	3,900	0.00%
13	644610	Participants Meals Exp-Shop	200	-	-	200	0.00%
14		Total Materials & Services	4,100	-	-	4,100	100.00%
15							
16	339-400	Materials & Services - K9					

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
17	644670	Supplies-K9	5,600	-	-	5,600	0.00%
18		Total Materials & Services	5,600	-	-	5,600	100.00%
19							
20	339-450	Materials & Services-Reserves					
21	644670	Supplies	5,000	-	172	4,828	3.44%
22	647030	Travel & Training	4,900	301	301	4,599	6.15%
23		Total Materials & Services	9,900	301	473	9,427	95.22%
24							
25	339-900	Fund Balance					
26	999000	Unapp Ending Fund Balance	100	32	15,591	15,491	
27		Total	100	32	15,591	15,491	15591.10%
			-	-	-		

Police Vehicle & Equipment Fund

1	301-000	Resources					
2	400100	Beginning Fund Balance	52,200	-	52,254	54	100.10%
3							
4	301-000	Revenue					
5	400400	Interest	200	40	151	(49)	75.60%
6	400540	Transfer from General Fund	-	-	-	-	0.00%
7		Total Revenue	200	40	151	(49)	75.60%
8							
9	339-450	Capital Outlay					
10	800600	Equipment Acquisition	25,000	-	2,598	22,402	10.39%
11		Total Capital Outlay	25,000	-	2,598	22,402	89.61%
12							
13	301-100	Fund Balance					
14	902000	Reserved Future Expenditures	26,900	-	-	(26,900)	
15	999000	Unapp Ending Fund Balance	500	40	49,807	4,504	
16		Total	27,400	40	49,807	(22,396)	181.78%
			-	-	-		

Community Services
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Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Community Center					
Beginning Balance	9,200	-	10,713	1,513	116.45%
Revenue					
Program Revenue	30,500	1,507	10,061	(20,439)	32.99%
Grant Revenue	1,500	-	-	(1,500)	0.00%
Transfer from General Fund	31,200	-	15,000	(16,200)	48.08%
Other Revenue	-	205	357	357	0.00%
Interest	100	5	35	(65)	34.71%
Total Revenue	63,300	1,717	25,452	(37,848)	40.21%
Total Resources	72,500	1,717	36,166	36,334	49.88%
Expenditures					
Personnel Services	27,000	-	13,546	13,454	50.17%
Materials & Services	34,900	3,539	15,896	19,004	45.55%
Contingency	1,300	-	-	1,300	0.00%
Total Expenditures	63,200	3,539	29,442	33,758	46.59%
Ending Fund Balance	9,300		6,724		
	-		-		

Viking Sal Senior Center Fund

Beginning Balance	34,200	-	42,775	8,575	125.07%
Revenue					
Program Revenue	31,200	1,595	6,375	(24,825)	20.43%
Grant Revenue	1,500	-	-	(1,500)	0.00%
Fundraising	18,000	715	8,190	(9,810)	45.50%
Donations	3,000	100	166	(2,834)	5.53%
Transfer from General Fund	55,100	-	-	(55,100)	0.00%
Other Revenue	1,500	427	559	(941)	37.27%
Interest	300	14	79	(221)	26.25%
Total Revenue	110,600	2,851	15,368	(95,232)	13.90%

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Total Resources	144,800	2,851	58,143	86,657	40.15%
Expenditures					
Personnel Services	68,400	5,216	21,466	46,934	31.38%
Materials & Services	55,300	3,448	19,222	36,078	34.76%
Contingency	2,500	-	-	2,500	0.00%
Total Expenditures	126,200	8,664	40,688	85,512	32.24%
Ending Fund Balance	18,600		17,455		
	-		-		

Swimming Pool

Beginning Balance	5,700	-	5,700	-	100.00%
Revenue					
Program Fees	42,400	-	21,120	(21,280)	49.81%
General Revenue	9,700	553	2,789	(6,911)	28.76%
Property Taxes	68,000	179	696	(67,304)	1.02%
Other Revenue	-	342	342	342	0.00%
Total Resources	120,100	1,073	24,948	(95,152)	20.77%
Expenditures					
Personnel Services	71,000	-	60,488	10,512	85.19%
Materials & Services	41,200	1,040	18,734	22,466	45.47%
Transfers	5,600	-	-	5,600	0.00%
Contingency	2,300	-	-	2,300	0.00%
Total Expenditures	120,100	1,040	79,222	40,878	65.96%
Ending Fund Balance	5,700		(48,575)		
	-		-		

Parks

Beginning Fund Balance	8,900	-	8,900	-	100.00%
Revenue					
General Revenue	93,200	5,310	26,775	(66,425)	28.73%
Property Taxes	107,000	280	1,094	(105,906)	1.02%
Other Revenue	-	342	342	342	0.00%

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Total Revenue	200,200	5,932	28,210	(171,990)	14.09%
Expenditures					
Personnel Services	105,400	7,727	37,497	67,903	35.58%
Materials & Services	71,300	4,836	24,344	46,956	34.14%
Transfers	19,900	-	-	19,900	0.00%
Contingency	3,600	-	-	3,600	0.00%
Total Expenditures	200,200	12,563	61,841	138,359	30.89%
Ending Fund Balance	8,900		(24,730)		
	-		-		

Library

Beginning Fund Balance	10,700	-	10,700	-	100.00%
Revenue					
Library Receipts	5,300	239	1,314	(3,986)	24.80%
Grants	1,800	-	500	(1,300)	27.78%
General Revenue	78,100	4,452	22,449	(55,651)	28.74%
Property Taxes	132,700	348	1,358	(131,342)	1.02%
Other Revenue	-	51	51	51	0.00%
Total Resources	217,900	5,090	25,672	(5,286)	11.78%
Expenditures					
Personnel Services	135,600	10,930	45,085	90,515	33.25%
Materials & Services	78,000	3,995	31,074	46,926	39.84%
Contingency	4,300	-	-	-	0.00%
Total Expenditures	217,900	14,925	76,159	137,441	34.95%
Ending Fund Balance	10,700		(39,786)		
	-		-		

Community Services Administration

Beginning Fund Balance	10,300	-	10,300	-	100.00%
Revenue					
General Revenue	61,600	3,511	17,706	(43,894)	28.74%

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Property Taxes	233,200	611	2,383	(230,817)	1.02%
Other Revenue	-	290	290	290	0.00%
Total Resources	294,800	4,413	20,380	(274,420)	6.91%
Expenditures					
Personnel Services	170,000	13,971	54,734	115,266	32.20%
Materials & Services	34,400	2,299	10,315	24,085	29.99%
Transfers	86,300	-	15,000	102,780	17.38%
Contingency	4,100	-	-	4,100	0.00%
Total Expenditures	294,800	16,270	80,050	246,230	27.15%
Ending Fund Balance	10,300		(49,370)		
	-		-		

Library Equipment Reserve Fund

Resources					
Beginning Balance	13,600	-	13,154	(446)	96.72%
Transfer from General Fund	-	-	-	-	0.00%
Interest	100	62	90	(10)	90.42%
Total Resources	13,700	62	13,245	(455)	96.68%
Expenditures					
Materials & Services	-	-	-	-	0.00%
Capital Outlay	3,000	-	-	3,000	0.00%
Total Expenditures	3,000	-	-	3,000	0.00%
Ending Fund Balance	10,700		13,245		
	-		-		

Park & Pool Equipment Reserve Fund

Resources					
Beginning Balance	49,800	-	39,847	(9,953)	80.01%
Transfer from General Fund	25,500	-	-	(25,500)	0.00%
Interest	200	10	91	(109)	45.44%
Total Resources	75,500	10	39,938	(35,562)	52.90%
Expenditures					

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Materials & Services	-	-	-	-	0.00%
Capital Outlay	42,000	-	3,427	38,573	8.16%
Total Expenditures	42,000	-	3,427	38,573	8.16%
Ending Fund Balance	33,500		36,511		
	-		-		

Park System Development Fund

Resources

Beginning Balance	367,100	-	380,249	13,149	103.58%
System Development Fees	70,000	4,088	10,947	(59,053)	15.64%
Interest	2,000	28	870	(1,130)	43.49%
Total Resources	439,100	4,116	392,066	(47,034)	89.29%

Expenditures

Capital Outlay	50,000	-	-	50,000	0.00%
Total Expenditures	50,000	-	-	50,000	0.00%
Ending Fund Balance	389,100		392,066		
	-		-		

Community Services Department
 October 2016

Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
Community Center							
1	400100	Beginning Fund Balance	9,200	-	10,713	1,513	116.45%
2							
3	012-000	Revenue					
4	400400	Investment Interest	100	5	35	(65)	34.71%
5	400540	Transfer from General Fund	31,200	-	15,000	(16,200)	48.08%
6	400650	Grant: Other	1,500	-	-	(1,500)	0.00%
7	400700	Operations Fees	200	-	525	325	262.50%
8	400725	Event Sponsorships	1,200	-	-	(1,200)	0.00%
9	400730	Summer Program	10,500	-	4,520	(5,980)	43.05%
10	400800	Youth Fundraising	800	-	-	(800)	0.00%
11	400840	Donations	-	-	152	152	0.00%
12	400850	Rentals	1,000	-	259	(741)	25.88%
13	400870	Fundraising Events	4,000	-	-	(4,000)	0.00%
14	400880	Spring Program	800	-	-	(800)	0.00%
15	400890	Instructor Fees	11,000	1,507	4,757	(6,243)	43.25%
16	400891	Sharing Tree Program	1,000	-	-	(1,000)	0.00%
17	409000	Other Revenue	-	205	205	205	0.00%
18		Total Revenue	63,300	1,717	25,452	(37,848)	40.21%
19							
20	012-100	Personnel Services					
21	503780	Direct Wages	23,100	-	10,757	12,343	46.57%
22	503790	Wages - Overtime	-	-	-	-	0.00%
23	513344	FICA	1,800	-	823	977	45.72%
24	539094	Pension - PERS	-	-	1,688	(1,688)	0.00%
25	542344	Workers' Compensation Ins	1,200	-	278	922	23.18%
26	546833	Insurance Benefits	-	-	-	-	0.00%
27	548877	Unemployment Insurance	900	-	-	900	0.00%
28		Total Personnel Services	27,000	-	13,546	13,454	50.17%
29							
30	012-100	Materials & Services					
31	601100	Administrative Charges	1,500	125	500	1,000	33.33%
32	602171	Insurance	2,500	-	2,466	34	98.63%
33	603322	Bathroom Supplies	300	-	154	146	51.47%
34	608925	Computer Software Support	200	-	95	105	47.70%
35	611519	Electricity	3,500	242	1,306	2,194	37.31%
36	611770	IT Service Charges	500	37	149	351	29.75%
37	615051	Fundraising Expenses	1,500	-	-	1,500	0.00%
38	632677	Office Equipment Leases	200	87	356	(156)	177.93%
39	632678	Computer/Office Equip. Maint	100	-	-	100	0.00%
40	632680	Office Equipment/Furnishings	100	-	-	100	0.00%
41	633850	Natural Gas	1,300	51	95	1,205	7.31%
42	636921	Office Supplies	200	7	198	2	98.92%
43	640457	Postage	100	7	33	67	32.92%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
44	640733	Printing and Advertising	300	60	167	133	55.70%
45	641134	Program Costs	3,000	10	939	2,061	31.29%
46	641135	Sharing Tree Program	500	-	-	500	0.00%
47	644400	Janitorial/Landscape Maint	800	267	524	276	65.46%
48	644650	Building Maintenance Charges	7,800	1,105	4,098	3,702	52.54%
49	648420	Special Events	300	6	121	179	40.47%
50	648860	Supplies	200	101	157	43	78.47%
51	649843	Telephone	400	58	232	168	57.98%
52	649860	Volunteer Expenses	300	60	60	240	20.00%
53	650100	Instructor Fees	9,000	1,315	4,247	4,753	47.19%
54	702013	Audit	300	-	-	300	0.00%
55		Total Materials & Services	34,900	3,539	15,896	19,004	45.55%
56							
62	012-100	Fund Balance & Contingency					
63	900900	Operating Contingency	1,300	-	-	(1,300)	0.00%
64	999000	Unapp Ending Fund Balance	9,300	(1,822)	6,724	(2,576)	72.30%
65		Total	10,600	(1,822)	6,724	(3,876)	
65			-	-	-		

Viking Sal Senior Center

1	400100	Beginning Fund Balance	34,200	-	42,775	8,575	125.07%
2							
3	008-000	Revenue					
4	400400	Investment Interest	300	14	79	221	26.25%
5	400540	Transfer from General Fund	55,100	-	-	55,100	0.00%
6	400625	Grant: Education Together Fd	500	-	-	500	0.00%
7	400650	Grant: Other Sources	1,000	-	-	1,000	0.00%
8	400700	Operations Fees	1,500	106	537	963	35.77%
9	400725	Special Meal Sponsorships	1,700	-	200	1,500	11.76%
10	400735	Nutrition Program	11,000	1,256	4,963	6,037	45.12%
11	400741	IGA LCOG	13,500	-	-	13,500	0.00%
12	400810	Senior Trip Fees	2,000	-	219	1,781	10.95%
13	400840	Patron Donations	3,000	100	166	2,834	5.53%
14	400850	Viking Sal Rentals	1,500	233	456	1,044	30.40%
15	400870	Fundraising Events	18,000	715	8,190	9,810	45.50%
16	409000	Other Receipts	1,500	427	559	941	37.27%
17		Total Revenue	110,600	2,851	15,368	95,232	13.90%
18							
19	008-678	Personnel Services					
20	503780	Direct Wages	37,500	3,059	12,732	24,768	33.95%
21	503790	Wages - Overtime	700	-	-	700	0.00%
22	513344	FICA	2,900	226	941	1,959	32.44%
23	539094	Pension - PERS	6,400	502	2,091	4,309	32.66%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
24	542344	Workers' Compensation Ins	2,500	46	170	2,330	6.78%
25	546833	Insurance Benefits	17,000	1,383	5,533	11,467	32.55%
26	548877	Unemployment Insurance	1,400	-	-	1,400	0.00%
27		Total Personnel Services	68,400	5,216	21,466	46,934	31.38%
28							
29	008-678	Materials & Services					
30	601100	Administrative Charges	13,800	1,150	4,600	9,200	33.33%
31	602171	Insurance	2,600	-	2,704	(104)	104.00%
32	603200	Bank Fees	100	5	24	76	23.64%
33	603322	Bathroom Supplies	400	79	237	163	59.31%
34	608925	Computer Software Support	300	-	228	72	76.01%
35	611519	Electricity	3,600	212	992	2,608	27.55%
36	611770	IT Service Charges	1,100	42	167	933	15.21%
37	615051	Fundraising Expense	7,000	58	2,209	4,791	31.56%
38	615100	Building Maintenance Charges	800	272	522	278	65.23%
39	632677	Office Equipment Leases	5,200	62	367	4,833	7.06%
40	632678	Computer/Office Equipment Main	300	-	-	300	0.00%
41	632690	Office Equipment/Furnishings	100	-	-	100	0.00%
42	633850	Natural Gas	800	30	124	676	15.49%
43	636921	Office Supplies	300	7	9	291	2.92%
44	640457	Postage	600	5	26	574	4.30%
45	640733	Publications	400	42	409	(9)	102.20%
46	643300	Kitchen Supplies	1,200	79	569	631	47.40%
47	644400	Janitorial/Landscape Maint	600	239	344	256	57.32%
48	644660	Building / Property Maint.	2,500	84	801	1,699	32.02%
49	644670	Training	200	-	-	200	0.00%
50	648317	Trips	2,000	-	749	1,251	37.45%
51	648420	Special Events	300	6	41	259	13.80%
52	648635	Nutrition Program	7,500	945	3,404	4,096	45.38%
53	648860	Supplies	100	-	-	100	0.00%
54	649843	Telephone	1,000	72	287	713	28.70%
55	649860	Volunteer Expenses	500	-	100	400	20.00%
56	650100	Instructor Fees	100	-	-	100	0.00%
57	652080	Internet	800	59	311	489	38.88%
58	660000	Volunteer Coordinator Expenses	100	-	-	100	0.00%
59	660050	Facilities Coordinator Expense	100	-	-	100	0.00%
60	660100	Assistance Coordinator	100	-	-	100	0.00%
61	660150	Recreation Coordinator	100	-	-	100	0.00%
62	660200	Nutrition Coordinator Expenses	100	-	-	100	0.00%
63	660250	Education Coordinator Expenses	100	-	-	100	0.00%
64	702013	Audit	500	-	-	500	0.00%
65		Total Materials & Services	55,300	3,448	19,222	36,078	34.76%
66							
67	008-678	Fund Balance & Contingency					
68	900900	Operating Contingency	2,500	-	-	(2,500)	0.00%
69	999000	Unapp Ending Fund Balance	18,600	(5,813)	17,455	23,294	93.84%
		Total	21,100	(5,813)	17,455	20,794	

Budget	Current Period	YTD Amount	YTD Variance	% to Date
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Swimming Pool

1	001-620	Beginning Fund Balance	5,700	-	5,700	-	100.00%
2							
3	001-620	Revenue					
4	400500	Pool Daily Admissions	9,500	-	6,157	(3,344)	64.81%
5	400501	School Swim Pool Rental	900	-	-	(900)	0.00%
6	400505	Swim Pass Sales	8,500	-	1,500	(7,000)	17.65%
7	400550	Pool Income - Other	3,000	-	1,401	(1,599)	46.71%
8	406600	Swim Team	1,000	-	125	(875)	12.50%
9	406650	Swim Lessons	17,000	-	9,998	(7,003)	58.81%
10	407200	Private Pool Rentals	2,500	-	1,940	(560)	77.60%
11	409310	General Revenue	9,700	553	2,789	(6,911)	28.76%
12	400200	Property Taxes	68,000	179	696	(67,304)	1.02%
13	409000	Other Revenue	-	342	342	342	0.00%
14		Total Revenue	120,100	1,073	24,948	(95,152)	20.77%
15							
16	001-620	Personnel Services					
17	503780	Direct Wages	60,700	-	54,933	5,767	90.50%
18	503790	Wages - Overtime	900	-	-	900	0.00%
19	513344	FICA	4,800	-	4,202	598	87.55%
20	539094	Pension - PERS	200	-	-	200	0.00%
21	542344	Workers' Compensation Ins	2,000	-	1,353	647	67.63%
22	546833	Insurance Benefits	-	-	-	-	0.00%
23	548877	Unemployment Insurance	2,400	-	-	2,400	0.00%
24		Total Personnel Services	71,000	-	60,488	10,512	85.19%
25							
26	001-620	Materials & Services					
27	601100	Administrative Charges	1,800	150	600	1,200	33.33%
28	601124	Swim Team	500	-	482	18	96.37%
29	602171	Insurance	2,300	-	2,328	(28)	101.23%
30	603200	Bank Fees	100	6	34	66	33.60%
31	605917	Chemicals	4,500	-	2,410	2,090	53.55%
32	608925	Computer Software Support	200	-	117	83	58.41%
33	611519	Electricity	6,700	167	3,048	3,652	45.49%
34	612080	Pool Equip Repair and Renewal	1,500	-	901	599	60.10%
35	623425	Preventative Medical/OSHA	1,200	-	119	1,082	9.88%
36	623426	First Aid Supplies	600	-	100	500	16.61%
37	623427	Instructional Supplies	500	-	136	364	27.25%
38	632677	Office Equipment Leases	300	29	124	176	41.37%
39	633850	Natural Gas	4,000	20	1,499	2,501	37.48%
40	636921	Office Supplies	1,200	7	901	299	75.05%
41	640457	Postage	100	-	0	100	0.18%
42	644410	Janitorial Supplies	1,500	78	554	946	36.94%
43	644650	Building Maintenance Charges	6,300	447	1,513	4,787	24.02%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
44	647030	Travel and Training	2,000	-	1,160	840	58.00%
45	648860	Pool Supplies	4,000	6	2,170	1,830	54.25%
46	649843	Telephone	900	72	287	613	31.88%
47	650250	Pool License	300	-	-	300	0.00%
48	652080	Internet Services	500	60	252	248	50.35%
49	702013	Audit	200	-	-	200	0.00%
50		Total Materials & Services	41,200	1,040	18,734	22,466	45.47%
51							
52	001-620	Transfers					
53	900016	Transfer to Park & Pool Reserve	5,600	-	-	5,600	0.00%
54							
55		Total Expenses	117,800	1,040	79,222	38,578	67.25%
56							
57		Fund Balance & Contingency					
58	900900	Operating Contingency	2,300	-	-	2,300	-
59		Ending Fund Balance	5,700	33	(48,575)	(54,275)	-852.19%

Parks

1	001-630	Beginning Fund Balance	8,900	-	8,900	-	100.00%
2							
3	001-630	Revenue					
4	409310	General Revenue	93,200	5,310	26,775	(66,425)	28.73%
5	400200	Property Taxes	107,000	280	1,094	(105,906)	1.02%
6	409000	Other Revenue	-	342	342	342	0.00%
7		Total Revenue	200,200	5,932	28,210	(171,990)	14.09%
8							
9	001-630	Personnel Services					
10	503780	Direct Wages	59,600	4,410	22,663	36,937	38.03%
11	503790	Wages - Overtime	1,700	-	668	1,032	39.31%
12	513344	FICA	4,700	337	1,785	2,915	37.98%
13	539094	Pension - PERS	12,500	989	4,324	8,176	34.59%
14	542344	Workers' Compensation Ins	2,000	103	505	1,495	25.24%
15	546833	Insurance Benefits	23,200	1,888	7,552	15,648	32.55%
16	548877	Unemployment Insurance	1,700	-	-	1,700	0.00%
17		Total Personnel Services	105,400	7,727	37,497	67,903	35.58%
18							
19	001-630	Materials & Services					
20	601100	Administrative Charges	13,500	1,125	4,500	9,000	33.33%
21	602171	Insurance	5,700	-	5,784	(84)	101.47%
22	603200	Bank Fees	100	7	40	60	40.02%
23	608925	Computer Software Support	300	-	207	93	69.10%
24	611519	Electricity	3,700	293	1,204	2,496	32.54%
25	612080	Park Equipment Repair	1,500	51	51	1,450	3.37%
26	615018	Fuel, Oil and Tires	3,500	464	1,067	2,433	30.48%
27	615100	Vehicle & Equip Maint Charges	11,200	847	3,388	7,812	30.25%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
28	628680	Laundry and Cleaning	1,200	73	257	943	21.43%
29	632677	Office Equipment Leases	600	47	199	401	33.10%
30	632700	Street Tree Maintenance	2,500	565	565	1,935	22.61%
31	633850	Natural Gas	900	44	178	722	19.77%
32	636921	Office Supplies	800	6	128	672	15.97%
33	637917	Operating Materials & Supplies	1,000	-	-	1,000	0.00%
34	637920	Tools and Equipment	700	276	307	393	43.85%
35	640457	Postage	100	-	-	100	0.00%
36	644650	Building Maintenance Charges	9,400	694	2,803	6,597	29.82%
37	647030	Travel and Training	400	-	300	100	75.00%
38	648800	Parks Maintenance	1,000	13	806	194	80.62%
39	648860	Parks Supplies	1,500	155	1,194	306	79.57%
40	648861	Surfacing	4,200	-	-	4,200	0.00%
41	648862	Fertilizer and Treatment	2,000	28	28	1,972	1.38%
42	649843	Telephone	1,800	129	514	1,286	28.55%
43	652080	Internet Services	300	17	69	231	23.10%
44	654650	Vandalism and Other	1,500	-	52	1,448	3.44%
45	654675	Parks Landscaping Supplies	1,000	3	705	295	70.45%
46	702013	Audit	400	-	-	400	0.00%
47	706076	Legal Counsel	500	-	-	500	0.00%
48		Total Materials & Services	71,300	4,836	24,344	46,956	34.14%
49							
50	001-630	Transfers					
51	900015	Transfer to Park & Pool Reserve	19,900	-	-	19,900	0.00%
52							
53		Total Expenses	196,600	12,563	61,841	134,759	31.46%
54							
55		Fund Balance & Contingency					
56	900900	Operating Contingency	3,600	-	-	3,600	-
57		Ending Fund Balance	8,900	(6,632)	(24,730)	(310,349)	-277.87%

Library

1	001-674	Beginning Fund Balance	10,700	-	10,700	-	100.00%
2							
3	001-674	Revenue					
4	403200	Library Receipts	5,300	239	1,314	(3,986)	24.80%
5	403215	Grant: Education Together Fund	500	-	-	(500)	0.00%
6	403225	Grant: Soroptimists	300	-	-	(300)	0.00%
7	403235	Grant: Summer Reading Program	-	-	500	500	0.00%
8	403250	Grant: OR State Library RTR	1,000	-	-	(1,000)	0.00%
9	409310	General Revenue	78,100	4,452	22,449	(55,651)	28.74%
10	400200	Property Taxes	132,700	348	1,358	(131,342)	1.02%
11	409000	Other Revenue	-	51	51	51	0.00%
12		Total Revenue	217,900	5,090	25,672	(192,228)	11.78%
13							

		Budget	Current Period	YTD Amount	YTD Variance	% to Date
14	001-674 Personnel Services					
15	503780 Direct Wages	81,800	6,817	28,376	53,424	34.69%
16	503790 Wages - Overtime	800	-	-	800	0.00%
17	513344 FICA	6,400	506	2,108	4,292	32.93%
18	539094 Pension - PERS	18,300	1,529	6,276	12,024	34.29%
19	542344 Workers' Compensation Ins	300	9	45	255	15.08%
20	546833 Insurance Benefits	25,400	2,070	8,280	17,120	32.60%
21	548877 Unemployment Insurance	2,600	-	-	2,600	0.00%
22	Total Personnel Services	135,600	10,930	45,085	90,515	33.25%
23						
24	001-674 Materials & Services					
25	601100 Administrative Charges	21,600	1,800	7,200	14,400	33.33%
26	602171 Insurance	3,000	-	3,219	(219)	107.29%
27	603200 Bank Fees	100	7	40	60	40.16%
28	604056 Books	17,000	642	5,383	11,617	31.67%
29	604080 Digital Audio Books	1,200	-	693	507	57.74%
30	605000 Grant: OR State (RTR)	1,000	-	1,038	(38)	103.76%
31	605100 Grant: Soroptimists	300	-	100	200	33.33%
32	606633 Computer/Office Equipment Main	100	-	46	54	45.98%
33	606640 Computer Catalog	5,000	-	4,817	183	96.35%
34	606650 GALE Catalog	200	-	-	200	0.00%
35	608925 Computer Software Support	600	-	276	324	45.95%
36	611770 IT Service Charges	4,600	377	1,506	3,094	32.75%
37	618602 Electricity	3,000	193	837	2,163	27.90%
38	632677 Office Equipment Leases	1,900	156	632	1,268	33.26%
39	632680 Office Equipment/Furnishings	100	-	-	100	0.00%
40	633850 Natural Gas	900	25	76	824	8.44%
41	636921 Office Supplies	1,200	7	368	832	30.66%
42	640457 Postage	700	1	182	518	26.02%
43	642300 Summer Reading Program	800	-	1,115	(315)	139.31%
44	642301 ETF Grant	500	-	-	500	0.00%
45	644650 Building Maintenance Charges	6,900	321	1,365	5,535	19.79%
46	644660 Repair & Care of Library	2,700	164	665	2,035	24.64%
47	647030 Travel and Training	500	80	112	388	22.43%
48	648861 Supplies and Book Repair	500	6	535	(35)	106.98%
49	649843 Telephone	1,100	58	232	868	21.08%
50	652080 Internet Services	1,900	158	637	1,263	33.52%
51	702013 Audit	600	-	-	600	0.00%
52	Total Materials & Services	78,000	3,995	31,074	46,926	39.84%
53						
54	Total Expenses	213,600	14,925	76,159	137,441	35.65%
55						
56	Fund Balance & Contingency					
57	900900 Operating Contingency	4,300	-	-	4,300	-
58	Ending Fund Balance	10,700	(9,835)	(39,786)	(50,486)	-371.84%

Budget	Current Period	YTD Amount	YTD Variance	% to Date
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Community Services Administration

1	001-640	Beginning Fund Balance	10,300	-	10,300	-	100.00%
2							
3	001-640	Revenue					
4	409310	General Revenue	61,600	3,511	17,706	(43,894)	28.74%
5	400200	Property Taxes	233,200	611	2,383	(230,817)	1.02%
6	409000	Other Revenue	-	290	290	290	0.00%
7		Total Revenue	294,800	4,413	20,380	(274,420)	6.91%
8							
9	001-640	Personnel Services					
10	503780	Direct Wages	96,000	7,955	31,663	64,337	32.98%
11	513344	FICA	7,400	588	2,342	5,058	31.65%
12	539094	Pension - PERS	15,800	1,306	5,199	10,601	32.91%
13	542344	Workers' Compensation Ins	1,700	352	448	1,252	26.36%
14	546833	Insurance Benefits	46,200	3,770	15,082	31,118	32.64%
15	548877	Unemployment Insurance	2,900	-	-	2,900	0.00%
16		Total Personnel Services	170,000	13,971	54,734	115,266	32.20%
17							
18	001-640	Materials & Services					
19	601100	Administrative Charges	23,900	1,992	7,967	15,933	33.33%
20	602171	Insurance	500	-	500	-	100.00%
21	603200	Bank Fees	100	7	34	66	33.71%
22	608925	Computer Software Support	300	-	210	90	69.98%
23	611519	Electricity	600	-	-	600	0.00%
24	611770	IT Service Charges	1,500	79	316	1,184	21.07%
25	615051	Fundraising Expense	500	-	-	500	0.00%
26	632677	Office Equipment Leases	200	-	-	200	0.00%
27	632678	Computer/Office Equip Maint	100	-	-	100	0.00%
28	632680	Office Equipment/Furnishings	100	-	-	100	0.00%
29	633850	Natural Gas	300	-	-	300	0.00%
30	636921	Office Supplies	300	15	40	260	13.32%
31	640457	Postage	200	-	5	195	2.70%
32	640733	Printing & Advertising	3,000	-	359	2,641	11.97%
33	644400	Janitorial/Landscape Maint.	200	-	-	200	0.00%
34	644650	Building Maintenance Charges	800	59	234	566	29.30%
35	647030	Travel and Training	400	17	117	283	29.23%
36	648420	Special Events	200	-	-	200	0.00%
37	648860	Supplies	100	-	-	100	0.00%
38	649843	Telephone	400	97	396	4	98.98%
39	649989	Dues	200	-	-	200	0.00%
40	652080	Instructor Fees	200	33	137	63	68.72%
41	702013	Audit	300	-	-	300	0.00%
42		Total Materials & Services	34,400	2,299	10,315	24,085	29.99%
43							
44	001-640	Transfers					

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
45	900020	Transfer to Comm Center Fund	31,200	-	15,000	16,200	48.08%
46	900023	Transfer to Senior Center Fund	55,100	-	-	55,100	0.00%
47		Total Materials & Services	86,300	-	15,000	102,780	17.38%
48							
49		Total Expenses	290,700	16,270	80,050	242,130	27.54%
50							
51		Fund Balance & Contingency					
52	900900	Operating Contingency	4,100	-	-	4,100	-
53		Ending Fund Balance	10,300	(11,857)	(49,370)	(59,670)	-479.32%

Library Equipment Reserve

	322-000	Resources					
1	400100	Beginning Fund Balance	13,600	-	13,154	(446)	96.72%
2							
3	322-000	Revenue					
4	400520	Transfer from General Fund	-	-	-	-	0.00%
5	400400	Interest	100	62	90	(10)	90.42%
6		Total Revenue	100	62	90	(10)	90.42%
7							
8	322-100	Materials & Services					
9	637925	Building Maintenance	-	-	-	-	0.00%
10		Total Materials & Services	-	-	-	-	0.00%
11							
12	322-100	Capital Outlay					
13	800575	Furniture Acquisition	1,000	-	-	1,000	0.00%
14	800600	Equipment Acquisition	2,000	-	-	2,000	0.00%
15		Total Capital Outlay	3,000	-	-	3,000	0.00%
16							
17	322-100	Fund Balance					
18	902000	Reserved Future Expenditures	10,200	10,200	10,200	10,200	
19	999000	Unapp Ending Fund Balance	500	(10,138)	3,045	(13,655)	
20		Total	10,700	62	13,245	(3,455)	123.78%
			-	-	-	-	

Park & Pool Equipment Reserve

	333-000	Resources					
1	400100	Beginning Fund Balance	49,800	-	39,847	(9,953)	80.01%
2							

		Budget	Current Period	YTD Amount	YTD Variance	% to Date
3	333-000 Revenue					
4	400540 Transfer from General Fund	25,500	-	-	(25,500)	0.00%
5	400400 Interest	200	10	91	(109)	45.44%
6	Total Revenue	25,700	10	91	(25,609)	0.35%
7						
8	333-100 Materials & Services					
9	637917 Operating Equipment	-	-	-	-	0.00%
10	Total Materials & Services	-	-	-	-	0.00%
11						
12	333-100 Capital Outlay					
13	800100 Park System Improvements	10,000	-	-	10,000	0.00%
14	800600 Equipment Acquisitions	-	-	-	-	0.00%
15	800700 Equipment Refurbishment	32,000	-	3,427	28,573	10.71%
16	800725 Equipment Improvements	-	-	-	-	0.00%
17	Total Capital Outlay	42,000	-	3,427	38,573	8.16%
18						
19	333-100 Fund Balance					
20	999000 Unapp Ending Fund Balance	33,500	10	36,511	(74,136)	108.99%
21	Total	33,500	10	36,511	(74,136)	
		-	-	-	-	

Park System Development

1	335-000 Resources					
2	400100 Beginning Fund Balance	367,100	-	380,249	13,149	103.58%
3	335-000 Revenue					
4	400500 System Development Fees	70,000	4,088	10,947	(59,053)	15.64%
5	400400 Interest	2,000	28	870	(1,130)	43.49%
6	Total Revenue	72,000	4,116	11,817	(60,183)	16.41%
7						
8	335-100 Capital Outlay					
9	800600 Playground Equipment	10,000	-	-	10,000	0.00%
10	800650 Park System Expansion	30,000	-	-	30,000	0.00%
11	800750 Park Development	10,000	-	-	10,000	0.00%
12	Total Capital Outlay	50,000	-	-	50,000	0.00%
13						
14	335-100 Fund Balance					
15	999000 Unapp Ending Fund Balance	389,100	4,116	392,066	(97,034)	100.76%
16	Total	389,100	4,116	392,066	(97,034)	
		-	-	-	-	

Water Department
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Water Fund					
Beginning Balance	303,700	-	353,674	49,974	116.46%
Revenue					
Water Revenue	975,600	124,432	452,632	(522,968)	46.40%
Interest	800	362	1,215	415	151.91%
Other	7,000	2,246	4,632	(2,368)	66.17%
Total Revenue	983,400	127,040	458,480	(524,920)	46.62%
Total Resources	1,287,100	127,040	812,154	474,946	63.10%
Expenditures					
Personnel Services	475,800	38,587	154,142	321,658	32.40%
Materials & Services	351,600	28,738	132,458	219,142	37.67%
Transfers - Reserves	141,000	-	80,000	61,000	56.74%
Contingency	15,000	-	-	15,000	0.00%
Total Expenditures	983,400	67,325	366,600	616,800	37.28%
Ending Fund Balance	303,700		445,554		

Water Equipment Reserve Fund

Resources					
Beginning Balance	53,500	-	58,336	4,836	109.04%
Transfer from Water Fund	10,000	-	-	(10,000)	0.00%
Tap Charges	10,000	1,500	6,675	(3,325)	66.75%
Interest	200	13	145	(55)	72.39%
Other Income	-	-	-	-	0.00%
Total Resources	73,700	1,513	65,156	(8,544)	88.41%
Expenditures					
Materials & Services	10,000	-	-	10,000	0.00%
Capital Outlay	10,000	349	878	9,122	8.78%
Total Expenditures	20,000	349	878	19,122	4.39%
Ending Fund Balance	53,700		64,278		

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
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Water System Improvement Fund

Resources

Beginning Balance	58,800	-	58,033	(767)	98.69%
Transfer from Water Fund	130,000	-	80,000	(50,000)	61.54%
Fire Sprinkler User Fees	8,500	660	2,960	(5,540)	34.82%
Interest	1,100	87	253	(847)	22.96%
Total Resources	198,400	747	141,245	(57,155)	71.19%

Expenditures

Materials & Services	1,000	-	-	1,000	0.00%
Capital Outlay	27,000	7,061	12,607	14,393	46.69%
Debt Service	111,500	-	21,500	90,000	19.28%
Total Expenditures	139,500	7,061	34,107	105,393	24.45%

Ending Fund Balance	58,900		107,138		
	-		-		

Water System Development Fund

Resources

Beginning Balance	43,700	-	13,551	(30,149)	31.01%
System Development Fees	18,500	1,984	16,558	(1,942)	89.50%
Interest	500	866	908	408	181.57%
Total Resources	62,700	2,850	31,017	(31,683)	49.47%

Expenditures

Capital Outlay	57,000	-	-	57,000	0.00%
Total Expenditures	57,000	-	-	57,000	0.00%

Ending Fund Balance	5,700		31,017		
	-		-		

Water Department
October 2016

Detail Report

			Current	YTD	YTD	
		Budget	Period	Amount	Variance	% to Date
Water Fund						
	002-000	Resources				
1	400100	Beginning Fund Balance	303,700	-	353,674	49,974 116.46%
2						
3	002-000	Revenue				
4	400500	Water Revenue (User Fees)	975,600	124,432	452,632	(522,968) 46.40%
5	400400	Investment Interest	800	362	1,215	415 151.91%
6	409000	Other Receipts	7,000	2,246	4,632	(2,368) 66.17%
7		Total Revenue	983,400	127,040	458,480	(524,920) 46.62%
8						
9	002-276	Personnel Services				
10	503780	Direct Wages	263,000	21,932	90,220	172,780 34.30%
11	503790	Wages - Overtime	15,800	433	1,645	14,155 10.41%
12	513344	FICA	21,400	1,679	6,901	14,499 32.25%
13	539094	Pension - PERS	51,700	4,180	16,691	35,009 32.28%
14	542344	Workers' Compensation Ins	6,700	1,319	2,501	4,199 37.33%
15	546833	Insurance Benefits	110,200	9,044	36,184	74,016 32.84%
16	548877	Unemployment Insurance	7,000	-	-	7,000 0.00%
17		Total Personnel Services	475,800	38,587	154,142	321,658 32.40%
18						
19	002-276	Materials & Services				
20	601100	Administrative Charges	80,500	6,708	26,833	53,667 33.33%
21	602171	Insurance	17,900	-	18,419	(519) 102.90%
22	603200	Bank Fees	600	42	164	436 27.37%
23	603210	Merchant Fees	6,100	847	2,795	3,305 45.82%
24	605917	Treatment Chemicals	15,000	4,678	9,933	5,067 66.22%
25	608921	Software	2,000	37	37	1,963 1.86%
26	608925	Computer Software Support	2,200	306	2,232	(32) 101.45%
27	611519	Electricity	79,000	5,609	30,611	48,389 38.75%
28	611770	IT Service Charges	4,900	279	1,265	3,635 25.82%
29	611771	Professional Services	2,000	-	1,186	814 59.30%
30	611780	Lien Reporting Services	1,500	153	712	789 47.43%
31	615018	Fuel, Oil & Tires	6,500	523	1,703	4,797 26.21%
32	615100	Vehicle & Equip Maint Charges	45,300	3,599	14,731	30,569 32.52%
33	623425	Preventative Medical/OSHA	3,500	651	980	2,520 28.01%
34	628651	Lane Council of Gov Dues	300	-	271	29 90.31%
35	628680	Laundry and Cleaning	1,500	145	514	986 34.28%
36	629001	League of Oregon Cities Dues	600	-	577	23 96.11%
37	632677	Office Equipment Leases	3,500	417	1,906	1,594 54.46%
38	632678	Computer Equip Maintenance	500	-	84	416 16.78%
39	633850	Natural Gas	800	15	37	763 4.59%
40	636921	Office Supplies	6,300	95	1,145	5,155 18.17%
41	637917	Op Materials & Supplies	15,000	659	3,757	11,243 25.05%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
42	638500	Water System Repair & Maint	7,000	301	1,021	5,979	14.59%
43	638900	Laboratory Analysis	9,000	496	3,386	5,614	37.63%
44	640457	Postage	8,500	1,317	2,764	5,736	32.52%
45	644650	Building Maintenance Charges	9,100	489	1,397	7,703	15.35%
46	644670	Cleaning/General Supplies	200	-	-	200	0.00%
47	647030	Travel and Training	500	-	-	500	0.00%
48	648000	License Certification Fee	500	-	-	500	0.00%
49	648800	Employee Recognition	300	-	-	300	0.00%
50	649843	Telephone	5,000	456	1,802	3,198	36.04%
51	652080	Internet	2,500	171	698	1,802	27.93%
52	652100	Water Tmt Plant Supplies	7,500	745	1,468	6,032	19.57%
53	702013	Audit	3,500	-	-	3,500	0.00%
54	706076	Legal Counsel	2,500	-	28	2,472	1.10%
55		Total Materials & Services	351,600	28,738	132,458	219,142	37.67%
56							
57	002-276	Transfers					
58	900001	Transfer Water Equip Reserve	10,000	-	-	10,000	0.00%
59	900002	Transfer Computer Equip Res	500	-	-	500	0.00%
60	900004	Transfer PW Building/Yard Res	500	-	-	500	0.00%
61	900005	Transfer to Water System Imp	130,000	-	80,000	50,000	61.54%
62		Total Transfers	141,000	-	80,000	61,000	56.74%
63							
64	002-276	Fund Balance & Contingency					
65	900900	Operating Contingency	15,000	-	-	(15,000)	0.00%
66	999000	Unapp Ending Fund Balance	303,700	59,715	445,554	141,854	146.71%
67		Total	318,700	59,715	445,554	126,854	
68			-	-	-	-	

Water Equipment Reserve Fund

1	400100	Beginning Fund Balance	53,500	-	58,336	4,836	109.04%
2							
3	346-000	Revenue					
4	400500	Transfer From Water Fund	10,000	-	-	(10,000)	0.00%
5	400800	Tap Charges	10,000	1,500	6,675	(3,325)	66.75%
6	400400	Investment Interest	200	13	145	(55)	72.39%
7	409000	Other Income	-	-	-	-	0.00%
8		Total Revenue	20,200	1,513	6,820	(13,380)	33.76%
9							
10	346-100	Materials & Services					
11	637917	Meter Replacements	8,000	-	-	8,000	0.00%
12	638500	Meter Repairs	2,000	-	-	2,000	0.00%
13		Total Materials & Services	10,000	-	-	10,000	0.00%
14							

		Budget	Current Period	YTD Amount	YTD Variance	% to Date
15	346-100 Capital Outlay					
16	800600 Equipment Acquisitions	8,000	349	878	7,122	10.97%
17	800700 Equipment Refurbishment	1,000	-	-	1,000	0.00%
18	800725 Equipment Improvements	1,000	-	-	1,000	0.00%
19	Total Capital Outlay	10,000	349	878	9,122	8.78%
20						
21	346-100 Fund Balance					
22	902000 Reserved for Future Expenditures	53,200	-	-	53,200	0.00%
23	999000 Unapp Ending Fund Balance	500	1,164	64,278	(63,778)	
24	Total	53,700	1,164	64,278	(10,578)	119.70%
25		-	-	-	-	

Water System Improvement Fund

1	264-000 Resources					
2	400100 Beginning Fund Balance	58,800	-	58,033	(767)	98.69%
3						
4	264-000 Revenue					
5	400575 Transfer From Water Fund	130,000	-	80,000	(50,000)	61.54%
6	400550 Fire Sprinkler User Fees	8,500	660	2,960	(5,540)	34.82%
7	400400 Interest	1,100	87	253	(847)	22.96%
8	Total Revenue	139,600	747	83,213	(56,387)	59.61%
9						
10	264-100 Materials & Services					
11	611771 Professional Services	500	-	-	500	0.00%
12	638500 Operating System Repairs	500	-	-	500	0.00%
13	Total Materials & Services	1,000	-	-	1,000	0.00%
14						
15	264-100 Capital Outlay					
16	800100 System Improvements	26,000	7,061	12,607	13,393	48.49%
17	800600 Equipment Acquisition	500	-	-	500	0.00%
18	800750 System Refurbishment	500	-	-	500	0.00%
19	Total Capital Outlay	27,000	7,061	12,607	14,393	46.69%
20						
21	264-100 Debt Service					
22	900035 Int Loan Pmt Sewer Sys Imp	90,000	-	-	90,000	0.00%
23	900043 Int Loan Pmt Comm Dev	21,500	-	21,500	-	100.00%
24	Total Debt Service	111,500	-	21,500	90,000	19.28%
25						
26	264-100 Fund Balance					
27	902000 Reserved for Future Exp	58,400	-	-	58,400	0.00%
28	999000 Unapp Ending Fund Balance	500	(6,314)	107,138	(106,638)	
29	Total	58,900	(6,314)	107,138	(48,238)	181.90%

	Budget	Current Period	YTD Amount	YTD Variance	% to Date
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Water System Development Fund

30	405-000	Resources				
31	400100	Beginning Fund Balance	43,700	-	13,551	(30,149) 31.01%
32						
33	405-000	Revenue				
34	400500	System Development Fees	18,500	1,984	16,558	(1,942) 89.50%
35	400400	Interest	500	866	908	408 181.57%
36		Total Revenue	19,000	2,850	17,466	(1,534) 91.92%
37						
38	405-100	Capital Outlay				
39	800650	Water System Expansion	57,000	-	-	57,000 0.00%
40		Total Capital Outlay	57,000	-	-	57,000 0.00%
41						
42	405-100	Fund Balance				
43	999000	Unapp Ending Fund Balance	5,700	2,850	31,017	(25,317) 544.16%
44		Total	5,700	2,850	31,017	(25,317)
45			-	-	-	-

Sewer Department
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Sewer Fund					
Beginning Balance	367,000	-	393,356	26,356	107.18%
Revenue					
Sewer Use Charges	1,490,000	130,055	498,382	(991,618)	33.45%
Sewer Tap Inspections	1,500	150	675	(825)	45.00%
Interest	2,200	402	1,368	(832)	62.18%
Other	4,000	3,836	5,203	1,203	130.08%
Total Revenue	1,497,700	134,442	505,628	(992,072)	33.76%
Total Resources	1,864,700	134,442	898,984	965,716	48.21%
Expenditures					
Personnel Services	489,800	39,399	157,787	332,013	32.21%
Materials & Services	440,800	30,619	146,313	294,487	33.19%
Transfers - Reserves	531,000	-	100,000	431,000	18.83%
Transfers - Operating	-	-	-	-	0.00%
Contingency	30,000	-	-	30,000	0.00%
Total Expenditures	1,491,600	70,018	404,100	1,087,500	27.09%
Ending Fund Balance	373,100		494,884		

Sewer Equipment Reserve Fund

Resources					
Beginning Balance	44,600	-	43,507	(1,093)	97.55%
Transfer from Sewer Fund	50,000	-	-	(50,000)	0.00%
Interest	200	52	148	(52)	73.80%
Total Resources	94,800	52	43,654	(51,146)	46.05%
Expenditures					
Capital Outlay	45,500	349	349	45,151	0.77%
Total Expenditures	45,500	349	349	45,151	0.77%
Ending Fund Balance	49,300		43,306		

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
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Sewer System Improvement Fund

Resources

Beginning Balance	1,166,500	-	1,194,901	28,401	102.43%
Transfer from Sewer Fund	475,000	-	100,000	(375,000)	21.05%
Interfund Loan Repayment	90,000	-	-	(90,000)	0.00%
Rent	2,100	-	-	(2,100)	0.00%
Interest	2,500	1,020	3,665	1,165	146.60%
Other Revenue	-	-	-	-	0.00%
Total Resources	1,736,100	1,020	1,298,566	(437,534)	74.80%

Expenditures

Materials & Services	535,000	8,723	41,510	493,490	7.76%
Capital Outlay	3,000	-	-	3,000	0.00%
Total Expenditures	538,000	8,723	41,510	496,490	7.72%

Ending Fund Balance	1,198,100		1,257,056		
	-		-		

Sewer System Development Fund

Resources

Beginning Balance	1,783,900	-	1,922,050	138,150	107.74%
System Development Fees	140,000	16,508	128,497	(11,503)	91.78%
Interest	9,500	24	4,334	(5,166)	45.62%
Total Resources	1,933,400	16,533	2,054,881	121,481	106.28%

Expenditures

Capital Outlay	100,000	-	-	100,000	0.00%
Total Expenditures	100,000	-	-	100,000	0.00%

Ending Fund Balance	1,833,400		2,054,881		
	-		-		

Sewer Ratepayer Assistance Fund

Resources

Beginning Balance	48,200	-	52,523	4,323	108.97%
Transfer from Sewer Fund	-	-	-	-	0.00%
Interest	100	43	158	58	157.95%

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Total Resources	48,300	43	52,681	4,381	109.07%
Expenditures					
Materials & Services	-	-	-	-	0.00%
Total Expenditures	-	-	-	-	0.00%
Ending Fund Balance	48,300		52,681		
	-		-		

Sewer Department
October 2016

Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
Sewer Fund							
	003-000	Resources					
1	400100	Beginning Fund Balance	367,000	-	393,356	26,356	107.18%
2							
3	003-000	Revenue					
4	400500	Sewer Use Charges	1,490,000	130,055	498,382	(991,618)	33.45%
5	400800	Sewer Tap Inspections	1,500	150	675	(825)	45.00%
6	400400	Investment Interest	2,200	402	1,368	(832)	62.18%
7	409000	Other Receipts	4,000	3,836	5,203	1,203	130.08%
8		Total Revenue	1,497,700	134,442	505,628	(992,072)	33.76%
9							
10	003-376	Personnel Services					
11	503780	Direct Wages	270,600	22,378	92,438	178,162	34.16%
12	503790	Wages - Overtime	16,200	448	1,667	14,533	10.29%
13	513344	FICA	22,000	1,714	7,071	14,929	32.14%
14	539094	Pension - PERS	53,000	4,263	16,977	36,023	32.03%
15	542344	Workers' Compensation Ins	6,800	1,322	2,515	4,285	36.98%
16	546833	Insurance Benefits	114,000	9,274	37,119	76,881	32.56%
17	548877	Unemployment Insurance	7,200	-	-	7,200	0.00%
18		Total Personnel Services	489,800	39,399	157,787	332,013	32.21%
19							
20	003-376	Materials & Services					
21	601100	Administrative Charges	92,200	7,683	30,733	61,467	33.33%
22	602171	Insurance	25,300	-	26,280	(980)	103.87%
23	603200	Bank Fees	400	36	190	210	47.47%
24	603210	Merchant Fees	6,500	877	3,380	3,120	51.99%
25	605917	Treatment Chemicals	60,000	3,745	5,368	54,632	8.95%
26	608921	Software	2,000	37	37	1,963	1.85%
27	608925	Computer Software Support	4,500	306	2,886	1,614	64.13%
28	611519	Electricity	80,600	6,331	32,754	47,846	40.64%
29	611770	IT Service Charges	5,300	316	1,414	3,886	26.67%
30	611771	Professional Services	1,000	-	-	1,000	0.00%
31	611780	Lien Reporting Services	1,600	153	712	889	44.47%
32	615018	Fuel, Oil & Tires	7,800	312	1,623	6,177	20.81%
33	615100	Vehicle & Equip Maint Charges	58,900	3,543	15,668	43,232	26.60%
34	623425	Preventative Medical/OSHA	4,000	640	1,049	2,951	26.22%
35	628651	Lane Council of Gov Dues	400	-	361	39	90.31%
36	628680	Laundry and Cleaning	1,500	145	514	986	34.28%
37	629001	League of Oregon Cities Dues	600	-	577	23	96.11%
38	632677	Office Equip Leases	3,000	417	1,906	1,094	63.54%
39	633850	Natural Gas	1,000	15	37	963	3.67%
40	635280	DEQ Permit Fee	2,000	-	-	2,000	0.00%
41	636921	Office Supplies	6,000	95	1,247	4,753	20.79%
42	637917	Op Materials & Supplies	25,000	1,337	7,112	17,888	28.45%
43	638500	Sewer Line Maint/Repair	2,000	-	-	2,000	0.00%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
44	638600	Pump Station Maint/Repair	2,000	209	209	1,791	10.44%
45	638900	Laboratory Analysis	5,000	-	-	5,000	0.00%
46	638925	Lab Supplies	8,000	2,484	5,035	2,965	62.93%
47	640457	Postage	6,000	482	1,926	4,074	32.11%
48	644650	Building Maintenance Charges	7,200	489	1,397	5,803	19.40%
49	644670	Cleaning/General Supplies	500	-	-	500	0.00%
50	647030	Travel and Training	500	-	-	500	0.00%
51	648000	License Certification Fee	300	-	-	300	0.00%
52	648800	Employee Recognition	400	-	-	400	0.00%
53	649843	Telephone	8,000	793	3,157	4,843	39.47%
54	652080	Internet	2,500	175	714	1,786	28.57%
55	653000	I & I Abatement Supplies	500	-	-	500	0.00%
56	653050	Pretreatment Program Supplies	2,500	-	-	2,500	0.00%
57	702013	Audit	4,300	-	-	4,300	0.00%
58	706076	Legal Counsel	1,500	-	28	1,472	1.84%
59		Total Materials & Services	440,800	30,619	146,313	294,487	33.19%
60							
61	003-376	Transfers					
62	900001	Transfer Equip Reserve	50,000	-	-	50,000	0.00%
63	900002	Transfer Computer Equip Res	1,000	-	-	1,000	0.00%
64	900004	Transfer PW Building/Yard Res	5,000	-	-	5,000	0.00%
65	900005	Transfer to Sewer System Imp	475,000	-	100,000	375,000	21.05%
66		Total Transfers	531,000	-	100,000	431,000	18.83%
67	003-376	Fund Balance & Contingency					
68	900900	Operating Contingency	30,000	-	-	(30,000)	0.00%
69	999000	Unapp Ending Fund Balance	373,100	64,425	494,884	121,784	132.64%
70		Total	403,100	64,425	494,884	91,784	
71			-	-	-	-	

Sewer Equipment Reserve Fund

1	347-000	Resources					
2	400100	Beginning Fund Balance	44,600	-	43,507	(1,093)	97.55%
3							
4	347-000	Revenue					
5	400500	Transfer From Sewer Fund	50,000	-	-	(50,000)	0.00%
6	400400	Investment Interest	200	52	148	(52)	73.80%
7		Total Revenue	50,200	52	148	(50,052)	0.29%
8							
9	347-100	Capital Outlay					
10	800600	Equipment Acquisitions	15,000	349	349	14,651	2.32%
11	800700	Equipment Refurbishment	30,000	-	-	30,000	0.00%
12	800725	Equipment Improvements	500	-	-	500	0.00%
13		Total Capital Outlay	45,500	349	349	45,151	0.77%
14							

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
15	347-100	Fund Balance					
16	902000	Reserved for Future Expenditures	48,800	-	-	(48,800)	
17	999000	Unapp Ending Fund Balance	500	(296)	43,306	42,806	
18		Total	49,300	(296)	43,306	(5,994)	
19			-	-	-	-	

Sewer System Improvement Fund

20	255-000	Resources					
21	400100	Beginning Fund Balance	1,166,500	-	1,194,901	28,401	102.43%
22							
23	255-000	Revenue					
24	400605	Transfer From Sewer Fund	475,000	-	100,000	(375,000)	21.05%
25	400559	Interfund Loan Repayment	90,000	-	-	(90,000)	0.00%
26	400610	Rent	2,100	-	-	(2,100)	0.00%
27	400400	Interest	2,500	1,020	3,665	1,165	146.60%
28	409000	Other Revenue	-	-	-	-	0.00%
29		Total Revenue	569,600	1,020	103,665	(465,935)	18.20%
30							
31	255-100	Materials & Services					
32	611771	Professional Services	235,000	5,515	11,949	223,051	5.08%
33	638500	System Maintenance Projects	300,000	3,208	29,561	270,439	9.85%
34		Total Materials & Services	535,000	8,723	41,510	493,490	7.76%
35							
36	255-100	Capital Outlay					
37	800100	System Improvements	1,000	-	-	1,000	0.00%
38	800600	Equipment Acquisition	1,000	-	-	1,000	0.00%
39	800650	System Construction/Expansion	1,000	-	-	1,000	0.00%
40		Total Capital Outlay	3,000	-	-	3,000	0.00%
41							
42	255-100	Fund Balance					
43	902000	Reserved for Future Exp	1,197,600	-	-	1,197,600	0.00%
44	999000	Unapp Ending Fund Balance	500	(7,703)	1,257,056	(1,256,556)	
45		Total	1,198,100	(7,703)	1,257,056	(58,956)	
46			-	-	-	-	

Sewer System Development Fund

47	406-000	Resources					
48	400100	Beginning Fund Balance	1,783,900	-	1,922,050	138,150	107.74%
49							
50	406-000	Revenue					

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
51	400500	System Development Fees	140,000	16,508	128,497	(11,503)	91.78%
52	400400	Interest	9,500	24	4,334	(5,166)	45.62%
53		Total Revenue	149,500	16,533	132,831	(16,669)	88.85%
54							
55	406-100	Capital Outlay					
56	800650	Sewer System Expansion	100,000	-	-	100,000	0.00%
57		Total Capital Outlay	100,000	-	-	100,000	0.00%
58							
59	406-100	Fund Balance					
60	999000	Unapp Ending Fund Balance	1,833,400	16,533	2,054,881	(221,481)	112.08%
61		Total	1,833,400	16,533	2,054,881	(221,481)	
62			-	-	-	-	

Sewer Ratepayer Assistance Fund

63	016-000	Resources					
64	400100	Beginning Fund Balance	48,200	-	52,523	4,323	108.97%
65							
66	016-000	Revenue					
67	400522	Transfer from Sewer Fund	-	-	-	-	0.00%
68	400400	Interest	100	43	158	58	157.95%
69		Total Revenue	100	43	158	58	157.95%
70							
71	016-100	Materials & Services					
72	644622	Sewer System Expansion	-	-	-	-	0.00%
73		Total Materials & Services	-	-	-	-	0.00%
74							
75	016-100	Fund Balance					
76	999000	Unapp Ending Fund Balance	48,300	43	52,681	(4,381)	109.07%
77		Total	48,300	43	52,681	(4,381)	
78			-	-	-	-	

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Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Sanitation Fund					
Beginning Balance	229,600	-	258,560	28,960	112.61%
Revenue					
Garbage Collection Revenue	835,000	75,683	287,365	(547,635)	34.41%
Festival Labor Reimbursement	1,200	-	1,604	404	133.65%
Collection Licenses	2,000	840	1,680	(320)	84.00%
Recycling Revenue	10,000	-	2,196	(7,804)	21.96%
Investment Interest	1,500	224	811	(689)	54.07%
Other Revenue	2,000	1,486	1,486	(514)	74.31%
Total Revenue	851,700	78,233	295,142	(556,558)	34.65%
Total Resources	1,081,300	78,233	553,702	527,598	51.21%
Expenditures					
Personnel Services	347,500	26,174	97,338	250,162	28.01%
Materials & Services	428,400	44,771	150,132	278,268	35.04%
Transfers - Reserves	58,700	-	30,000	28,700	51.11%
Transfers - Operating	-	-	-	-	0.00%
Contingency	15,000	-	-	15,000	0.00%
Total Expenditures	849,600	70,945	277,470	572,130	32.66%
Ending Fund Balance	231,700		276,232		
	-		-		

Sanitation Equipment Reserve Fund

Beginning Balance	297,400	-	272,993	(24,407)	91.79%
Revenue					
Transfer from Sanitation Fund	30,000	-	15,000	(15,000)	50.00%
Interest	1,000	35	587	(413)	58.66%
Asset Disposal Proceeds	-	-	-	-	0.00%
Total Revenue	31,000	35	15,587	(15,413)	50.28%
Total Resources	328,400	35	288,580	(39,820)	87.87%

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Expenditures					
Capital Outlay	156,300	349	80,472	75,828	51.49%
Total Expenditures	156,300	349	80,472	75,828	51.49%
Ending Fund Balance	172,100		208,108		
	-		-		

Sanitation System Improvement Fund

Beginning Balance	59,400	-	58,169	(1,231)	97.93%
Revenue					
Transfer from Sanitation Fur	27,000	-	15,000	(12,000)	55.56%
Interest	100	43	166	66	166.35%
Total Revenue	27,100	43	15,166	(11,934)	55.96%
Total Resources	86,500	43	73,335	(13,165)	84.78%
Expenditures					
Materials & Services	5,000	19	590	4,410	11.79%
Capital Outlay	22,000	-	19,758	2,243	89.81%
Total Expenditures	27,000	19	20,347	6,653	75.36%
Ending Fund Balance	59,500		52,988		
	-		-		

Sanitation Department
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Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
Sanitation Fund							
	004-000	Resources					
1	400100	Beginning Fund Balance	229,600	-	258,560	28,960	112.61%
2							
3	004-000	Revenue					
4	400500	Garbage Collection Revenue	835,000	75,683	287,365	(547,635)	34.41%
5	400600	Festival Labor Reimbursement	1,200	-	1,604	404	133.65%
6	400625	Collection Licenses	2,000	840	1,680	(320)	84.00%
7	400650	Recycling Revenue	10,000	-	2,196	(7,804)	21.96%
8	400400	Investment Interest	1,500	224	811	(689)	54.07%
9	409000	Other Revenue	2,000	1,486	1,486	(514)	74.31%
10		Total Revenue	851,700	78,233	295,142	(556,558)	34.65%
11							
12	004-476	Personnel Services					
13	503780	Direct Wages	192,200	15,235	56,424	135,776	29.36%
14	503790	Wages - Overtime	5,000	-	-	5,000	0.00%
15	513344	FICA	15,100	1,147	4,243	10,857	28.10%
16	539094	Pension - PERS	32,900	2,021	8,012	24,888	24.35%
17	542344	Workers' Compensation Ins	8,700	636	1,988	6,712	22.85%
18	546833	Insurance Benefits	87,500	7,135	26,671	60,829	30.48%
19	548877	Unemployment Insurance	6,100	-	-	6,100	0.00%
20		Total Personnel Services	347,500	26,174	97,338	250,162	28.01%
21							
22	004-476	Materials & Services					
23	601100	Administrative Charges	74,100	6,175	24,700	49,400	33.33%
24	602171	Insurance	13,400	-	14,682	(1,282)	109.57%
25	603200	Bank Fees	300	27	186	114	61.88%
26	603210	Merchant Fees	4,500	509	1,970	2,530	43.79%
27	608925	Computer Software Support	2,500	311	2,218	282	88.73%
28	611519	Electricity	5,000	374	1,590	3,410	31.81%
29	611770	IT Service Charges	4,900	279	1,211	3,689	24.72%
30	615018	Fuel	45,000	2,716	11,382	33,618	25.29%
31	615100	Vehicle Maint & Equip Charges	89,900	4,312	24,677	65,223	27.45%
32	623425	Preventative Medical/OSHA	4,000	1,141	1,533	2,467	38.31%
33	628651	Lane Council of Gov Dues	400	-	361	39	90.31%
34	628680	Laundry and Cleaning	1,500	145	514	986	34.28%
35	629001	League of Oregon Cities Dues	500	-	480	20	96.06%
36	632677	Office Equip Leases	4,500	420	1,918	2,582	42.63%
37	633850	Natural Gas	500	15	37	463	7.35%
38	636921	Office Supplies	6,000	144	1,365	4,635	22.75%
39	637917	Op Materials & Supplies	6,000	315	1,534	4,466	25.57%
40	640457	Postage	6,000	482	1,919	4,081	31.98%
41	644650	Building Maintenance Charges	5,600	476	1,384	4,216	24.71%
42	647030	Travel and Training	200	-	-	200	0.00%
43	647788	Solid Waste Disposal	140,000	26,374	54,125	85,875	38.66%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
44	648000	License Certification Fee	500	-	-	500	0.00%
45	648800	Employee Recognition	500	-	-	500	0.00%
46	648866	Recycling Expense	1,000	-	210	790	21.00%
47	649843	Telephone	6,500	469	1,775	4,725	27.31%
48	652080	Internet	1,200	87	359	841	29.95%
49	702013	Audit	3,400	-	-	3,400	0.00%
50	706076	Legal Counsel	500	-	-	500	0.00%
51		Total Materials & Services	428,400	44,771	150,132	278,268	35.04%
52							
53	004-476	Transfers					
54	900001	Transfer to Equip Reserve	30,000	-	15,000	15,000	50.00%
55	900002	Transfer Computer Equip Res	700	-	-	700	0.00%
56	900003	Transfer to Sanitation System Imp	27,000	-	15,000	12,000	55.56%
57	900004	Transfer PW Building/Yard Res	1,000	-	-	1,000	0.00%
58		Total Transfers	58,700	-	30,000	28,700	51.11%
59							
60	004-476	Fund Balance & Contingency					
61	900900	Operating Contingency	15,000	-	-	(15,000)	0.00%
62	999000	Unapp Ending Fund Balance	231,700	7,289	276,232	44,532	119.22%
63		Total	246,700	7,289	276,232	29,532	
			-	-	-	-	

Sanitation Equipment Reserve Fund

	348-000	Resources					
1	400100	Beginning Fund Balance	297,400	-	272,993	(24,407)	91.79%
2							
3	348-000	Revenue					
4	400500	Transfer From Sanitation Fund	30,000	-	15,000	(15,000)	50.00%
5	400400	Investment Interest	1,000	35	587	(413)	58.66%
6	400600	Asset Disposal Proceeds	-	-	-	-	0.00%
7		Total Revenue	31,000	35	15,587	(15,413)	50.28%
8							
9	348-100	Capital Outlay					
10	800600	Equipment Acquisitions	150,000	349	80,170	69,830	53.45%
11	800700	Equipment Refurbishment	6,300	-	302	5,998	4.79%
12		Total Capital Outlay	156,300	349	80,472	75,828	51.49%
13							
14	348-100	Fund Balance					
15	902000	Reserved for Future Expenditures	171,600	-	-	(171,600)	0.00%
16	999000	Unapp Ending Fund Balance	500	(313)	208,108	207,608	
17		Total	172,100	(313)	208,108	36,008	120.92%
18			-	-	-	-	

	Budget	Current Period	YTD Amount	YTD Variance	% to Date
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Sanitation System Improvement Fund

1	266-000	Resources				
2	400100	Beginning Fund Balance	59,400	-	58,169	(1,231) 97.93%
3	266-000	Revenue				
4	400500	Transfer From Sanitation Fund	27,000	-	15,000	(12,000) 55.56%
5	400400	Interest	100	43	166	66 166.35%
6		Total Revenue	27,100	43	15,166	(11,934) 55.96%
7						
8	266-100	Materials & Services				
9	608927	Containeeer Repairs	5,000	19	590	4,410 11.79%
10		Total Materials & Services	5,000	19	590	4,410 11.79%
11						
12	266-100	Capital Outlay				
13	800100	System Improvements	2,000	-	-	2,000 0.00%
14	800600	Equipment Acquisition	20,000	-	19,758	243 98.79%
15		Total Capital Outlay	22,000	-	19,758	2,243 89.81%
16						
17	266-100	Fund Balance				
18	902000	Reserved for Future Exp	59,000	-	-	59,000
19	999000	Unapp Ending Fund Balance	500	24	52,988	(52,488)
20		Total	59,500	24	52,988	6,512 89.06%
21			-	-	-	-

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Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Street Fund					
Beginning Balance	141,800	-	160,674	18,874	113.31%
Revenue					
State Tax Street Revenue	334,600	34,352	120,346	(214,254)	35.97%
Sidewalk Permits	1,000	90	275	(725)	27.50%
Investment Interest	1,100	138	491	(609)	44.62%
Other Revenue	1,200	588	588	(612)	48.99%
Total Revenue	337,900	35,168	121,700	(216,200)	36.02%
Total Resources	479,700	35,168	282,374	197,326	58.86%
Expenditures					
Personnel Services	65,800	4,141	22,508	43,292	34.21%
Materials & Services	202,100	15,142	69,532	132,568	34.40%
Transfers - Reserves	49,200	-	20,000	29,200	40.65%
Transfers - Operating	-	-	-	-	0.00%
Contingency	20,000	-	-	20,000	0.00%
Total Expenditures	337,100	19,282	112,040	225,060	33.24%
Ending Fund Balance	142,600		170,334		

Street Equipment Reserve Fund

Beginning Balance	60,000	-	60,159	159	100.27%
Revenue					
Transfer from Street Fund	20,000	-	10,000	(10,000)	50.00%
Interest	200	169	308	108	154.09%
Total Revenue	20,200	169	10,308	(9,892)	51.03%
Total Resources	80,200	169	70,467	(9,733)	87.86%
Expenditures					
Capital Outlay	20,000	-	-	20,000	0.00%
Total Expenditures	20,000	-	-	20,000	0.00%

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Ending Fund Balance	60,200		70,467		
	-		-		

Street System Improvement Fund

Beginning Balance	89,000	-	81,452	(7,548)	91.52%
Revenue					
Transfer from Street Fund	27,000	-	10,000	(17,000)	37.04%
State 5,000 Population Dist.	200,000	-	-	(200,000)	0.00%
Other Income	-	-	2,400	2,400	0.00%
Interest	100	76	267	167	267.46%
Total Revenue	227,100	76	12,667	(214,433)	5.58%
Total Resources	316,100	76	94,119	(221,981)	29.78%
Expenditures					
Capital Outlay	272,500	-	29	272,471	0.01%
Total Expenditures	272,500	-	29	272,471	0.01%
Ending Fund Balance	43,600		94,090		
	-		-		

Street System Development Fund

Beginning Balance	982,100	-	1,001,913	19,813	102.02%
Revenue					
System Development Fees	20,000	2,232	6,444	(13,556)	32.22%
Interest	5,000	1,669	3,871	(1,129)	77.42%
Total Revenue	25,000	3,901	10,315	(14,685)	41.26%
Total Resources	1,007,100	3,901	1,012,228	5,128	100.51%
Expenditures					
Capital Outlay	18,000	-	-	18,000	0.00%
Ending Fund Balance	989,100		1,012,228		
	-		-		

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Bike Path Reserve Fund					
Beginning Balance	36,700	-	41,370	4,670	112.73%
Revenue					
State Tax Street Revenue	3,400	347	1,216	(2,184)	35.75%
Interest	200	30	108	(92)	54.14%
Total Revenue	3,600	377	1,324	(2,276)	36.78%
Total Resources	40,300	377	42,694	2,394	105.94%
Expenditures					
Capital Outlay	20,000	-	7,721	12,279	38.60%
Total Expenditures	20,000	-	7,721	12,279	38.60%
Ending Fund Balance	20,300		34,973		
	-		-		

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Detail Report

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
Street Fund							
	005-000	Resources					
1	400100	Beginning Fund Balance	141,800	-	160,674	18,874	113.31%
2							
3	005-000	Revenue					
4	400500	State Tax Street Revenue	334,600	34,352	120,346	(214,254)	35.97%
5	400625	Sidewalk Permits	1,000	90	275	(725)	27.50%
6	400400	Investment Interest	1,100	138	491	(609)	44.62%
7	409000	Other Revenue	1,200	588	588	(612)	48.99%
8		Total Revenue	337,900	35,168	121,700	(216,200)	36.02%
9							
10	005-576	Personnel Services					
11	503780	Direct Wages	36,500	2,364	14,654	21,846	40.15%
12	503790	Wages - Overtime	4,600	53	277	4,323	6.02%
13	513344	FICA	3,200	181	1,126	2,074	35.20%
14	539094	Pension - PERS	5,900	425	1,722	4,178	29.18%
15	542344	Workers' Compensation Ins	1,100	53	471	629	42.79%
16	546833	Insurance Benefits	13,400	1,064	4,259	9,141	31.78%
17	548877	Unemployment Insurance	1,100	-	-	1,100	0.00%
18		Total Personnel Services	65,800	4,141	22,508	43,292	34.21%
19							
20	005-576	Materials & Services					
21	601100	Administrative Charges	17,200	1,433	5,733	11,467	33.33%
22	602171	Insurance	10,700	-	11,213	(513)	104.79%
23	603100	JC Work Crew Supplies	500	-	-	500	0.00%
24	603200	Bank Fees	300	18	92	208	30.71%
25	608925	Computer Software Support	2,900	-	734	2,166	25.33%
26	611519	Electricity	68,500	5,492	22,115	46,385	32.28%
27	611770	IT Services Charges	3,000	121	633	2,367	21.09%
28	611771	Professional Services	6,500	-	1,750	4,750	26.92%
29	615018	Fuel	8,600	909	3,462	5,138	40.25%
30	615100	Vehicle & Equip Maint Charges	26,400	1,576	7,039	19,361	26.66%
31	623425	Preventative Medical/OSHA	2,200	494	784	1,416	35.64%
32	628651	Lane Council of Gov Dues	200	-	181	19	90.31%
33	628680	Laundry and Cleaning	1,500	145	514	986	34.28%
34	629001	League of Oregon Cities Dues	400	-	384	16	96.08%
35	632677	Office Equipment Leases	3,000	318	1,509	1,491	50.30%
36	633850	Natural Gas	600	15	37	563	6.12%
37	636921	Office Supplies	4,000	14	1,013	2,987	25.33%
38	637917	Op Materials & Supplies	14,000	544	2,034	11,966	14.53%
39	638000	Street Signs	2,500	-	-	2,500	0.00%
40	638500	Street Maintenance	14,000	3,226	7,286	6,714	52.04%
41	644650	Building Maintenance Charges	6,600	489	1,397	5,203	21.16%
42	647030	Travel and Training	100	-	-	100	0.00%
43	648000	License Certification Fee	100	-	-	100	0.00%

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
44	648800	Employee Recognition	200	-	-	200	0.00%
45	649843	Telephone	5,000	342	1,387	3,613	27.75%
46	652080	Internet	300	6	28	272	9.40%
47	702013	Audit	1,300	-	-	1,300	0.00%
48	706076	Legal Counsel	1,500	-	206	1,294	13.71%
49		Total Materials & Services	202,100	15,142	69,532	132,568	34.40%
50							
51	005-576	Transfers					
52	900001	Transfer to Equip Reserve	20,000	-	10,000	10,000	50.00%
53	900004	Transfer PW Building/Yard Res	1,500	-	-	1,500	0.00%
54	900039	Transfer to Computer Equip Res	700	-	-	700	0.00%
55	900041	Transfer to Street Imp Fund	27,000	-	10,000	17,000	37.04%
56		Total Transfers	49,200	-	20,000	29,200	40.65%
57							
58		Fund Balance & Contingency					
59	900900	Operating Contingency	20,000	-	-	(20,000)	0.00%
60	999000	Unapp Ending Fund Balance	142,600	15,886	170,334	27,734	119.45%
61		Total	162,600	15,886	170,334	7,734	
			-	-	-	-	

Street Equipment Reserve Fund

	349-000	Resources					
1	400100	Beginning Fund Balance	60,000	-	60,159	159	100.27%
2							
3	349-000	Revenue					
4	400500	Transfer From Street Fund	20,000	-	10,000	(10,000)	50.00%
5	400400	Investment Interest	200	169	308	108	154.09%
6		Total Revenue	20,200	169	10,308	(9,892)	51.03%
7							
8	349-100	Capital Outlay					
9	800600	Equipment Acquisitions	15,000	-	-	15,000	0.00%
10	800700	Equipment Refurbishment	5,000	-	-	5,000	0.00%
11		Total Capital Outlay	20,000	-	-	20,000	0.00%
12							
13	349-100	Fund Balance					
14	902000	Reserved for Future Expenditures	59,700	-	-	(59,700)	
15	999000	Unapp Ending Fund Balance	500	169	70,467	29,967	
16		Total	60,200	169	70,467	(29,733)	117.06%
			-	-	-	-	

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
Street System Improvement Fund							
1	268-000	Resources					
2	400100	Beginning Fund Balance	89,000	-	81,452	(7,548)	0.00%
3							
4	268-000	Revenue					
5	400500	Transfer from Street Fund	27,000	-	10,000	(17,000)	37.04%
6	403000	State 5,000 Population Dist.	200,000	-	-	(200,000)	0.00%
7	400400	Interest	100	76	267	167	267.46%
8	409000	Other Income	-	-	2,400	2,400	-
9		Total Revenue	227,100	76	12,667	(214,433)	5.58%
10							
11	268-100	Capital Outlay					
12	800704	Sidewalk Improvement Program	28,000	-	29	27,971	0.10%
13	800750	Street Construction	200,000	-	-	200,000	0.00%
14	800751	Street Refurbishment/Imp	40,000	-	-	40,000	0.00%
15	800800	Street Maintenance Program	4,500	-	-	4,500	0.00%
16		Total Capital Outlay	272,500	-	29	272,471	0.01%
17							
18	268-100	Fund Balance					
19	902000	Reserved for Future Exp	43,100	-	-	43,100	
20	999000	Unapp Ending Fund Balance	500	76	94,090	(93,590)	
21		Total	43,600	76	94,090	(50,490)	215.80%
			-	-	-	-	

Street System Development Fund

	407-000	Resources					
1	400100	Beginning Fund Balance	982,100	-	1,001,913	19,813	102.02%
2							
3	407-000	Revenue					
4	400500	System Development Fees	20,000	2,232	6,444	(13,556)	32.22%
5	400400	Interest	5,000	1,669	3,871	(1,129)	77.42%
6		Total Revenue	25,000	3,901	10,315	(14,685)	41.26%
7							
8	407-100	Capital Outlay					
9	800650	Street System Expansion	18,000	-	-	18,000	0.00%
10		Total Capital Outlay	18,000	-	-	18,000	100.00%
11							
12	407-100	Fund Balance					
13	999000	Unapp Ending Fund Balance	989,100	3,901	1,012,228	(23,128)	
14		Total	989,100	3,901	1,012,228	(23,128)	102.34%
15			-	-	-	-	

	Budget	Current Period	YTD Amount	YTD Variance	% to Date
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Bike Path Reserve Fund

1	334-000	Resources				
2	400100	Beginning Fund Balance	36,700	-	41,370	4,670 112.73%
3	334-000	Revenue				
4	400450	State Tax Street Revenue	3,400	347	1,216	(2,184) 35.75%
5	400400	Interest	200	30	108	(92) 54.14%
6		Total Revenue	3,600	377	1,324	(2,276) 36.78%
7						
8	334-100	Capital Outlay				
9	800100	System Improvements	10,000	-	5,303	4,697 53.03%
10	800650	System Exapnsion	10,000	-	2,418	7,582 24.18%
11		Total Capital Outlay	20,000	-	7,721	12,279 61.40%
12						
13	334-100	Fund Balance				
14	999000	Unapp Ending Fund Balance	20,300	377	34,973	(14,673) 172.28%
15		Total	20,300	377	34,973	(14,673)
16			-	-	-	

Internal Services Fund
October 2016

Summary Report

	Budget	Current Period	YTD Amount	YTD Variance	% To Date
Beginning Balance	20,100	-	18,611	(1,489)	92.59%
Revenue					
Charges for Services-Vehicle	283,100	18,192	81,310	(201,790)	28.72%
Charges for Services-Bldg M	78,600	4,946	18,238	(60,362)	23.20%
Charges for Services-IT	38,100	1,953	11,954	(26,146)	31.38%
Investment Interest	100	17	56	(44)	56.47%
Other Revenue	-	632	632	632	0.00%
Total Revenue	399,900	25,739	112,191	(287,709)	28.05%
Total Resources	420,000	25,739	130,802	289,198	31.14%
Expenditures					
Personnel Services	191,200	15,107	60,274	130,926	31.52%
Materials & Services	208,400	11,326	50,196	158,205	24.09%
Contingency	8,000	-	-	8,000	0.00%
Total Expenditures	407,600	26,432	110,469	297,131	27.10%
Ending Fund Balance	12,400		20,333		
	-		-		

Internal Services Fund
October 2016

Detail Report

		Budget	Current Period	YTD Amount	YTD Variance	% to Date
Internal Services Fund						
	050-000 Resources					
1	400100 Beginning Fund Balance	20,100	-	18,611	(1,489)	92.59%
2						
3	050-000 Revenue					
4	405300 Charges for Services-Vehicles	283,100	18,192	81,310	(201,790)	28.72%
5	405310 Charges for Services-Bldg Maint	78,600	4,946	18,238	(60,362)	23.20%
6	405320 Charges for Services-IT	38,100	1,953	11,954	(26,146)	31.38%
7	400400 Investment Interest	100	17	56	(44)	56.47%
8	409000 Other Revenue	-	632	632	632	0.00%
9	Total Revenue	399,900	25,739	112,191	(287,709)	28.05%
10						
11	050-100 Personnel Services					
12	503780 Direct Wages	112,100	9,249	36,815	75,285	32.84%
13	503790 Wages - Overtime	1,300	-	-	1,300	0.00%
14	513344 FICA	8,700	700	2,785	5,915	32.01%
15	539094 Pension - PERS	22,200	1,802	7,172	15,028	32.31%
16	542344 Workers' Compensation Ins	3,700	74	370	3,330	10.00%
17	546833 Insurance Benefits	40,300	3,282	13,130	27,170	32.58%
18	548877 Unemployment Insurance	2,900	-	-	2,900	0.00%
19	Total Personnel Services	191,200	15,107	60,274	130,926	31.52%
20						
21	050-200 Materials & Services - Vehicles & Equipment					
22	615110 Police Vehicle & Equip Maint	7,000	341	727	6,273	10.39%
23	615120 City Hall Vehicle&Equip Maint	500	-	-	500	0.00%
24	615122 Community Services Equip Maint	-	-	-	-	0.00%
25	615124 Parks Vehicle & Equip Maint	1,000	-	-	1,000	0.00%
26	615130 Water Vehicle & Equip Maint	8,000	365	2,294	5,706	28.68%
27	615140 Sewer Vehicle & Equip Maint	19,900	198	2,687	17,213	13.50%
28	615150 Sanitation Vehicle&Equip Maint	62,700	6,302	16,934	45,766	27.01%
29	615160 Streets Vehicle & Equip Maint	11,100	169	1,653	9,447	14.90%
30	Total Materials & Services	110,200	7,376	24,295	85,905	22.05%
31						
32	050-300 Materials & Services - Building Maintenance					
33	645100 Police Building Maintenance	3,500	200	278	3,222	7.94%
34	645110 City Hall Building Maintenance	7,000	-	1,076	5,924	15.37%
35	645114 Comm Center Building Maint	-	189	189	(189)	0.00%
36	645116 Senior Center Building Maint	-	-	-	-	0.00%
37	645120 Library Building Maintenance	3,000	-	83	2,917	2.77%
38	645130 Pool Building Maintenance	2,000	-	-	2,000	0.00%
39	645140 Parks Building Maintenance	1,000	-	-	1,000	0.00%
40	645150 Water Building Maintenance	5,500	-	18	5,483	0.32%
41	645160 Sewer Building Maintenance	3,600	-	18	3,583	0.49%
42	645170 Sanitation Building Maint	2,000	-	18	1,983	0.88%

		Budget	Current Period	YTD Amount	YTD Variance	% to Date	
43	645180	Street Building Maintenance	3,000	-	17	2,983	0.58%
44		Total Materials & Services	30,600	388	1,695	28,905	5.54%
45							
46	050-400	Materials & Services - IT Services					
47	611750	IT Services - City Hall	5,000	79	2,471	2,529	49.43%
48	611752	IT Services - Police	2,500	-	1,113	1,387	44.54%
49	611754	IT Services - Public Works	6,000	79	586	5,414	9.77%
50	611756	IT Services - Comm Services	500	-	-	500	0.00%
51	611758	IT Services - Senior Center	500	-	-	500	0.00%
52	611760	IT Services - Court	300	-	-	300	0.00%
53		Total Materials & Services	14,800	158	4,171	10,629	28.18%
54							
55	050-500	Materials & Services - IS Department					
56	601100	Administrative Charges	34,500	2,875	11,500	23,000	33.33%
57	602171	Insurance	4,800	-	5,429	(629)	113.10%
58	608925	Software Maintenance	1,200	-	906	294	75.51%
59	611519	Electricity	1,100	79	335	765	30.44%
60	611771	Professional Services	1,000	-	-	1,000	0.00%
61	615018	Fuel	500	-	-	500	0.00%
62	615100	Vehicle & Equip Maintenance	1,000	131	448	552	44.85%
63	623425	Preventative Medical/OSHA	500	-	70	430	14.00%
64	628680	Laundry & Cleaning	700	-	-	700	0.00%
65	632678	Computer/Office Equip Maint	500	-	84	416	16.78%
66	633850	Natural Gas	700	76	265	435	37.83%
67	636921	Office Supplies	600	17	110	490	18.34%
68	637917	Operating Materials & Supplies	1,100	-	-	1,100	0.00%
69	644650	Building / Property Maint	200	-	-	200	0.00%
70	647030	Travel & Training	500	-	-	500	0.00%
71	648000	License Certification Fees	300	-	-	300	0.00%
72	648800	Employee Recognition	100	-	-	100	0.00%
73	649843	Telephone	1,400	193	750	650	53.56%
74	652080	Internet	500	33	137	363	27.50%
75	702013	Audit	1,600	-	-	1,600	0.00%
76		Total Materials & Services	52,800	3,404	20,035	32,765	37.94%
77							
78	050-920	Fund Balance & Contingency					
79	900900	Operating Contingency	8,000	-	-	8,000	0.00%
80	999000	Unapp Ending Fund Balance	12,400	(694)	20,333	(7,933)	163.97%
81		Total	20,400	(694)	20,333	67	

Other Funds
October 2016

Detail Report

		Budget	Current Period	YTD Amount	YTD Variance	% to Date
State Revenue Sharing						
	250-000 Resources					
1	400100 Beginning Fund Balance	105,600	-	100,132	(5,468)	94.82%
2						
3	250-000 Revenue					
4	400500 Receipts	56,000	-	25,891	(30,109)	46.23%
5	400400 Interest	500	103	369	(131)	73.75%
6	Total Revenue	56,500	103	26,260	(30,240)	46.48%
7						
8	Total Resources	162,100	103	126,392	(35,708)	77.97%
9						
10	250-920 Materials & Services					
11	635290 Miscellaneous	100,000	-	-	100,000	0.00%
12	Total Materials & Services	100,000	-	-	100,000	0.00%
13						
14	250-920 Capital Outlay					
15	800822 Police Projects	-	-	-	-	0.00%
16	800824 Parks Projects	-	-	-	-	0.00%
17	800826 Web Site Upgrade	20,000	-	-	20,000	0.00%
18	Total Capital Outlay	20,000	-	-	20,000	0.00%
19						
20	250-920 Fund Balance					
21	999000 Unapp Ending Fund Balance	42,100	103	126,392	84,292	300.22%
		-	-	-	-	

Community Development Revolving Loan Fund

	401-000 Resources					
1	400100 Beginning Fund Balance	1,039,500	-	1,040,272	772	100.07%
2						
3	401-000 Revenue					
4	400400 Investment Interest	5,800	23	2,322	(3,478)	40.04%
5	400800 Loan Application Fees	-	-	200	200	0.00%
6	401260 Moto Gear Principal	3,000	406	1,621	(1,379)	54.02%
7	401270 Moto Gear Interest	300	18	76	(224)	25.49%
8	407400 Grant: Rural Tourism Marketing	10,000	-	-	(10,000)	0.00%
9	408352 Interfund Loan-Water Sys Imp	21,500	-	21,500	-	100.00%
10	409000 Other Receipts	200	-	-	(200)	0.00%
11	Total Revenue	40,800	447	25,719	(15,081)	63.04%
12						
13	Total Resources	1,080,300	447	1,065,991	(14,309)	98.68%

		Budget	Current Period	YTD Amount	YTD Variance	% to Date
14						
15	401-100	Materials & Services				
16	606313	Contract Services	2,300	-	-	2,300 0.00%
17	606326	Business Dev Loans	340,000	-	-	340,000 0.00%
18	606331	Business Dev Microloans	231,000	-	-	231,000 0.00%
19	606335	Facade Enhancement Program	70,000	-	-	70,000 0.00%
20	608925	Computer Software Support	500	-	-	500 0.00%
21	636921	Office Expenses	500	-	-	500 0.00%
22	706076	Legal Counsel	2,000	-	-	2,000 0.00%
23		Total Materials & Services	646,300	-	-	646,300 0.00%
24						
25	401-200	Materials & Services				
26	606330	Economic Development Program:	91,000	-	-	91,000 0.00%
	632700	Grant: Rural Tourism Marketing	32,000	-	-	32,000 0.00%
27	636921	Office Supplies	100	-	-	100 0.00%
28	702013	Audit	100	-	-	100 0.00%
29		Total Materials & Services	123,200	-	-	123,200 0.00%
30						
31	401-900	Fund Balance				
32	999000	Unapp Ending Fund Balance	310,800	447	1,065,991	755,191 342.98%
			-	-	-	

Health Insurance Fund

1	010-000	Resources				
2	400100	Beginning Fund Balance	50,100	-	50,153	53 100.11%
3						
4	010-000	Revenue				
5	400400	Investment Interest	300	41	151	(149) 50.27%
6						
7	010-100	Fund Balance				
8	999000	Unapp Ending Fund Balance	50,400	41	50,304	(96) 99.81%
			-	-	-	

Other Capital Project & Reserve Funds
 October 2016

Detail Report

	Budget	Current Period	YTD Amount	YTD Variance	% to Date
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Administrative Vehicle & Equipment Fund

328-000 Resources					
1	400100	Beginning Fund Balance	12,700	-	11,883 (817) 93.56%
2					
328-000 Revenue					
4	400400	Interest	100	11	37 (63) 36.77%
5	Total Revenue		100	11	37 (63) 36.77%
6					
7	Total Resources		12,800	11	11,919 (881) 93.12%
8					
328-100 Capital Outlay					
10	800600	Equipment/Furniture Acquisition	-	-	- - 0.00%
11	Total Capital Outlay		-	-	- - 0.00%
12					
328-100 Fund Balance					
14	999000	Unapp Ending Fund Balance	12,800	11	11,919 (881) 93.12%
			-	-	- -

Building Replacement Reserve Fund

319-000 Resources					
1	400100	Beginning Fund Balance	75,600	-	75,654 54 100.07%
2					
319-000 Revenue					
4	400400	Investment Interest	500	52	218 (282) 43.52%
5	400540	Transfer from General Fund	-	-	- - 0.00%
6	Total Revenue		500	52	218 (282) 43.52%
7					
8	Total Resources		76,100	52	75,872 (228) 99.70%
9					
319-100 Fund Balance					
11	999000	Unapp Ending Fund Balance	76,100	52	75,872 (228) 99.70%
			-	-	- -

Building Reserve Fund

318-000 Resources					
1	400100	Beginning Fund Balance	89,200	-	72,457 (16,743) 81.23%
2					
318-000 Revenue					

			Budget	Current Period	YTD Amount	YTD Variance	% to Date
4	400400	Investment Interest	500	821	962	462	192.44%
5	400520	Transfer from General Fund	-	-	-	-	0.00%
6		Total Revenue	500	821	962	462	192.44%
7							
8	318-100	Materials & Services					
9	611771	Professional Services	-	-	-	-	0.00%
10	644660	Building Repairs & Maintenance	-	-	-	-	0.00%
11		Total Materials & Services	-	-	-	-	0.00%
12							
13	318-100	Capital Outlay					
14	800760	Building Refurbishment	40,000	853	8,964	31,036	22.41%
15	800780	Building Improvemens	-	-	-	-	0.00%
16		Total Capital Outlay	40,000	853	8,964	31,036	22.41%
17							
18	318-100	Fund Balance					
19	902000	Reserve for Future Expenditures	49,200	49,200	49,200	49,200	
20	999000	Unapp Ending Fund Balance	500	(49,232)	15,255	(96,516)	
21			49,700	(32)	64,455	(47,316)	129.69%
			-	-	-	-	

Computer Equipment Reserve Fund

	345-000	Resources					
1	400100	Beginning Fund Balance	57,500	-	52,492	(5,008)	91.29%
2							
3	345-000	Revenue					
4	400400	Investment Interest	300	12	67	(233)	22.40%
5	400521	Transfer from Water Fund	500	-	-	(500)	0.00%
6	400522	Transfer from Sewer Fund	1,000	-	-	(1,000)	0.00%
7	400523	Transfer from Sanitation Fund	700	-	-	(700)	0.00%
8	400527	Transfer from Street Fund	700	-	-	(700)	0.00%
9		Total Revenue	3,200	12	67	(3,133)	2.10%
10							
11	608925	Software Upgrades	10,000	-	-	10,000	0.00%
12		Total Materials & Services	10,000	-	-	10,000	0.00%
13							
14	345-100	Capital Outlay					
15	800100	System Improvements/Expansion	1,000	671	671	329	67.13%
16	800600	Equipment Acquisition	49,200	-	35,987	13,213	73.14%
17		Total Capital Outlay	50,200	671	36,658	13,542	73.02%
18							
19	345-100	Fund Balance					
20	902000	Reserve for Future Expenditures	-	-	-	-	
21	999000	Unapp Ending Fund Balance	500	(659)	15,901	(31,683)	
22			500	(659)	15,901	(31,683)	3180.26%

	Budget	Current Period	YTD Amount	YTD Variance	% to Date
	-	-	-	-	

Prairie Road Street Improvement Fund

	350-000	Resources				
1	400100	Beginning Fund Balance	246,800	-	247,009	209 100.08%
2						
3	350-000	Revenue				
4	400400	Investment Interest	1,200	57	599	(601) 49.90%
5						
6	350-100	Capital Outlay				
7	800100	Street Improvements	218,000	-	-	218,000 0.00%
8						
9	345-100	Fund Balance				
10	999000	Unapp Ending Fund Balance	30,000	57	247,607	(218,393)
11			-	-	-	-

PW Building/Yard Reserve

	354-000	Resources				
1	400100	Beginning Fund Balance	31,500	-	30,703	(797) 97.47%
2						
3	354-000	Revenue				
4	400400	Investment Interest	100	201	263	163 263.10%
5	400501	Transfer from Sewer Fund	5,000	-	-	(5,000) 0.00%
6	400502	Transfer from Sanitation Fund	1,000	-	-	(1,000) 0.00%
7	400523	Transfer from Street Fund	1,500	-	-	(1,500) 0.00%
8	400575	Transfer from Water Fund	500	-	-	(500) 0.00%
9		Total Revenue	8,100	201	263	(7,837) 3.25%
10						
11	354-100	Capital Outlay				
12	800760	Building Refurbishment	13,000	-	-	13,000 0.00%
13	800780	Building Improvements	13,000	-	2,400	10,600 18.46%
14		Total Capital Outlay	26,000	-	2,400	23,600 9.23%
15						
16	354-100	Fund Balance				
17	902000	Reserve for Future Expenditures	13,100	-	-	(13,100)
18	999000	Unapp Ending Fund Balance	500	201	28,566	(19,134)
19			13,600	201	28,566	(32,234) 210.05%
			-	-	-	-