

**City of Rainier**  
**Regular City Council Meeting**  
**March 6, 2023**  
**6 p.m.**  
**Rainier City Hall**

Mayor Jerry Cole called the council meeting to order at 6 p.m.

**Council Present:** Connie Budge, Scott Cooper, Robert duPlessis, Jeremy Howell, Mike Kreger and Denise Watson

**Council Absent:** Levi Richardson

**City Attorney Present:** No

**City Staff Present:** Sarah Blodgett, City Recorder; Gregg Griffith, Police Chief; W. Scott Jorgensen, City Administrator; Sue Lawrence, Public Works Director

**Flag Salute**

**Additions/Deletions from the Agenda:** Public Works Director Sue Lawrence asked that city hall improvements and emergency water intrusion repair be added to the agenda. Council agreed by consensus. City Administrator W. Scott Jorgensen said that the RDIC has requested to be at the April meeting.

**Mayor's Address:** Mayor Jerry Cole read a proclamation into the record declaring March 21 Save Soil Day.

**Visitor Comments:** Rainier School District Superintendent Joseph Hattrick, school board members and employees gave a presentation about the bond initiative that will be on the May ballot. Don Puckett said that the audio quality of the council meeting recordings can be improved. He would also like to see the street blocked off during Little League games, with some signage to warn drivers about it. Puckett also urged councilors to review portions of the city charter.

**Consider Approval of the Consent Agenda**

Consider Approval of the February 6, 2023 Regular Council Meeting Minutes—Council President Mike Kreger moved to approve the consent agenda. That motion was seconded by Councilor Denise Watson and adopted unanimously.

**New Business**

- a. Timber Sale Discussion with City Forester—City Forester Pat McCoy said he was originally planning a timber sale for this year, but the market has been down the last few months. A sale in these economic conditions would be around \$100,000 less than the city's last harvest. He recommends waiting until the market improves and anticipates that it will be better next year. Councilor Scott Cooper moved to postpone the timber sale until next year. That motion was seconded by Kreger and adopted unanimously. Councilor Robert duPlessis asked about how the city's watershed and future harvests

could be affected by a proposed Oregon Department of Forestry rule change around riparian areas. McCoy said it would mostly affect the areas near fish bearing streams. The watershed already has buffers around streams and most of the trees in those areas are not as valuable as others. Most of the streams in the watershed are not fish bearing, so the city won't lose much harvestable acreage. Jorgensen asked how McCoy felt about the city possibly going to a two-year budget. McCoy said it would help by giving him more flexibility for when he can do harvests.

- b. Discussion with Rainier Drainage Improvement Company
- c. Parks Committee Recommendation on Master Plan Update—Dave Elkin from Juncus Studio gave a presentation on the master plan document. Jorgensen said that the Parks Committee recommended its adoption. Councilor Connie Budge mentioned that the pocket park west of 8<sup>th</sup> Street was not included in the plan and should be. Cooper wanted to make sure that the city be adequately able to maintain any future parks. Budge moved to adopt the master plan update. That motion was seconded by Cooper and adopted unanimously.
- d. Statement of Assurance—Jorgensen explained that this was recommended by the city's auditing firm as a further assurance that council has oversight over financial matters. Cooper moved to approve the statement. That motion was seconded by Kreger and adopted unanimously.
- e. Budget Discussion—Jorgensen said that one of council's goals in 2022 was to examine the possibility of doing a two-year budget. Doing it for the upcoming cycle would align with the state's budget, as well as both of the city's collective bargaining agreements. State budget law allows it, but council would have to pass a resolution. He could have that ready for the April meeting. duPlessis asked if this approach would limit the city's flexibility. Cole and Budge said there could be a mid-cycle review at the end of the first year. Cole said the budget committee could always reconvene, if need be. Jorgensen said a two-year budget could help public works plan better for long-term projects. Lawrence said it would save her much time and work. Funds get carried over between budgets because processes are not yet finished. Council agreed by consensus to move forward with a two-year budget.
- f. City Hall Improvements—Lawrence said she has received two bids for a remodel, including adding an emergency exit, a break room and another bathroom. She recommends the bid submitted by Lower Columbia Engineering for \$28,000 for project design and preparation. Cooper moved to approve the bid. That motion was seconded by Watson and adopted unanimously.
- g. Emergency Water Intrusion Repair—Lawrence said that past water issues in the basement of city hall could lead to mold. She's received one bid for the work and is expecting two more. The bid she received came in at \$14,000. If one of the other bids is lower, she will go with it, but doesn't want to wait until the next council meeting to get the work started. Budge moved to approve the expenditure of \$14,000 for the work. That motion was seconded by Kreger and adopted unanimously.

## **7. Unfinished Business**

- a. Fox Creek Update—Jorgensen said that a site visit was recently conducted with representatives of the city's engineering firm, the Oregon Department of Transportation (ODOT) and the Oregon Department of Fish and Wildlife. ODOT originally wanted to do its portion of the project separately, but has since agreed to take the lead on obtaining grant funding for it. He spoke with Ree Armitage from U.S. Senator Ron Wyden's office about obtaining a letter of support for grant funding.
- b. Wastewater Treatment Plant Capacity Study—Lawrence said the study is part of the city's

agreement with the Department of Environmental Quality. Kreger moved to approve the study. That motion was seconded by duPlessis and adopted unanimously.

**Staff Report**—Police Chief Gregg Griffith said that Officer Phillip George should be done with his training by the end of March. Jorgensen said that he and Lawrence attended a recent League of Oregon Cities small cities meeting in St. Helens. He participated in the library board's Mardi Gras murder mystery and accompanied Griffith to George's graduation ceremony from the Department of Public Safety Standards and Training. Contract negotiations were conducted with the Teamsters for the police contract. A ratification vote will be held soon. If the officers approve the contract, it will be brought back to the next meeting for council approval.

**Council Reports**—duPlessis said he and Jorgensen toured the new businesses that are coming to downtown. He also went to the soft opening at the new gift shop. Budge said she was pleased that the murder mystery went so well. Kreger said he and Jorgensen are going to Tillamook later on this month to meet with local officials about doing a project to honor veterans.

**City Calendar/Announcements**—The council goal setting work session is scheduled for March 13 at 6 p.m. at the senior center. The city/county dinner is scheduled for March 28 at 5:30 p.m.

Cole adjourned the meeting at 7:45 p.m. Council entered into executive session at 8 p.m. under ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session was adjourned at 8:34 p.m.

Cole called the council meeting back into session at 8:34 p.m. Cooper moved for the city to accept donated property. That motion was seconded by Kreger and adopted unanimously.

Cole adjourned the meeting at 8:35 p.m.

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Mayor Jerry Cole

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W. Scott Jorgensen, City Administrator

**City of Rainier**  
**City Council Goal Setting Workshop**  
**March 13, 2023**  
**6 p.m.**  
**Rainier Senior Center**

Mayor Jerry Cole called the workshop to order at 6:18 p.m.

**Council Present:** Connie Budge, Scott Cooper, Robert duPlessis, Jeremy Howell, Levi Richardson and Denise Watson

**Council Absent:** Mike Kreger

**City Attorney Present:** No

**City Staff Present:** Sarah Blodgett, City Recorder; Gregg Griffith, Police Chief; W. Scott Jorgensen, City Administrator; Sue Lawrence, Public Works Director

**Flag Salute**

**Review of 2022 Council Goals**—City Administrator W. Scott Jorgensen went over goals that council set the previous year and the progress that has been made on them.

**Collaborative Projects Status Update**—Jorgensen said that the Oregon Department of Transportation (ODOT) has agreed to take the lead on pursuing federal grant funding for the project. It will also involve the Oregon Department of Fish and Wildlife. The city's Housing Committee made recommendations about a potential Urban Growth Boundary land swap and that will go before the Planning Commission. Columbia County will have to be involved in the process and he recently briefed the board of commissioners on the matter. Staff is set to meet the following day with Business Oregon about solutions to the challenges involving the expansion of infrastructure on the west end of town.

**Committee Goals**—Jorgensen said that the Housing Committee has largely wrapped up its business and its recommendations are being passed on to the Planning Commission. The Parks Committee has recommended approval of the park master plan update, and it was adopted by council. The Library Board discussed its goals at its most recent meeting. The Planning Commission has a series of code update recommendations from the Housing Committee and staff. If the Department of Land Conservation and Development produces a model rural code, the commission can work on that in 2024.

**Planning Commission**

**Parks Committee**

**Library Board**

**Budget Committee**

**REDCO Budget Committee**

**2023 Council Goals**--Mayor Cole said that getting in compliance with the Department of Environmental Quality remains his top goal. Councilor Connie Budge still wants to see safety improvements made to Veterans Way, a two-year budget that's comprehensive and easy to understand, updated job descriptions and a master plan for the city's watershed. There was a discussion about Rainier becoming a port of call and what that would involve. Public Works Director Sue Lawrence said the city's dock is not designed for it. Cole suggested having a port master plan be a goal. Planning Commissioner Nic Gratzner asked about paving projects.



Lawrence said they are based on priority. Jorgensen said ODOT has a Small City Allotment grant program that is non-competitive and the amounts awarded have been increased. The City was ineligible to apply for a few years because its allotment was used for the A Street project. Councilor Scott Cooper said he would like to see more festivals and events in town and the senior center expanded. Gratzner would like to see the emergency preparedness plan be made more available to the public. Cole still wants Fox Creek to be online as a backup water supply. Cooper wants to examine emergency access across the railroad tracks. Budge wants to update the city's comprehensive plan. Jorgensen said that ODOT will likely update the city's transportation system plan soon. Cole said he would like the riverfront trail to expand further west. Councilor Levi Richardson said he would like to see lighting on the trail. REDCO Budget Committee member Candis Forrest asked that the area of the trail by the condos be prioritized for lighting. Parks Committee member Gary Rice said he would like the Fox Creek trail to be upgraded. Cole suggested that part of the tennis courts be converted for pickleball use. Library Board Chair Marcia Roberts said that body plans to work on a library master plan, more events, a memorial section for benefactors and a tutoring program. Budge wants a nonprofit group formed to support the library. Cole wants a mid-year evaluation of the two-year budget. Councilor Robert duPlessis would like to see the park restrooms replaced and AEDs made available in city buildings and an events calendar added to its website. Budge wants the City to explore having free wi-fi available to residents. Library Board member Tonya Higgins wants improved access to warming and cooling centers.

Cole adjourned the meeting at 7:53 p.m.

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Mayor Jerry Cole

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W. Scott Jorgensen, City Administrator

## **Appendix A**

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### Housing Prototypes



## RVs and Tiny Homes on Wheels



A vehicle with or without motive power, which is designed for sport or recreational use, or which is designed for human occupancy on an intermittent basis. A tiny house on wheels (typically under 600 sf) is often constructed to meet the same code requirements as an RV and would be subject to the same zoning and building code limitations.

Market Opportunities	<ul style="list-style-type: none"><li>• In most cases, no developer needed to create new housing units - users bring their own unit.</li><li>• Designed to be mobile, so they can be relocated to another site</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>• Small unit sizes limit market appeal, particularly for families</li><li>• Some units may not be designed or intended for permanent occupancy</li></ul>	
Affordability and Tenure	<input type="radio"/> Publicly-Subsidized <30% AMI	<input checked="" type="radio"/> Workforce 80-120% AMI
	<input checked="" type="radio"/> Affordable 30-80% AMI	<input type="radio"/> Market Rate >120% AMI
	<input type="radio"/> For Rent	<input checked="" type="radio"/> For Sale
Common Regulatory Issues	<ul style="list-style-type: none"><li>• RVs and tiny homes on wheels are usually only allowed for short-term residency (30-60 days or less)</li><li>• Connection to water and sewer may be required</li><li>• Fire safety issues sometimes are a concern because RVs and tiny homes are not built to building code</li></ul>	



## Manufactured Housing



Manufactured dwellings are factory-built residential structures constructed to federal manufactured housing construction safety standards and installed in accordance with an Oregon-approved installation code.

Market Opportunities	<ul style="list-style-type: none"><li>• Low cost for-sale housing option that is large enough for a variety of households.</li><li>• Can be installed in a manufactured home park or on an individually owned lot.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>• Once installed on a site, they are relatively permanent due to the cost of relocation.</li><li>• The units do not typically appreciate in value due to lower quality and durability.</li></ul>	
Affordability and Tenure	<div><div><input type="radio"/> Publicly-Subsidized &lt;30% AMI</div><div><input checked="" type="radio"/> Affordable 30-80% AMI</div><div><input type="radio"/> For Rent</div></div>	<div><div><input checked="" type="radio"/> Workforce 80-120% AMI</div><div><input type="radio"/> Market Rate &gt;120% AMI</div><div><input checked="" type="radio"/> For Sale</div></div>
Common Regulatory Issues	<ul style="list-style-type: none"><li>• Development standards such as by-right, subdivision regulations, density, lot size, parking, and design standards</li><li>• Fire codes can be burdensome for manufactured housing developments</li></ul>	



## Modular/Prefabricated Housing



A modular/prefabricated house a building or subassembly that has been in whole or substantial part manufactured or assembled using closed construction at an off-site location to be wholly or partially assembled on-site.

Market Opportunities	<ul style="list-style-type: none"><li>• Low cost for-sale housing option that is large enough for a variety of households.</li><li>• Technologies are rapidly improving in order to provide lower costs, higher quality, and faster construction.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>• Some prefabricated models are low quality and not built for long-term use.</li></ul>	
Affordability and Tenure	<input type="radio"/> Publicly-Subsidized <30% AMI	<input checked="" type="radio"/> Workforce 80-120% AMI
	<input checked="" type="radio"/> Affordable 30-80% AMI	<input type="radio"/> Market Rate >120% AMI
	<input type="radio"/> For Rent	<input checked="" type="radio"/> For Sale
Common Regulatory Issues	<ul style="list-style-type: none"><li>• Permitting can be cumbersome with high fees</li><li>• Fire codes can be burdensome</li></ul>	



## Single-Family Detached Houses



Single-family detached house means a residential structure designed as a residence for one family and sharing no common wall with another residence of any type.

Market Opportunities	<ul style="list-style-type: none"><li>Established housing type continually in high demand.</li><li>Lower risk and usually less complex to develop than some other housing types.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>Low densities require builders to target higher income buyers in order to compensate for high land costs.</li><li>Most new houses are larger than needed for smaller households.</li></ul>	
Affordability and Tenure	<input type="radio"/> Publicly-Subsidized <30% AMI	<input checked="" type="radio"/> Workforce 80-120% AMI
	<input type="radio"/> Affordable 30-80% AMI	<input checked="" type="radio"/> Market Rate >120% AMI
	<input type="radio"/> For Rent	<input checked="" type="radio"/> For Sale
Common Regulatory Issues	<ul style="list-style-type: none"><li>Lot size minimums</li><li>High SDC fees</li></ul>	





## Accessory Dwelling Units



An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

Market Opportunities	<ul style="list-style-type: none"><li>• Low-impact option for adding units to existing neighborhoods</li><li>• Adds to supply of rental units.</li><li>• Can reduce net housing costs of homeowner by adding rental income.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>• Many homeowners prefer not to add another unit/household to their property.</li><li>• Can be difficult for homeowners to acquire sufficient financing for construction.</li></ul>	
Affordability and Tenure	<input type="radio"/> Publicly-Subsidized <30% AMI	<input checked="" type="radio"/> Workforce 80-120% AMI
	<input type="radio"/> Affordable 30-80% AMI	<input checked="" type="radio"/> Market Rate >120% AMI
	<input type="radio"/> For Rent	<input checked="" type="radio"/> For Sale
Common Regulatory Issues	<ul style="list-style-type: none"><li>• Setback requirements and tree removal/retainment requirements</li><li>• High SDC fees</li><li>• Utility requirements - need a direct connection to utility at street</li></ul>	



## Duplex/Triplex/Fourplex



Duplex, triplex, and quadplex mean two, three, or four dwelling units on a lot or parcel in any configuration.

Market Opportunities	<ul style="list-style-type: none"><li>Higher densities enable builders to target workforce/middle income households and encourage smaller units.</li><li>Small lot size needed for single infill project, even conversion of a single-family house.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>Typically limited to rental market due complexities and risk of condo projects for developers.</li><li>Some renters/buyers prefer detached housing.</li></ul>	
Affordability and Tenure	<input type="radio"/> Publicly-Subsidized <30% AMI	<input checked="" type="radio"/> Workforce 80-120% AMI
	<input type="radio"/> Affordable 30-80% AMI	<input checked="" type="radio"/> Market Rate >120% AMI
	<input checked="" type="radio"/> For Rent	<input type="radio"/> For Sale
Common Regulatory Issues	<ul style="list-style-type: none"><li>Density and lot size requirements</li><li>Parking standards</li><li>Definitions of these housing types</li></ul>	





## Townhouses



Townhouse means a dwelling unit constructed in a row of two or more attached units, where each dwelling unit is located on an individual lot or parcel and shares at least one common wall with an adjacent unit.

Market Opportunities	<ul style="list-style-type: none"><li>Higher densities enable builders to target workforce/middle income buyers and encourage smaller units.</li><li>Similar ownership form as a single-family house (fee simple).</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>Some buyers prefer detached housing.</li><li>May require a homeowners association and/or condo ownership for maintenance of common areas, exterior.</li></ul>	
Affordability and Tenure	<input type="radio"/> Publicly-Subsidized <30% AMI	<input checked="" type="radio"/> Workforce 80-120% AMI
	<input type="radio"/> Affordable 30-80% AMI	<input checked="" type="radio"/> Market Rate >120% AMI
	<input type="radio"/> For Rent	<input checked="" type="radio"/> For Sale
Common Regulatory Issues	<ul style="list-style-type: none"><li>Density requirements</li><li>Lot size and setback requirements</li><li>Parking standards</li></ul>	



## Cottage Cluster Housing



Cottage cluster means a grouping of no fewer than four detached dwelling units per acre, each with a footprint of typically less than 900 square feet, located on a single lot or parcel that includes a common courtyard.

Market Opportunities	<ul style="list-style-type: none"><li>Provides more attainable homeownership option while offering the experience of a detached house.</li><li>Higher densities enable builders to target workforce/middle income households and encourage smaller units.</li><li>Lower per unit infrastructure costs because each house does not have a street frontage.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>Some renters/buyers may prefer more privacy and separation between units.</li><li>May require a homeowners association and/or condo ownership for maintenance of common areas, exterior.</li></ul>	
Affordability and Tenure	<ul style="list-style-type: none"><li><input type="radio"/> Publicly-Subsidized &lt;30% AMI</li><li><input type="radio"/> Affordable 30-80% AMI</li><li><input type="radio"/> For Rent</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="radio"/> Workforce 80-120% AMI</li><li><input checked="" type="radio"/> Market Rate &gt;120% AMI</li><li><input checked="" type="radio"/> For Sale</li></ul>
Common Regulatory Issues	<ul style="list-style-type: none"><li>Development standards such as density, lot size, parking, and design standards</li><li>Minimum size requirements for units</li><li>Housing type not permitted</li></ul>	



## Walkup Apartments

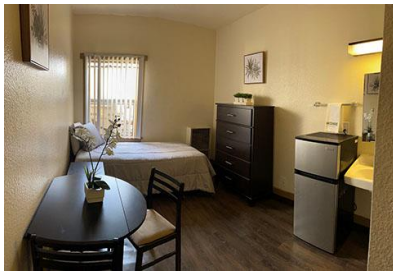


Walk-up apartments are units in an apartment building that does not have an elevator.

Market Opportunities	<ul style="list-style-type: none"><li>Higher densities enable builders to target workforce/middle income households and encourage smaller units.</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>Typically limited to rental market due complexities and risk of condo projects for developers.</li><li>Larger lot sizes needed due to the larger size of building and parking areas.</li><li>Some renters/buyers prefer detached housing.</li></ul>	
Affordability and Tenure	<ul style="list-style-type: none"><li><input type="radio"/> Publicly-Subsidized &lt;30% AMI</li><li><input type="radio"/> Affordable 30-80% AMI</li><li><input checked="" type="radio"/> For Rent</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="radio"/> Workforce 80-120% AMI</li><li><input checked="" type="radio"/> Market Rate &gt;120% AMI</li><li><input type="radio"/> For Sale</li></ul>
Common Regulatory Issues	<ul style="list-style-type: none"><li>Density and lot size</li><li>Parking standards</li><li>Open space requirements</li></ul>	



## Single Room Occupancy Units/Micro Apartments



A residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both.

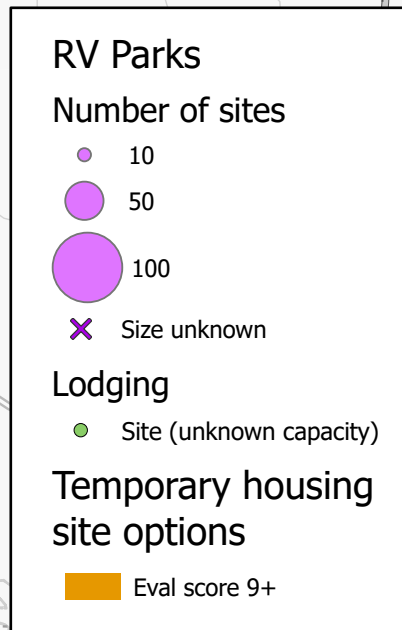
Market Opportunities	<ul style="list-style-type: none"><li>• Smaller unit size enables higher densities, which allows builders to target lower income households.</li><li>• Shared kitchens and/or bathrooms reduces per unit costs substantially</li></ul>	
Market Constraints	<ul style="list-style-type: none"><li>• Limited demand for smaller units or units without private kitchens and/or bathrooms.</li><li>• Lack of comparable projects in a region can make project difficult to finance.</li></ul>	
Affordability and Tenure	<ul style="list-style-type: none"><li><input type="radio"/> Publicly-Subsidized &lt;30% AMI</li><li><input checked="" type="radio"/> Affordable 30-80% AMI</li><li><input checked="" type="radio"/> For Rent</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="radio"/> Workforce 80-120% AMI</li><li><input type="radio"/> Market Rate &gt;120% AMI</li><li><input type="radio"/> For Sale</li></ul>
Common Regulatory Issues	<ul style="list-style-type: none"><li>• Housing type permitted</li><li>• Density requirements</li><li>• SDC and permit fees - high for affordable housing</li></ul>	

## **Appendix B**

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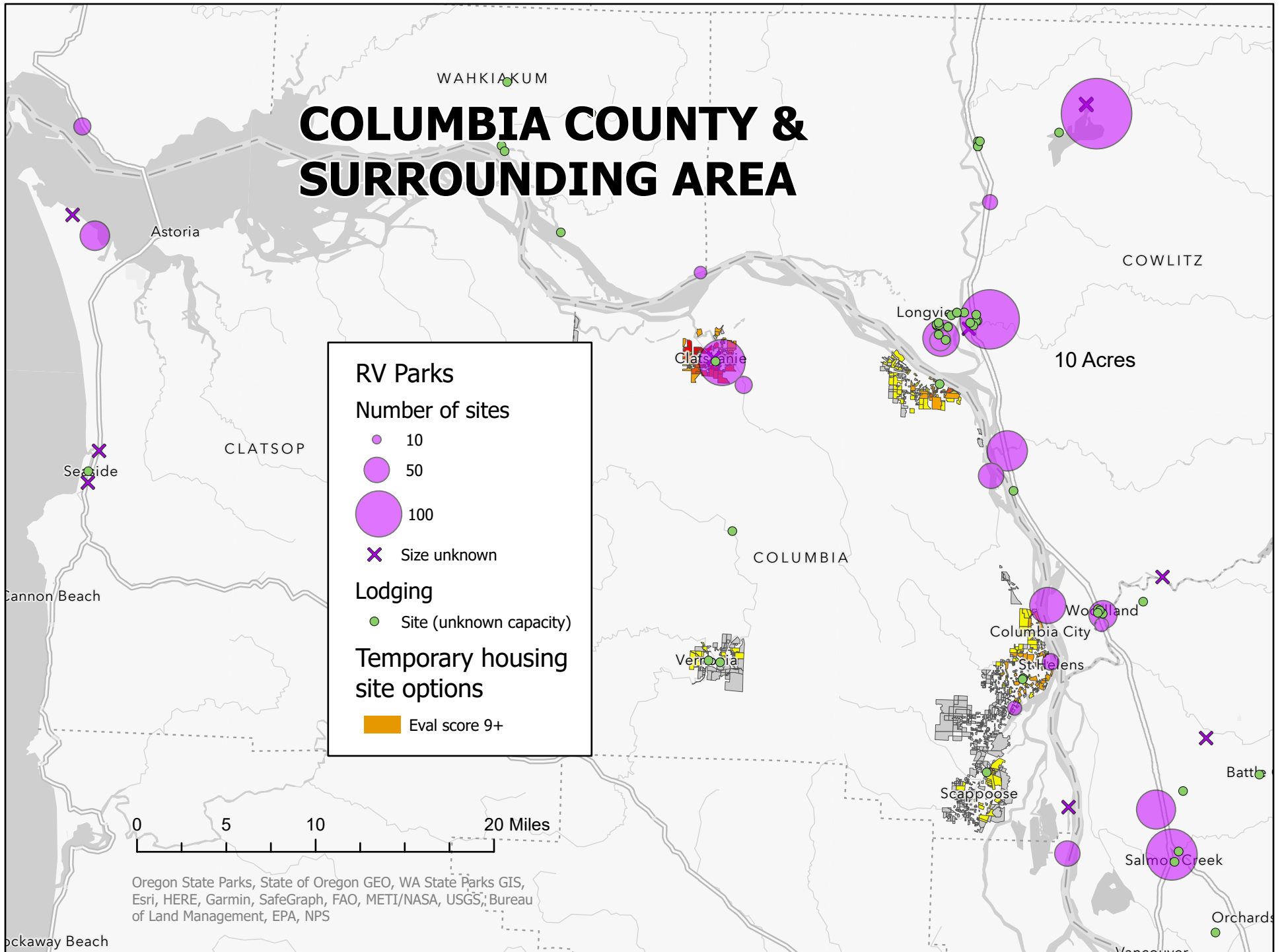
### Site Suitability Analysis

# COLUMBIA COUNTY & SURROUNDING AREA



0 5 10 20 Miles

Oregon State Parks, State of Oregon GEO, WA State Parks GIS, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of Land Management, EPA, NPS

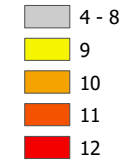




# CLATSKANIE

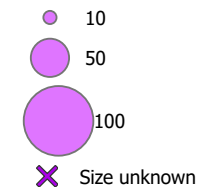
## Temporary housing site options

### Score

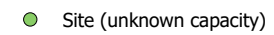


### RV Parks

#### Number of sites



### Lodging



10 Acres

0 0.25 0.5 1 Miles

BEAVER BOAT  
RAMP AND  
PARK

Clatskanie

CEDAR HILL  
CEMETERY

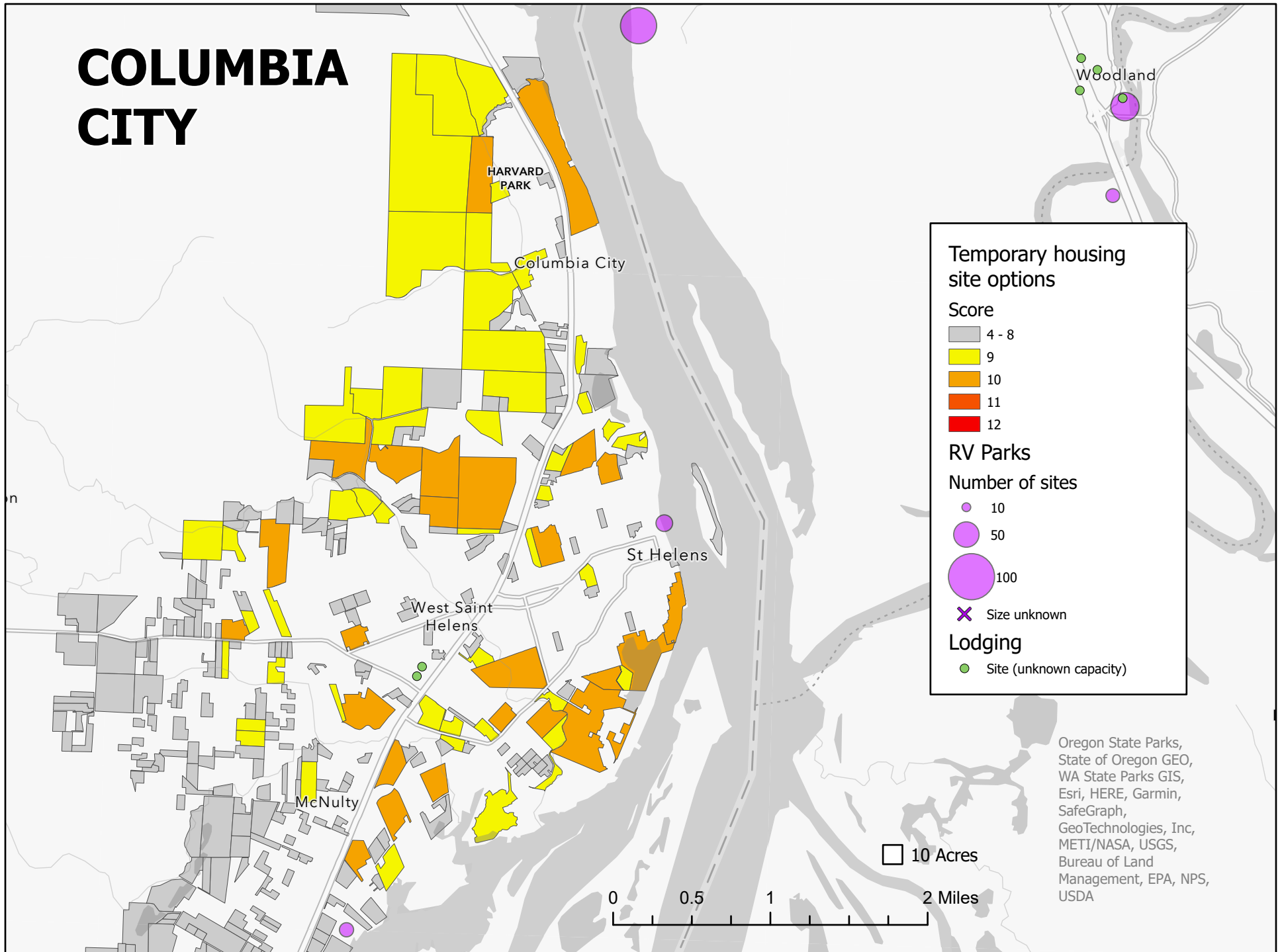
MURRAY HILL  
CEMETERY

MAPLEWOOD  
CEMETERY

Oregon State Parks, State of  
Oregon GEO, WA State Parks GIS,  
Esri, HERE, Garmin, SafeGraph,  
GeoTechnologies, Inc, METI/NASA,  
USGS, Bureau of Land  
Management, EPA, NPS, US Census  
Bureau, USDA



# COLUMBIA CITY





# RAINIER

Longview

LAKE  
SAKAJAWEA  
PARK

Kelso

KELSO  
LONGVIEW  
AIRPORT

DIBBLEE  
BEACH

Rainier

Lindbergh

LAUREL BEACH

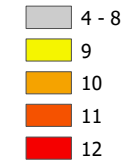
Fern Hill

Carrolls

PRESCOTT

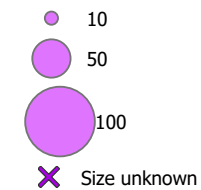
## Temporary housing site options

### Score

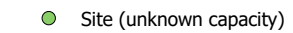


### RV Parks

#### Number of sites



### Lodging



10 Acres

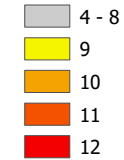
0 0.5 1 2 Miles

Oregon State Parks, State of  
Oregon GEO, WA State Parks GIS,  
Esri, HERE, Garmin, SafeGraph,  
GeoTechnologies, Inc, METI/NASA,  
USGS, Bureau of Land  
Management, EPA, NPS, USDA

# SCAPPOOSE

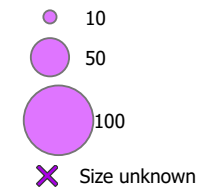
## Temporary housing site options

### Score

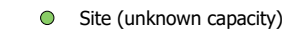


### RV Parks

#### Number of sites



### Lodging



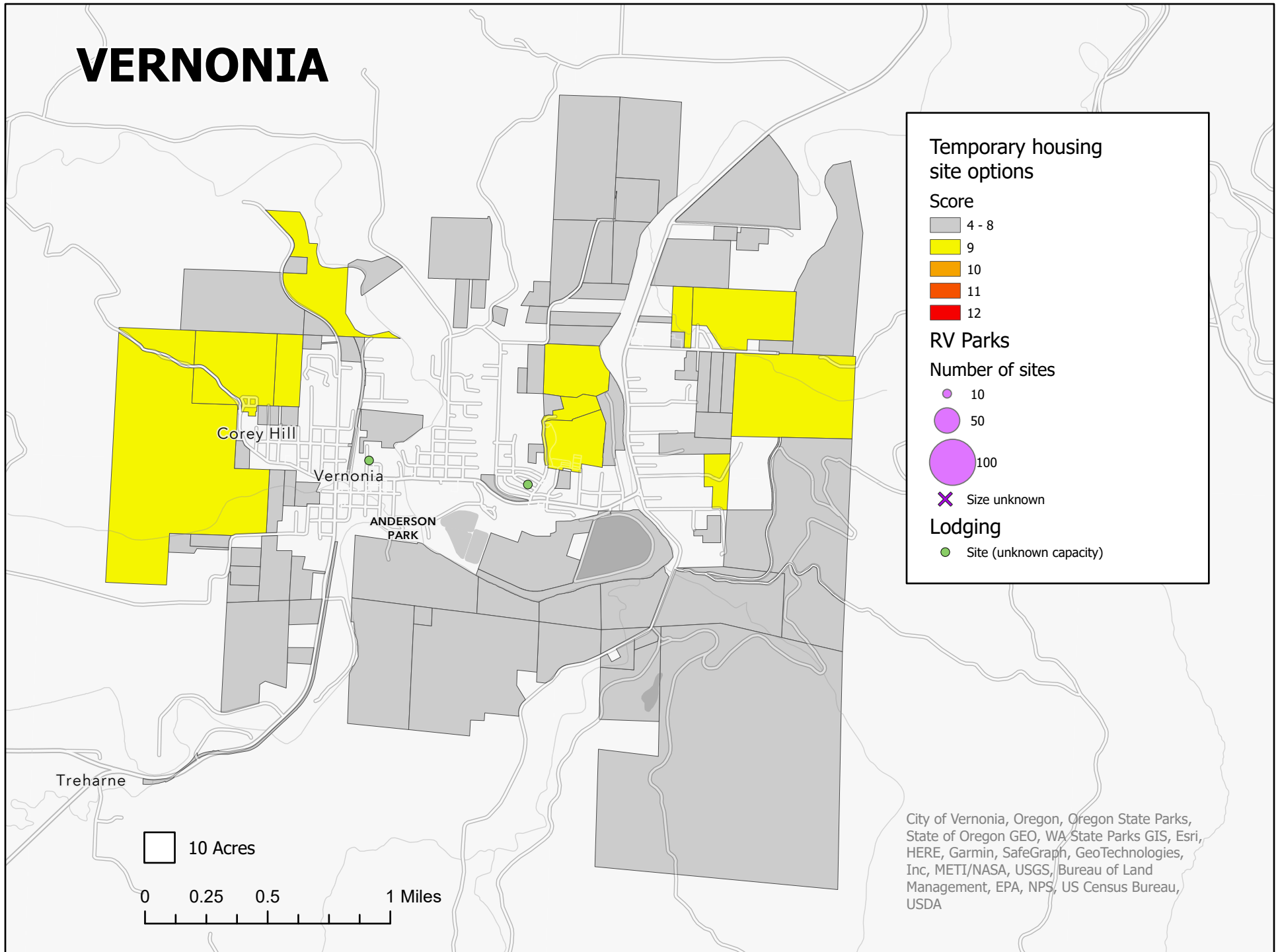
SAUVIE ISLAND  
WILDLIFE AREA

Oregon Metro, Oregon  
State Parks, State of  
Oregon GEO, WA State  
Parks GIS, Esri, HERE,  
Garmin, SafeGraph,  
GeoTechnologies, Inc.,  
METI/NASA, USGS,  
Bureau of Land  
Management, EPA, NPS,  
USDA

10 Acres



0 0.5 1 2 Miles

# VERNONIA



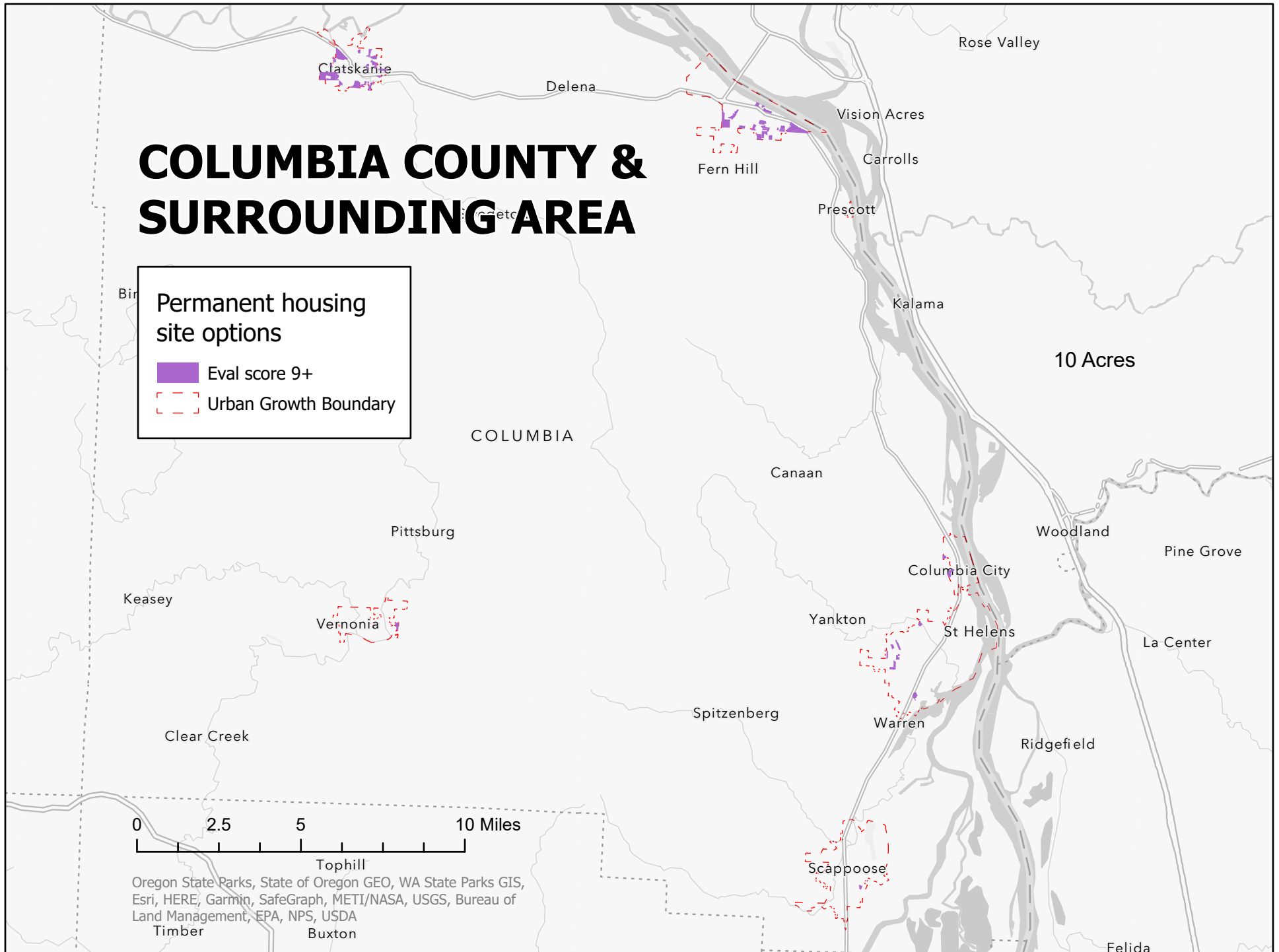
# COLUMBIA COUNTY & SURROUNDING AREA

## Permanent housing site options

-  Eval score 9+
-  Urban Growth Boundary

0 2.5 5 10 Miles

Tophill  
Oregon State Parks, State of Oregon GEO, WA State Parks GIS,  
Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, Bureau of  
Land Management, EPA, NPS, USDA  
Timber Buxton



# CLATSKANIE

## Permanent housing site options

### Score

4 - 8

9

10

11

12

Urban Growth Boundary

10 Acres

BEAVER BOAT  
RAMP AND  
PARK

Clatskanie

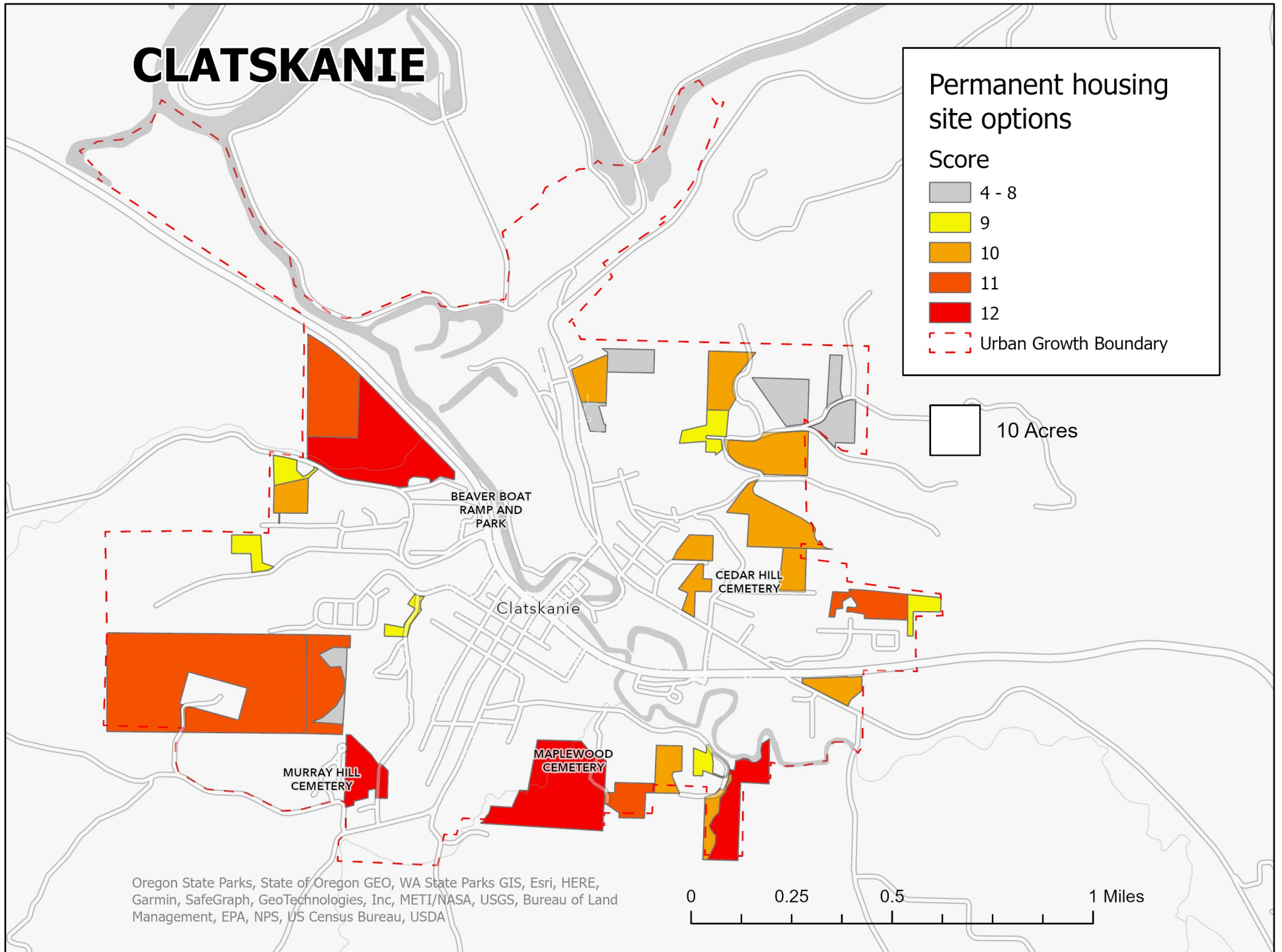
CEDAR HILL  
CEMETERY

MURRAY HILL  
CEMETERY

MAPLEWOOD  
CEMETERY

Oregon State Parks, State of Oregon GEO, WA State Parks GIS, Esri, HERE,  
Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land  
Management, EPA, NPS, US Census Bureau, USDA

0 0.25 0.5 1 Miles



# COLUMBIA CITY

HARVARD  
PARK

Columbia City

St Helens

West Saint  
Helens

McNulty

## Permanent housing site options

### Score

4 - 8

9

10

11

12

Urban Growth Boundary

10 Acres

0 0.5 1 2 Miles

Oregon State Parks, State of Oregon GEO, WA State Parks GIS, Esri, HERE,  
Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land  
Management, EPA, NPS, USDA



# RAINIER

## Permanent housing site options

### Score

4 - 8

9

10

11

12

Urban Growth Boundary

RAINIER  
RIVERFRONT  
PARK

Rainier

Lindbergh

10 Acres

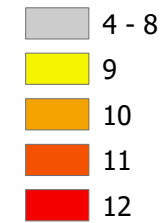
0 0.25 0.5 1 Miles

Oregon State Parks, State of Oregon GEO, WA State Parks GIS, Esri, HERE,  
Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land  
Management, EPA, NPS, US Census Bureau, USDA

# SCAPPOOSE

## Permanent housing site options

### Score



Urban Growth Boundary

Scappoose

South  
Scappoose

SAUVIE ISLAND  
WILDLIFE AREA

10 Acres

0 0.5 1 2 Miles

Oregon Metro, Oregon State Parks, State of Oregon GEO, WA State Parks GIS,  
Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,  
Bureau of Land Management, EPA, NPS, USDA



# VERNONIA

## Permanent housing site options

### Score

4 - 8

9

10

11

12

Urban Growth Boundary

10 Acres

VERNONIA  
MEMORIAL  
CEMETERY

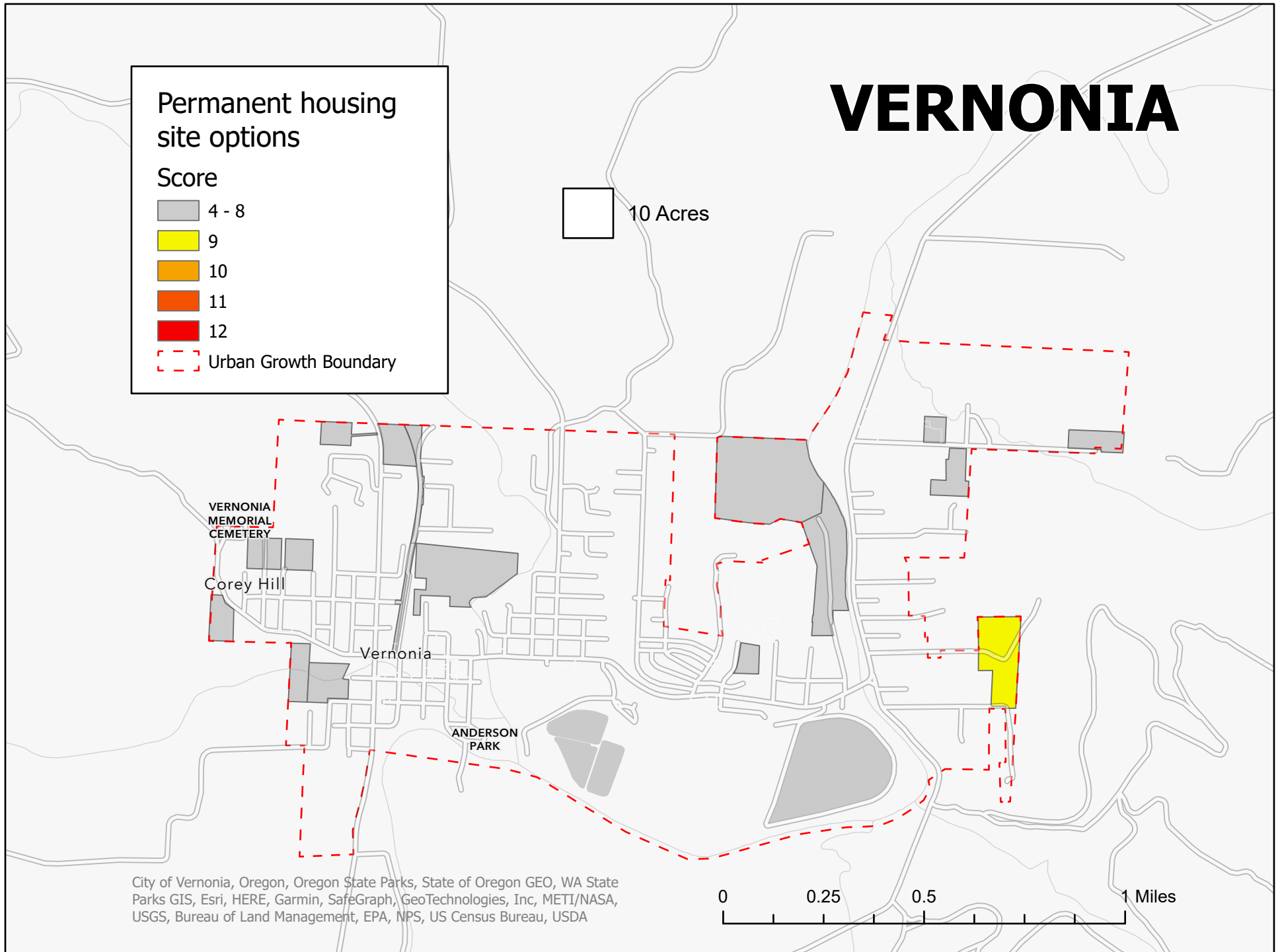
Corey Hill

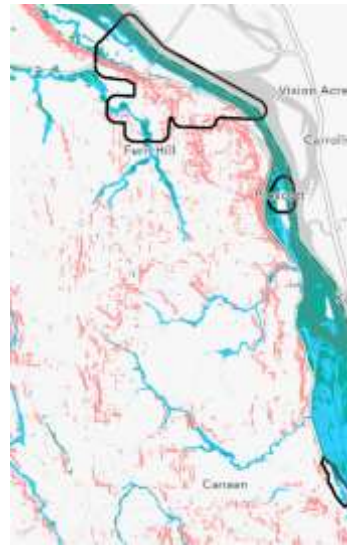
Vernonia

ANDERSON  
PARK

City of Vernonia, Oregon, Oregon State Parks, State of Oregon GEO, WA State  
Parks GIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA,  
USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

0 0.25 0.5 1 Miles





# Housing Implementation Plan

February 2023     DRAFT



Columbia County



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# Executive Summary

The cities of Clatskanie, Rainier, Vernonia, and Columbia City (“Participant Cities”)—in partnership with Columbia County—collaborated on this Housing Implementation Plan (HIP). The purpose of the HIP is to provide a framework for city governments, Columbia County, and other regional partners to advance solutions to housing challenges in the county. The HIP lays out a set of strategies and actions that will be implemented over the next eight years (2023-2030).

The HIP is organized in six sections:

- **Project Overview** establishes the context for the HIP and describes projected housing impacts related to NEXT Renewable Fuels’ plans to build and operate a green diesel fuel processing facility at Port Westward in Columbia County.
- **Columbia County’s Housing Needs** provides a summary of the study area’s housing conditions and demographic trends and projects temporary and permanent housing needs related to the NEXT project.
- **Stakeholder Engagement** includes a summary of stakeholder input that was used to develop the strategies and actions included in the HIP.
- **Site Suitability Analysis** details the analysis used to create an inventory of suitable sites for housing across the four jurisdictions.
- **Strategies to Meet Temporary Housing Needs** contains a list of four (4) actions targeted at temporary housing needs associated with construction of the NEXT project.
- **Strategies to Meet Permanent Housing Needs** contains strategies and actions determined to best fit Columbia County’s housing needs and the region’s capacity for implementation over time. This section describes recommended land use and zoning changes for the participant cities and includes a list of ten (10) actions targeted at addressing permanent housing needs in Columbia County.

## Housing Needs

Housing needs have been detailed in the HIP based on population growth projections, housing conditions and demographic trends in the region. They incorporate a range of estimated housing demands associated with the NEXT project, which is expected to have a large economic impact within Columbia County and the surrounding region beginning when construction kicks off in early 2024. Hundreds of units of new temporary and permanent housing will be needed to meet demands associated with the region’s anticipated economic growth.

### Temporary Housing Needs

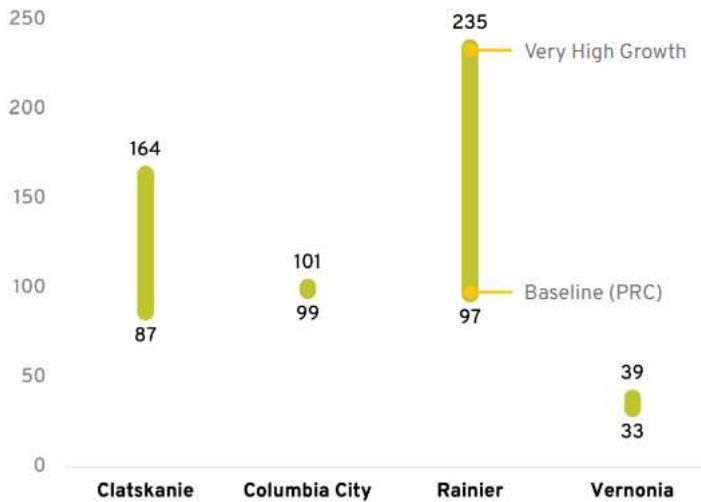
There are two separate categories of workers that will need some form of temporary housing during NEXT’s construction period. Approximately 30% of the direct construction jobs (570) are expected to be filled by temporary workers who travel to the job site in RVs and live in the RVs during the construction period.

Separately, another 25% of the workers (1,179) will require local rental housing, motels, or other temporary housing options during the construction period. These workers will be the driving force behind new demand for housing in the participant cities, particularly Clatskanie and Rainier, which are closest to the construction site. More information about these temporary housing needs is included on pages 7-10 of this document.

### Permanent Housing Needs

It was assumed that one-quarter of new job holders resulting from the NEXT project will be existing residents of Columbia or Cowlitz Counties. The remaining three-quarters will be residents that currently live outside the area and move for employment. The economic impact of NEXT could result in long-term increases in housing demand of 150 to 225 total additional units in the four participant cities beyond what would occur under existing growth projections.

Figure 1. Scenario Range of Net New Housing Units, 2025-2042



The net increase in residents in each jurisdiction varies widely (Figure 1). More information about permanent housing needs is included on pages 11-12 of this document.

## Stakeholder Engagement

The HIP was developed with input from a variety of stakeholders that was used to develop strategies and actions to address housing needs. This engagement process included a series of meetings with a project Advisory Committee (AC), stakeholder meetings, developer interviews, and jurisdictional meetings. Four meetings were held with the AC which provided an overview of the Housing Implementation Plan requirements and process, collected feedback on housing prototypes, the site suitability analysis, and policy recommendations, and discussed and received feedback on the draft strategies and actions proposed for inclusion in the HIP. More details on stakeholder engagement are included on pages 13-14 of this document.

## Strategies and Actions

The strategies included in this document were identified by the project consulting team based on experience with policies in similar jurisdictions, an audit of local zoning codes and policies, best

practices research, and a list of potential strategies published by DLCD. Working collaboratively with staff and based on input from stakeholders and the community, the consulting team refined the strategies to best fit Columbia County's housing needs and the region's capacity for implementation over time.

Strategies recommended to meet temporary housing need include:

- Provide Land and/or Infrastructure for Temporary Housing
- Allow Residential Occupancy in RVs and Tiny Homes On Wheels
- Encourage/Incentivize Homeowners to Provide Temporary Housing, and
- Facilitate a Prefab/Modular Housing Development that Converts to Permanent Housing

Strategies to meet permanent housing need fall into four categories:

1. Land Use and Zoning Changes
2. Financial Incentives
3. Land Based Strategies
4. Public Projects and Resources.

Recommended land use and zoning changes have been detailed for each participant city. Within the other three categories there is a one-page summary devoted to each action, which includes a description of the action, steps to implement it, implementation considerations, an adoption timeline, an implementation timeline, prioritization of the action, an implementation lead, and potential partners. Once adopted, it is assumed that these actions will continue to impact the production of needed housing over time.

## Appendices

- **Appendix A** identifies housing prototypes included in the HIP.
- **Appendix B** contains an inventory of suitable sites for housing in the four participant cities.

## 2. Project Overview

The cities of Clatskanie, Rainier, Vernonia, and Columbia City (“Participant Cities”)—in partnership with Columbia County—collaborated on this Housing Implementation Plan (HIP). The HIP will be implemented by these multiple partners working closely together.

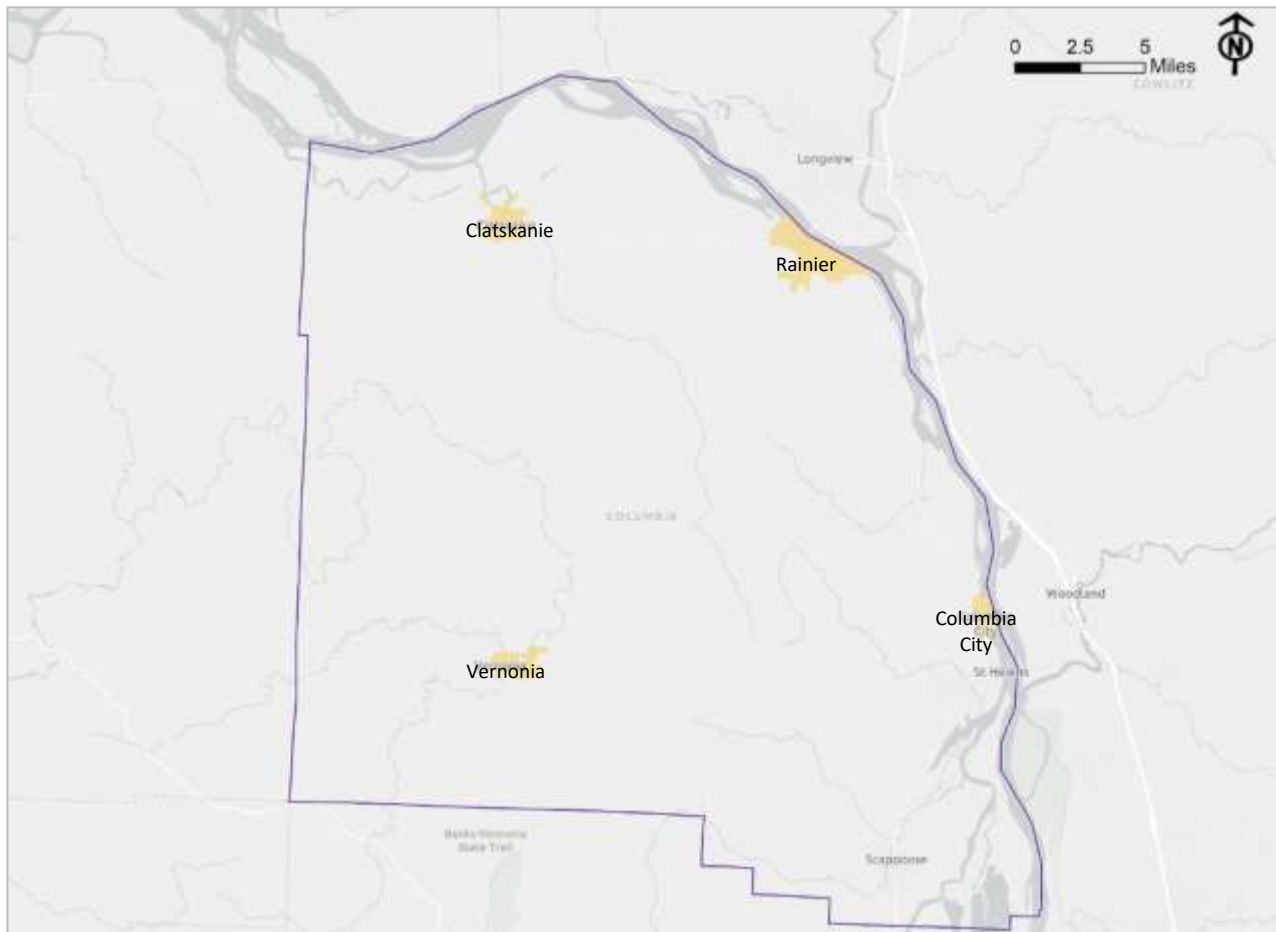
The smaller cities in the northern region of Columbia County have historically seen slower population and job growth than cities to the south, which are more closely linked to the economy of the Portland metropolitan region. As a result of this slow growth rate, new housing production has also been limited in recent decades. Meanwhile, the existing housing stock is aging and lacking new investment.

There are signs that this slow growth trajectory could be changing. NEXT Renewable Fuels Oregon, LLC is planning to build and operate a

renewable green diesel fuel processing facility located at the Port Westward Industrial Park near Clatskanie in Columbia County. The Economic Impact Study for the project estimates that construction of the facility will generate 3,500 temporary jobs over the 2-year construction period (2024-2026) and over 200 new permanent jobs.

This major influx of new investment and jobs has the potential to catalyze a period of sustained, higher growth and new in-migration to the smaller cities in Columbia County.

This opportunity also presents a challenge, however. The influx of temporary workers has potential to overwhelm the housing market in areas within the commute distance of the construction site. The influx of new households associated with permanent jobs at the site will elevate demand for new housing in nearby cities and could shift the types of housing that are in demand.





These projected changes occur against the backdrop of a statewide housing shortage and a dynamic regional housing market that is evolving due to the unprecedented impacts of the COVID-19 pandemic.

Most of the participant cities have not updated their housing plans in many years. Despite similarities in housing markets and opportunities for productive collaboration, there is no coordinated regional blueprint for local governments to act on housing.

The purpose of the HIP is to provide a framework for city governments, Columbia County, and other regional partners to advance solutions to housing challenges. The HIP lays out a set of strategies and actions that will be implemented over the next eight years (2023-2030). The HIP should be reviewed and updated at the end of this planning cycle to ensure it remains relevant.

The HIP was developed with the input of multiple stakeholders, local experts, and community leaders. It is essential to the success of the HIP that plan partners conduct deeper engagement with the broader community on specific strategies as they are implemented.

### 3. Columbia County's Housing Needs

#### Housing Conditions and Trends

##### Population Growth

Columbia County is expected to add roughly 6,600 new residents by 2040 (Figure 2). The participant cities are expected to grow at rates of between 0.2% and 0.6% annually. Columbia City and Clatskanie are expected to grow at slightly higher rates than Rainier and Vernonia.

Figure 2. Existing and Projected Population

Jurisdiction	2020	2025	2040	AGR 2020-2040
Columbia County	51,623	52,981	58,204	0.6%
Columbia City	1,871	1,899	2,096	0.6%
Vernonia	2,039	2,037	2,113	0.2%
Clatskanie	1,822	1,865	1,993	0.5%
Rainier	2,378	2,414	2,579	0.4%

Source: PSU Population Research Center; AGR = Annual Growth Rate

##### Income

On average, household incomes in Columbia County are similar to those in Oregon as a whole. However, household incomes in three of the four participant cities are lower than County and state averages. Columbia City is the exception and has a higher median household income and higher share of high-income households (32% of total) than county and state averages.

Clatskanie has the highest share (44% of total) of low-income households, earning \$25k or under annually, and the lowest share of high-income households (8% of total) of the jurisdictions included in the study.

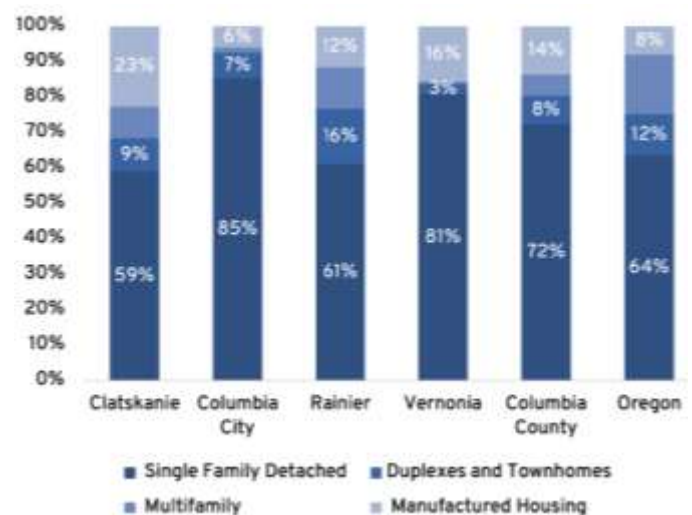
##### Race and Ethnicity

Columbia County is less racially and ethnically diverse than the state of Oregon as a whole. Whereas roughly 28% of Oregonians identify as Black, Indigenous, and People of Color, roughly 16% of Columbia County's population is made up of Communities of Color. 14% of Oregonians identify as Hispanic or Latino, and only 4-6% of residents of participant cities and Columbia County identify as Hispanic or Latino.

##### Housing Types

Single family detached housing dominates the county's housing mix. With the exception of Rainier, where 28% of the city's housing stock consists of attached multiple-unit housing, the County and all the cities are well above the state's average (72% of total) for share of housing that is single family detached or manufactured (Figure 3). Rainier has the highest share of middle housing (16% of total) and multifamily housing (12% of total) of all participant jurisdictions.

Figure 3. Share of Units by Housing Type



Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates.

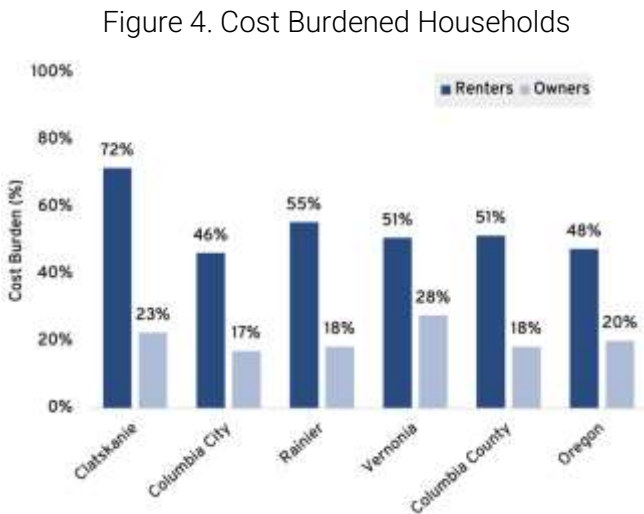


Affordability

Housing cost burden (spending more than 30% of income on housing costs) for owners and renters is more prevalent in some parts of Columbia County than in Oregon on average (Figure 4).

Roughly 18% of homeowners in Columbia County are cost burdened, paying more than 1/3 of their monthly income in housing costs.

With the exception of Columbia City, renters in the participant cities are more cost burdened than in Oregon on average. More than half of all renters in Clatskanie, Rainier and Vernonia spend more than 1/3 of their income on housing. Renters in Clatskanie experience the most cost burden of all participant jurisdictions.



Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates.

There is a significant deficit of housing that is affordable to Columbia County’s lowest income residents. Roughly 17% of Columbia County’s households earn less than \$25,000 per year. There are 450 rent-restricted housing units in Columbia County, yet there are approximately 5,218 cost burdened households.

Housing Prices

Although home prices are still lower than in Oregon on average, Columbia County home prices have increased rapidly since 2020, with median prices up by 30 percent year-over-year (January

2020 to January 2022). In January of 2022, the average home price in Columbia County was \$435,670. Median home prices in Columbia City are the highest in the region.

Vacancy Rates

Vacancy rates in Columbia County are lower than the state average of 8%, with some variations among participant cities. Clatskanie (11%) and Rainier (89%) have the highest housing vacancy rates among participant cities. Columbia City has the lowest vacancy rate (3%) among participant cities. Cowlitz County and Columbia County have housing vacancy rates just under 6%.

New Housing Development

Permitting activity in the participant cities has been slow in recent years, and the majority of housing construction has consisted of single-family homes. Key unmet housing needs in the region include rental units, senior living and aassisted living, more affordable homeownership options, and “middle housing” such as duplexes and townhomes.

Age of Housing Stock

The age of homes in Columbia County is slightly older than in Oregon on average, with some variations among participant cities (Figure 5). Many older homes are in need of repair and rehabilitation.

Figure 5. Age of Housing Stock

Jurisdiction	Median Year Built
Clatskanie	1973
Columbia City	1992
Rainier	1970
Vernonia	1971
Columbia County	1977
Oregon	1979

Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates.

# Temporary Housing Needs

## How will the temporary influx of workers for the NEXT project affect the local housing market?

NEXT Renewable Fuels Oregon, LLC is planning to build and operate a renewable green diesel fuel processing facility located at the Port Westward Industrial Park near Clatskanie in Columbia County. The Economic Impact Study for the project estimates that construction of the facility will generate 3,500 temporary jobs over the 2-year construction period (2024-2026)

Overall, the NEXT project is expected to have a large economic impact within Columbia County and the surrounding region beginning when construction kicks off in early 2024. Hundreds of units of new temporary and permanent housing will be needed to meet demands associated with the region’s economic growth.

Longer-term housing needs resulting from near term employment growth in Columbia County and the participant cities of Clatskanie, Columbia City, Rainier, and Vernonia are detailed in the sections that follow.

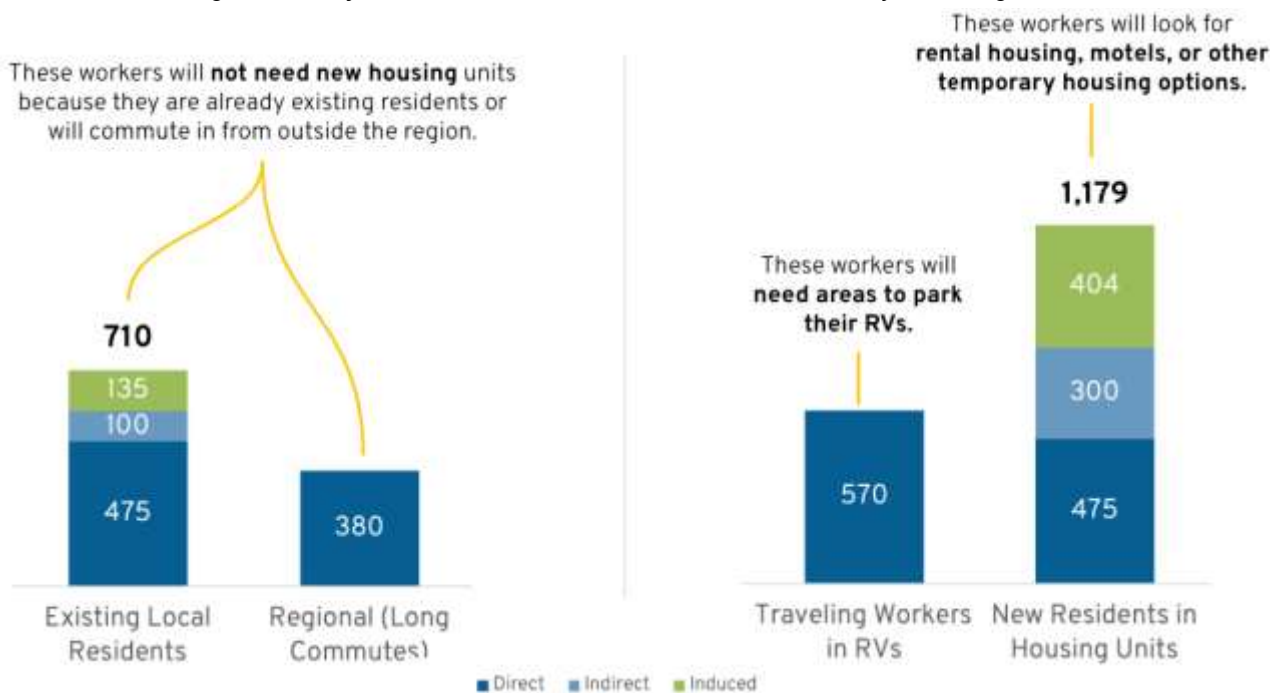
## Projected Temporary Housing Demand by Type

NEXT representatives estimate that there will be a total of 1,900 construction workers on-site at the peak of the project. It is assumed that the construction project will also generate approximately 939 temporary indirect and induced jobs, resulting in a total of approximately 2,300 jobs during the peak of construction activity.

Not all of those workers will need local housing units, however. The project team developed estimates of the amount of housing demand needed for the construction-related workforce based on input from NEXT representatives. The projections are rough estimates and intended to be used for broad planning purposes to assess the overall magnitude of the demand.

There are two categories of job holders that will not require new housing units. Roughly 25% of the workforce (710 jobs) are projected to be people already living in the County (local residents) (Figure 6). Another 30% of the direct jobs (380 jobs) are projected to be held by construction laborers

Figure 6. Projected Distribution of Construction Jobs by Housing Need



that live outside the County but are within commute distance of the construction site. These two categories are projected to make up about 1,100 of the total 2,300 temporary construction-related jobs.

There are two separate categories of workers that will need some form of housing during the construction period. Approximately 30% of the direct construction jobs (570) are expected to be filled by temporary workers who travel to the job site in RVs and live in the RVs during the construction period.

Separately, another 25% of the workers (1,179) will require local rental housing, motels, or other temporary housing options during the construction period. These workers will be the driving force behind new demand for housing in the participant cities, particularly Clatskanie and Rainier, which are closest to the construction site.

### Projected Temporary Housing Demand by Location

Not all of these workers will seek to find temporary housing in the participant cities in Columbia County. A significant share are likely to find housing options in Cowlitz County. Some are also likely to travel further south and find housing in St. Helens or Scappoose.

Data on the commute patterns of existing workers in the Port Westward area was used to estimate the potential demand for temporary housing in each of the participant jurisdictions (Figure 9). This data is a useful benchmark, but there is significant

uncertainty about whether the housing and commute choices of the temporary workers will be consistent with existing, permanent workers. Given their temporary status, it is reasonable to expect more workers to be satisfied with living in a smaller city with fewer amenities such as the participant cities in Columbia County.

The scenarios represent the existing distribution of workers, high concentration of workers in the participant cities, and a very high concentrations of workers. The projections indicate that Clatskanie and Rainier could experience substantial demand for temporary housing during the construction period. Clatskanie could see demand for approximately 60-100 new units and Rainier could see demand for 100-200 new units.

Columbia City and Vernonia are unlikely to see substantial new demand for temporary housing, in part because they are relatively distant from the construction site and have fewer amenities than nearby, larger towns.

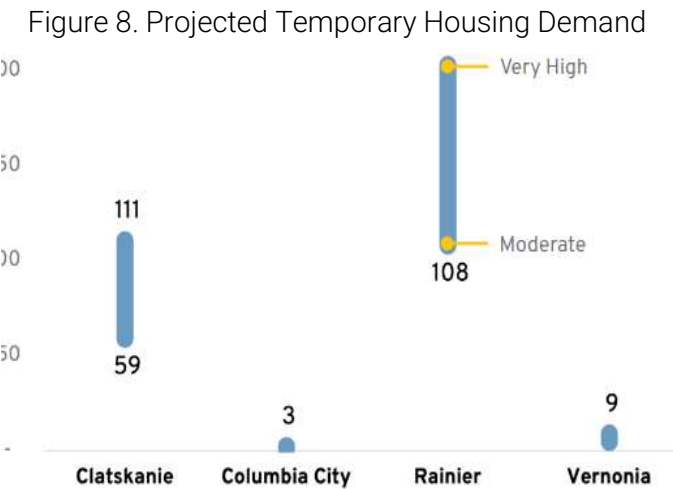
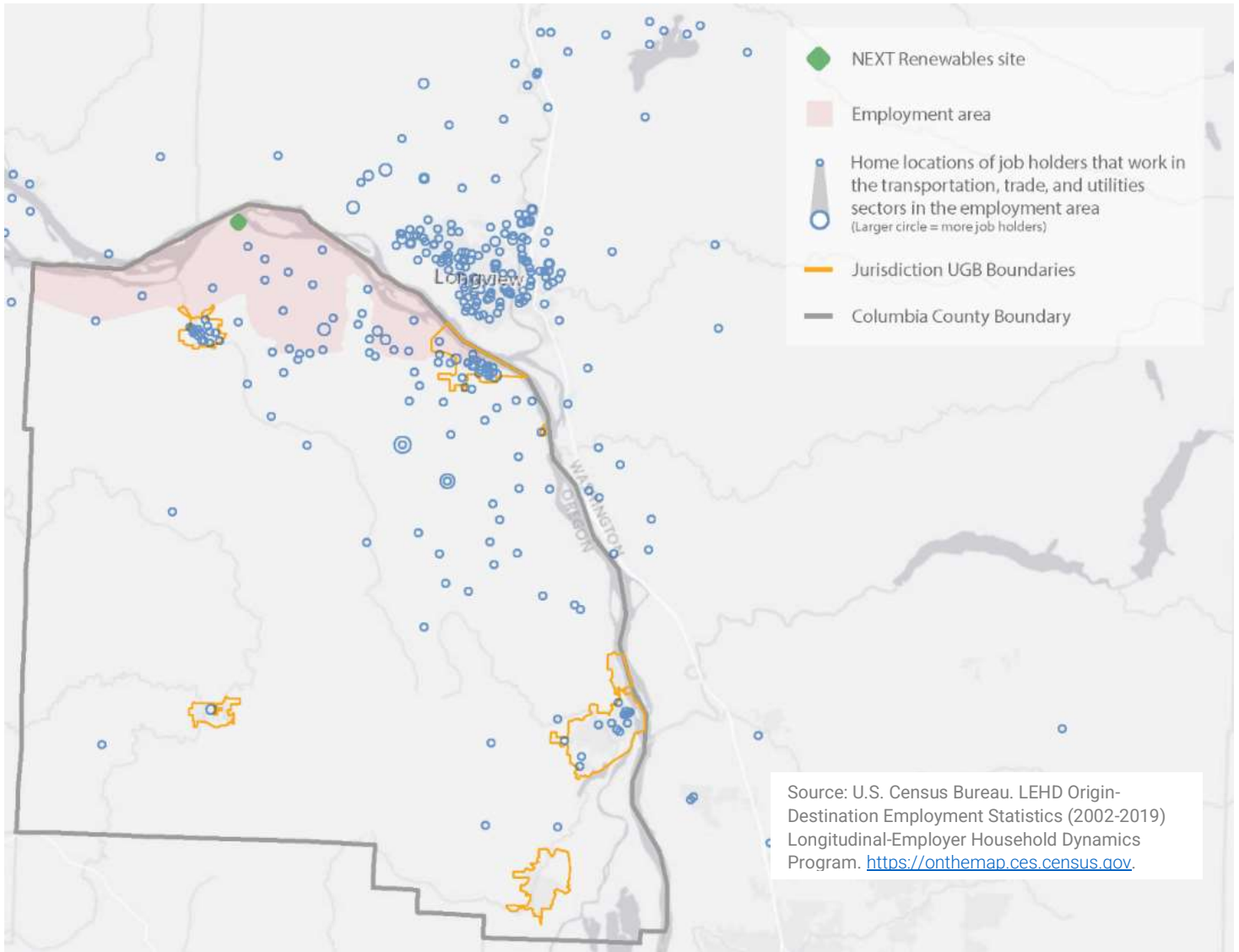


Figure 7. Temporary Housing Demand vs. Vacant Units

Jurisdiction	Range of Need	Vacancy Rate	Estimated Total Vacant Units	Estimated Units for Rent	
Clatskanie	59-111 units	11.1%	75	17	For rent units in Clatskanie would only meet 15-20% of the projected temporary housing need
Columbia City	1-3 units	2.9%	39	12	
Rainier	108-203 units	8.6%	103	0	Vacant units in Rainier appear to be primarily seasonal/vacation units or otherwise not for rent
Vernonia	5-9 units	6.7%	114	13	

Figure 9. Current Home Locations of Job Holders in the Port Westward Employment Area



These temporary workers will likely seek out long-term rental units first. There are few vacant units in each of the cities to absorb the expected increase in demand during the construction period, particularly in Clatskanie and Rainier. As of the 2020 Census, there were a total of 17 vacant rental units in these two cities, but there is a projected demand for approximately 160 to 300 units (Figure 7).

This indicates that workers may look for other rental housing options in Longview, Kelso, St. Helens, Scappoose, and other unincorporated areas. If those are unavailable, they may seek

motel rooms, home-based short-term rentals like AirBnBs, or even camping sites.

This may also indicate that current tenants in the four cities could be displaced if new the temporary construction workers are able to pay higher rents. Given the expected pay rates of many of the workers and the relatively low incomes of some residents in Clatskanie and Rainier, displacement of current lower income tenants is probable.

The Strategies to Meet Temporary Housing Needs included in Section 6 of this report are recommended to help meet some of this housing demand and mitigate negative impacts on current residents.

## Permanent Housing Needs

### How will the long-term employment growth associated with NEXT impact the need for permanent housing in each city?

The impact of the NEXT project on long-term population growth of the four participant cities is uncertain. However, it is likely to stimulate new economic activity in the region, catalyze the creation of new jobs, and lead to higher population growth than would otherwise occur but for this major new investment.

The Economic Impact Study prepared by NEXT estimated that the project would generate an additional 832 permanent jobs, with 233 direct jobs on the site and about 600 additional jobs indirectly related to or induced by the investment.

Given the uncertain nature of economic impact modeling, three scenarios were developed to estimate potential population growth and housing demand that incorporate the NEXT economic impact in addition to baseline population growth previously projected for the region (Figure 10).

The scenarios vary on two factors: the employment growth associated with NEXT and concentration of new households in the participant cities.

The growth scenarios range from 75% to 125% of the employment increase projected by the economic impact study. The concentrations per scenario are the same as used in the temporary housing need projection. The result is a baseline, moderate, high, and very high growth scenarios.

It was assumed that one-quarter of the new job holders will be existing residents of Columbia or Cowlitz County. The remaining three-quarters will be residents that currently live outside the area and move for employment.

The net increase in residents in each jurisdiction varies widely (Figure 11). The range of potential new residents in Vernonia and Columbia City is narrower primarily because they are further from the NEXT site. The range of growth outcomes is widest in Rainier, which could add between approximately 200 and 500 new residents over the next 20 years. The range of outcomes in Clatskanie is similar to Rainier but with a lower ceiling on total growth. This may be because the city is further from amenities and jobs in Cowlitz county compared to Rainier.

Figure 10. Population Growth Scenarios, 2025 and 2042

Jurisdiction	Current	Baseline Forecast (PRC)		Moderate Growth Scenario		High Growth Scenario		Very High Growth Scenario	
	2022	2025	2042	2025	2042	2025	2042	2025	2042
Clatskanie	1,820	1,817	2,013	1,865	2,076	1,890	2,110	1,945	2,184
Columbia City	1,882	1,899	2,114	1,900	2,115	1,901	2,116	1,902	2,118
Rainier	2,393	2,414	2,595	2,495	2,703	2,537	2,759	2,632	2,885
Vernonia	2,038	2,037	2,118	2,041	2,123	2,043	2,126	2,048	2,133

Source: Cascadia Partners' analysis of PSU Population Research Center; Economic Impacts of Renewable Fuels Facility in Columbia County, Oregon Report prepared for Next Renewable Fuels, 2021



The number of new housing units needed over the next 20-years (2022-2042) was projected, adjusting for average household sizes and local vacancy rates (Figure 12). In line with population growth, Clatskanie and Rainier are projected to need the greatest amount of new housing. Clatskanie may need up to 164 new units and Rainier may need up to 235 new units.

There is a narrower range of projections for Columbia City and Vernonia, but the two cities still need a substantial amount of new housing in the next 20-years.

Figure 11. Scenario Range of Net New Residents, 2025-2042

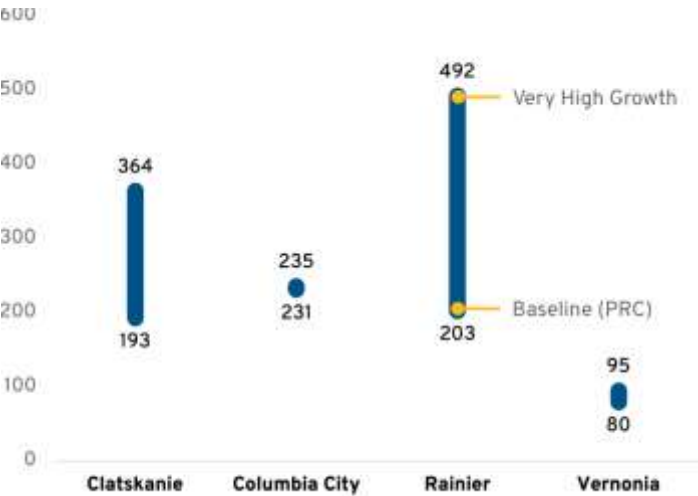
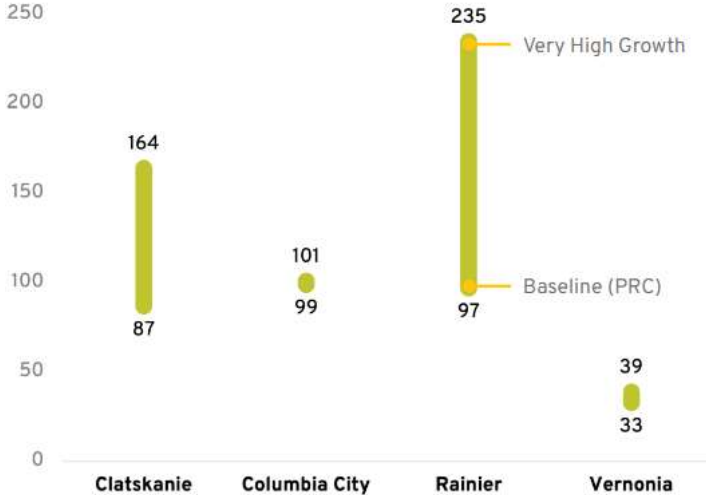


Figure 12. Scenario Range of Net New Housing Units, 2025-2042



## Strategic Implications

This analysis of both temporary and permanent housing needs informed the design and selection of strategies to be included in the HIP. Key implications of the analysis are summarized below:

- RV Parking.** A significant influx of nearly 500-600 workers in RVs is expected. The capacity of local RV parks will likely be under pressure. Strategies are recommended to create additional capacity and ready land for RV parking.
- Temporary Housing.** There is a projected demand for 200-300 units of temporary housing for construction workers in the participant cities. There are very few vacant rental units to meet this demand. Strategies are recommended to quickly create temporary housing or lodging units in the four cities.
- Anti-Displacement Measures.** Given expected pressure on the local rental market, anti-displacement measures are recommended to help mitigate impacts on local residents, especially low-income tenants.
- Permanent Housing.** The economic impact of NEXT could result in long-term increases in housing demand of 150 to 225 total additional units in the four participant cities than would otherwise occur under existing growth projections. Zoning, land supply, incentives, and investments should be aligned to help meet this additional housing demand.



## 4. Stakeholder Engagement

The implementation of the HIP will impact many existing and future residents of Columbia County. The HIP was developed with input from a variety of stakeholders to inform the formation of strategies and actions to address housing needs. This engagement process included a series of meetings with a project Advisory Committee, stakeholder meetings, developer interviews, and jurisdictional meetings.

### Advisory Committee

The HIP Advisory Committee (AC) consisted of various agencies and organizations in Columbia County. The Committee represented the following agencies or organizations:

- Regional Solutions
- DLCD
- Columbia County Land Development Services
- Cities of Clatskanie, Columbia City, Rainier, Vernonia, and St. Helens
- Clatskanie Chamber of Commerce
- Rainier Chamber of Commerce
- Urban Pacific Real Estate
- Community Action Team
- Columbia Economic Team
- Columbia Pacific Economic Development District (Col-Pac)
- Cowlitz-Wahkiakum Council of Governments

Four meetings were held with the AC to provide an overview of the Housing Implementation Plan requirements and process, receive their feedback on the housing prototypes, site suitability analysis, and policy recommendations, and discuss and receive feedback on the draft strategies and actions.

The Advisory Committee's input was important in shaping the strategies that were included in the HIP.

### Stakeholder and Developer Interviews

Three stakeholder interviews were held during the project to provide insights into the County's short-term and long-term housing needs and the potential housing types that may best meet those needs. The following stakeholders were interviewed:

- Community Action Team
- Regional Solutions including ODOT, DEQ, Business Oregon, Col-Pac, and DLCD
- NEXT Renewables Oregon, LLC

Four developer interviews were conducted to provide insights into the housing prototypes that may be market-feasible in the County and the public strategies that may facilitate development of these prototypes. The following developers were interviewed:

- John Miller, BackHome ADU
- Dwight Unti, Tokola Properties
- Jessica Woodruff and Wendy Klein, Community Development Partners

The various stakeholder's input was important in contextualizing the housing needs in the County, identifying the priority housing typologies, and providing insights that helped shape the strategies included in the HIP.

### Jurisdictional Meetings

A series of meetings was held with the participant jurisdictions to present the Site Suitability and Local Policy Analysis and receive feedback from local representatives on the feasibility of the policy recommendations and confirm suitable sites for the implementation of various housing strategies. Key themes that emerged from those meetings are summarized below.

- Cities are generally supportive of jobs and housing growth, but there are some concerns about managing growth from the community, including neighborhood character, traffic, and other issues.

- Young families, seniors, renters, and low-income households are underserved by current housing options.
- Key housing needs are rental units, senior living/assisted living, more affordable homeownership options, and “middle housing” such as duplexes and townhomes.
- Some cities do not have adequate water and sewer infrastructure to accommodate development in some areas. Others have recently made significant investments in infrastructure improvements to aid in development.
- Most cities agree there is a need for zoning changes to remove barriers to housing development, but unsure what type of changes will be effective or what community would support.
- Geography and land supply are a challenge for most cities. Steep slopes, wetlands and floodplains and landslide risk contribute to a lack of buildable land. Rainier and Vernonia are pursuing UGB adjustment (land swap - not expansion) to increase land supply.

## 5. Site Suitability Analysis

One of the major challenges in accelerating housing development, both to meet temporary and permanent housing needs, is finding and acquiring suitable sites. There are a number of factors that affect whether a site is suitable for a housing development, including the amount of buildable land, topography and environmental constraints, existing zoning, proximity to public infrastructure and proximity to amenities.

In order to assist jurisdictions and plan partners with implementing the strategies in the HIP, the project consulting team conducted an in-depth analysis to create an inventory of suitable sites for housing across the four jurisdictions. The analysis quantifies and evaluate the relative suitability of the sites for housing development based on a range of indicators/metrics that are important to the feasibility of development and local policy priorities.

The analysis excluded sites using a set of screening criteria (Figure 14). Additionally, a set of evaluation criteria were applied to sites that met the screening criteria for a temporary housing site. These evaluation criteria are summarized in Figure

13. Each site was assigned a score of 1-4 on each evaluation criteria, for a maximum possible score of 12 (most suitable). The maps in Appendix B show the scoring of sites in each city.

Figure 13. Evaluation Criteria for Temporary Housing Sites

Evaluation Criteria	Scoring
Drive Distance to NEXT Site	Clatskanie (~20 mins) = 4 pts Rainier (~30 mins) = 3 pts Columbia City (50 mins) = 2 pts Vernonia: (60 mins) = 1 pt
Distance to City-Owned Street	1-4 points scaled by distance
Buildable Area	1-4 points scaled by on size of buildable area

Identifying and evaluating these sites will enable the County and the jurisdictions to have a clear understanding of the availability of larger sites for new temporary and permanent housing development, the key characteristics of those sites, and the information necessary to potentially prioritize sites within and across the community for public investment or policy actions.

Figure 14. Screening Criteria for Site Suitability Analysis

Screening Criteria	Temporary Housing	Permanent Housing
Location	Within a 1/4-mile of UGB of participant cities	Within the UGB of four participant cities
Size. Minimum of 2 acres of buildable land	Yes	Yes
Vacant or Underutilized: No structures or have structures that are of a limited size and value	Yes	Yes
Outside of 100-year floodplain	Yes	Yes
Not in a wetland	Yes	Yes
Not in an area with more than 25% slope	Yes	Yes
Not within "High" or "Very High" landslide susceptibility areas	Yes	Yes
Zone district allows residential uses	No	Yes

## 6. Strategies to Meet Temporary Housing Needs

The actions in this section are targeted at temporary housing needs and are recommended to address the demands associated with the region’s economic growth and significant increase in jobs from the NEXT project.

Recommended strategies include a one-page summary devoted to each action, which details a description of the action, steps to implement it, implementation considerations, an adoption timeline, an implementation timeline, lead, and partners. Once adopted, it is assumed that these actions will address the short-term impact of needed housing, with potential longer-term impacts to the production of needed housing over time.

### Housing Need Targets

The HIP considers the impact of each action on targeted housing needs in three areas:

■ **Affordability Targets:** This section evaluates the degree to which an action will help to produce housing affordable to various income levels. This is based on the housing types that are most likely to be produced and the extent to which a jurisdiction can target the action to meet housing for certain income levels. The following table summarizes the affordability targets used for this report.

Affordability Target	Percent of Median Family Income (MFI)	Monthly Housing Cost Range
Subsidized	Less than 30%	\$599 or less
Affordable	30% to 80%	\$600 to \$1,598
Workforce	80% to 120%	\$1,599 to \$2,397
Market Rate	Over 120%	\$2,398 or more

Source: Oregon Housing and Community Services 2022, 1 Bdrm Income & Rent Limits

- **Housing Type Targets:** This section evaluates the degree to which an action will help to produce single-family, middle housing and multi-family housing. Middle housing includes Accessory Dwelling Units, duplexes, triplexes, quadplexes, townhouses, and cottage clusters.
- **Tenure Targets:** This section evaluates the degree to which an action will help to produce housing that is either for-sale or for-rent.

The impact of each action on a housing need has been assessed as follows:

- **Low or no impact:** This indicates that the action is very unlikely to help meet the relevant housing need either because the action would not lead to production of a housing type that would benefit that need or population or because there are limitations in how that housing type can be targeted to specifically meet that need.
- ◐ **Moderate or potential impact:** This indicates that the action either (1) may have a moderate impact on meeting the relevant housing need or (2) the implementation of the action could potentially be designed to target that need.
- **High impact:** This indicates that the action may directly benefit a certain housing need and is likely to be most effective at meeting that need relative to other needs.

## Strategy T1: Provide Land and/or Infrastructure for Temporary Housing

### Temporary Housing Strategies

**Description** Use vacant/underutilized public land and/or provide utility connections on private land in close proximity to the NEXT Renewables site to host incoming workers that may have RVs or Tiny Homes on Wheels.

**Rationale** The HIP estimates that 500-600 of the construction site workers will bring their own RV or Tiny Home on Wheels to live in during the duration of the project. Local RV parks do not have the capacity to host this number of workers. If workers must find spaces outside Columbia County, the region will forgo significant local economic benefits from workers living and spending in the County. Workers living further from the job site could lead to traffic congestion and air quality impacts from more driving.

**Implementation Steps**

- Determine if grant funding or consultant support is needed.
- Sites in each jurisdiction were analyzed for suitability for a temporary housing site. Sites that ranked high in this suitability analysis should be prioritized. Publicly owned sites in this inventory should be strongly considered as they will not need to be acquired or leased from a private party.
- Identify which public sites are suitable for RV/Tiny Homes on Wheels or which private sites are suitable for utility connections.
- Determine if this action should be packaged or sequenced with others.
- Bring through a public hearing process for adoption.

**Considerations**

- Sites should have sufficient access to streets and utilities. Ideally, sites would be in close proximity to NEXT Renewables and in areas where they have minimal impact on residential neighborhoods.
- If the city provides infrastructure to the site or acquires land, funding sources must be identified. A partnership with NEXT may be possible if the company would realize economic benefits compared to providing a full per-diem payment to workers to find housing.

**Implementation Timeline** ☒ < 1 year ☐ 1-2 years ☐ 2-3 years

**Implementation Lead** Cities

**Partners** County, Col-Pac, Columbia Economic Team, Private Sector

**Affordability Targets**

<input type="radio"/> Subsidized	<input checked="" type="radio"/> Workforce
<input checked="" type="radio"/> Affordable	<input type="radio"/> Market Rate

**Housing Type Targets** N/A assuming RVs or Tiny Homes on Wheels are used as housing

**Tenure Targets** ☒ For Rent - land or spaces for rent ☐ For Sale

## Strategy T2: Allow Residential Occupancy in RVs and Tiny Homes On Wheels

### Temporary Housing Strategies

Description	Amend applicable zoning or other municipal code regulations to allow long-term occupancy of RVs and Tiny Homes on Wheels on private property.		
Rationale	It is unlikely that existing RV parks or new parks that are created (see Strategy T1) will have sufficient capacity to host the 500-600 workers that arrive in RVs or Tiny Homes on Wheels. Allowing long-term occupancy of these structures on private property would add to local housing supply and may reduce pressure on the market for existing rentals. Provisions can be established to allow this use in a safe and responsible manner.		
Implementation Steps	<ul style="list-style-type: none"><li>• Determine if this change should be packaged with other code and zoning changes.</li><li>• Determine if grant funding or consultant support is needed to implement.</li><li>• Draft code amendments and bring through a public hearing process for adoption.</li></ul>		
Considerations	<ul style="list-style-type: none"><li>• Regulations should be put in place to dictate the placement of the vehicle on the lot and to ensure sufficient connections to electric, water, and sewer service.</li><li>• Property owners would be considered landlord or property manager and should be provided (and if desired, required to complete):<ul style="list-style-type: none"><li>○ Educational materials relating to the management of RVs and Tiny homes.</li><li>○ Landlord training materials or programs on topics such as Oregon’s fair housing and discrimination laws and rent increase and no-cause notice laws.</li></ul></li><li>• Explore funding a code compliance officer to administer RV and Tiny home rules.</li><li>• Rules may consider prohibiting RVs and Tiny Homes to be used as short-term vacation rentals and may require proof of occupancy of a worker associated with the NEXT project.</li></ul>		
Implementation Timeline	<input checked="" type="radio"/> < 1 year	<input type="radio"/> 1-2 years	<input type="radio"/> 2-3 years
Implementation Lead	Cities, County		
Partners	County		
Affordability Targets	<input type="radio"/> Subsidized	<input checked="" type="radio"/> Workforce	
	<input checked="" type="radio"/> Affordable	<input type="radio"/> Market Rate	
Housing Type Targets	N/A assuming RVs or Tiny Homes on Wheels are used as housing		
Tenure Targets	<input checked="" type="radio"/> For Rent	<input type="radio"/> For Sale	



## Strategy T3: Encourage/Incentivize Homeowners to Provide Temporary Housing

### Temporary Housing Strategies

**Description** Share information with property owners about the incoming influx of workers associated with the NEXT project and encourage them to consider renting their spare living area or allow an RV/Tiny Home on their site. Further, offer financial incentives to homeowners that do offer rentals, such as discounts on utility bills or property taxes. To do so, the jurisdiction can produce clear, easy to use information that would be distributed on the jurisdiction's website or at City hall. The jurisdiction may also offer workshops, webinars, or training sessions on various laws and materials for landlords.

**Rationale** Homeowners often have underutilized spaces in their homes or on their property that could be used for temporary rentals, but they may be unaware of increasing demand for rentals or need extra incentives to be willing to rent their space.

**Implementation Steps**

- Determine if grant funding or consultant support is needed to implement.
- Determine if this action should be packaged or sequenced with others.
- Brainstorm some common questions and answers and post them to the jurisdiction's website. Compile these, as well as any relevant information for landlords, and provide them as a fact sheet on the website and printed for distribution at City Hall.

**Considerations**

- There is potential for property owners to displace current lower income tenants in favor of incoming workers with higher, dependable incomes. It is recommended to pair this strategy with anti-displacement measures.
- Property owners would be considered landlords and should be provided (and if desired, required to complete) landlord training materials such as Oregon's fair housing and discrimination laws, and rent increase and no-cause notice laws.
- This strategy would be more effective if paired with allowances for living in RVs/Tiny Homes and with strategies to encourage Accessory Dwelling Units (ADUs).

**Implementation Timeline** ☒ < 1 year ☐ 1-2 years ☐ 2-3 years

**Implementation Lead** Cities, County

**Partners** County, DLCD, OHCS

**Affordability Targets** ☐ Subsidized ☒ Workforce  
☒ Affordable ☐ Market Rate

**Housing Type Targets** N/A assuming RVs or Tiny Homes on Wheels are used as housing

**Tenure Targets** ☒ For Rent ☐ For Sale

## Strategy T4: Facilitate a Prefab/Modular Housing Development that Converts to Permanent Housing

### Temporary Housing Strategies

<b>Description</b>	Facilitate a public-private partnership between local jurisdictions, a housing developer (for-profit or non-profit) and/or NEXT Renewables to install prefabricated or modular housing units. The units could be rented to incoming workers during construction, then rented or sold to permanent residents.		
<b>Rationale</b>	There is an opportunity to use a temporary influx of housing demand to create units that could be repurposed to meet permanent housing needs, particularly low-income housing.		
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>Facilitate connections between NEXT, housing developers, and affordable housing providers.</li> <li>Determine if land, infrastructure, or incentives can be provided to make the project feasible or to encourage affordable units.</li> <li>Determine if grant funding or consultant support is needed.</li> </ul>		
<b>Considerations</b>	<ul style="list-style-type: none"> <li>Prefabricated or modular units are more likely to be ready for occupancy by the start of construction than site-built housing.</li> <li>The units could be sold to an affordable housing developer or community land trust when they are no longer needed for construction workers. However, the units would need to be of a quality/durability that is suitable for a permanent unit.</li> <li>Work with DLCD and the Oregon Mass Timber Coalition to identify opportunities for promoting the construction of mass timber modular homes.</li> </ul>		
<b>Implementation Timeline</b>	<input checked="" type="radio"/> < 1 year <input type="radio"/> 1-2 years <input type="radio"/> 2-3 years		
<b>Implementation Lead</b>	Cities		
<b>Partners</b>	Cities, Col-Pac, Columbia Economic Team, non-profit housing developers, NEXT		
<b>Affordability Targets</b>	<input type="radio"/> Subsidized	<input checked="" type="radio"/> Workforce	
	<input checked="" type="radio"/> Affordable	<input type="radio"/> Market Rate	
<b>Housing Type Targets</b>	<input type="radio"/> Single-Family	<input checked="" type="radio"/> Multi-Family	
	<input type="radio"/> Middle Housing		
<b>Tenure Targets</b>	<input checked="" type="radio"/> For Rent	<input type="radio"/> For Sale	

# 7. Strategies to Meet Permanent Housing Needs

The strategies included in this document were identified by the project consulting team based on experience with policies in similar jurisdictions, an audit of local zoning codes and policies, best practices research, and a list of potential strategies published by DLCD. Working collaboratively with staff and based on input from stakeholders and the community, the consulting team refined the strategies to best fit Columbia County’s housing needs and the region’s capacity for implementation over time.

## Format

The strategies in this document to meet permanent housing need fall into four categories:

- 1. Land Use and Zoning Changes
- 2. Financial Incentives
- 3. Land Based Strategies
- 4. Public Projects and Resources.

Recommended land use and zoning changes have been detailed for each participant city. Within the other three categories there is a one-page summary devoted to each action, which includes a description of the action, steps to implement it, implementation considerations, an adoption timeline, an implementation timeline, prioritization of the action, an implementation lead, and potential partners. Once adopted, it is assumed that these actions will continue to impact the production of needed housing over time.

## Housing Need Targets

The HIP considers the impact of each action on targeted housing needs in three areas:

■ **Affordability Targets:** This section evaluates the degree to which an action will help to produce housing affordable to various income levels. This is based on the housing types that are most likely to be produced and the extent to which a jurisdiction can target the action to

meet housing for certain income levels. The following table summarizes the affordability targets used for this report.

Affordability Target	Percent of Median Family Income (MFI)	Monthly Housing Cost Range
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Workforce	80% to 120%	\$1,599 to \$2,397
Market Rate	Over 120%	\$2,398 or more

Source: Oregon Housing and Community Services 2022, 1 Bdrm Income & Rent Limits

- **Housing Type Targets:** This section evaluates the degree to which an action will help to produce single-family, middle housing and multi-family housing. Middle housing includes Accessory Dwelling Units, duplexes, triplexes, quadplexes, townhouses, and cottage clusters.
- **Tenure Targets:** This section evaluates the degree to which an action will help to produce housing that is either for-sale or for-rent.

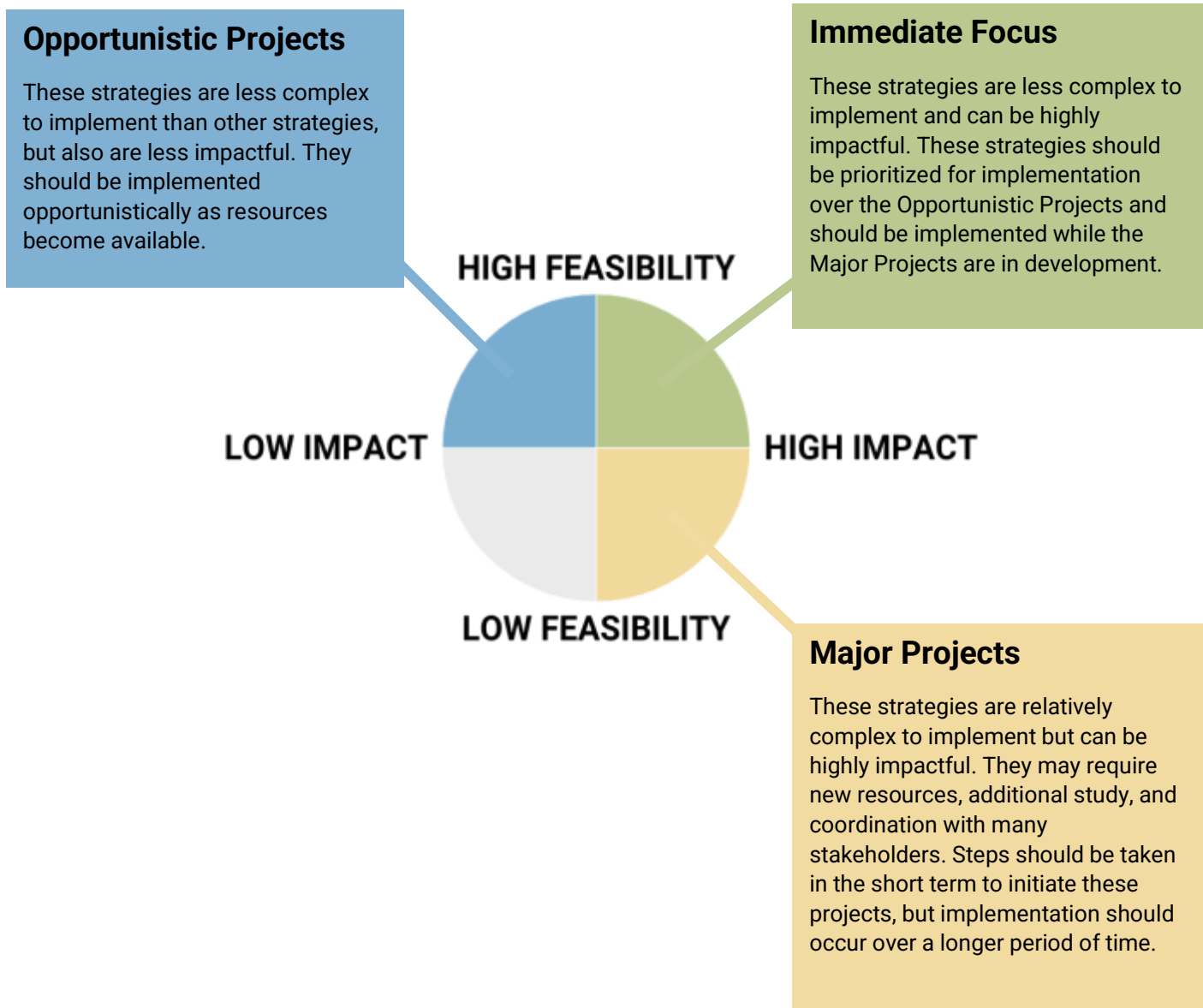
The impact of each action on a housing need has been assessed as follows:

- **Low or no impact:** This indicates that the action is very unlikely to help meet the relevant housing need either because the action would not lead to production of a housing type that would benefit that need or population or because there are limitations in how that housing type can be targeted to specifically meet that need.
- ◐ **Moderate or potential impact:** This indicates that the action either (1) may have a moderate impact on meeting the relevant housing need or (2) the implementation of the action could potentially be designed to target that need.
- **High impact:** This indicates that the action may directly benefit a certain housing need and is likely to be most effective at meeting that need relative to other needs.

# Prioritization

Some strategies are more impactful than others, yet some strategies are more complex to implement or require new funding streams that are unavailable today. Each strategy has been evaluated in terms of its overall impact on addressing housing needs and the feasibility of implementation.

The HIP then classifies the strategies into three categories. These categories can be used by plan partners to prioritize implementation efforts. The three categories are summarized below.



## Overview of Recommended Zoning Changes

A zoning code audit was conducted for the four participant cities to understand potential barriers to development of needed housing. This audit is intended to lay out a set of recommended zoning changes to facilitate development of needed housing and to prepare communities for housing market pressures that could result from new growth. The recommended zoning changes should be refined after further input from local officials and residents and additional study of local context.

Six recommendations have been identified related to zoning changes. The recommendations are grouped into three categories: housing types, minimum lot sizes, and parking regulations.

### Strategy 1.1: Housing Types

#### **Update allowed uses to allow for broader housing types.**

Housing types that may be market-feasible in Columbia County and that meet a variety of needs are included in Appendix B - Housing Prototypes. Many housing types that would potentially be feasible and compatible with other allowed housing types in a zone district are not permitted under city zoning codes. Further, some housing types, such as cottage cluster housing or townhouses, are not defined in code and it is unclear if they would be permitted.



Specific recommendations for housing types to be permitted in each residential zone district in each city are provided in Figure 17 through Figure 20.

#### **Update allowances for manufactured housing to comply with state law.**

Under ORS 197.314, local governments are required to allow the siting of manufactured homes and prefabricated structures on land within an urban growth boundary zoned to allow the development of single-family dwellings. HB 4064 and other statewide legislation has introduced the

requirement that standards for manufactured housing must be clear and objective. Requirements such as that manufactured dwellings must be multi-sectional, of a minimum size, and with specific roof pitch are no longer enforceable and should be removed from local codes. According to ORS 197.480, manufactured dwelling parks must be allowed as an outright use in any residential zone that has a density range of 6-12 units per acre.

Specific recommendations for each city related to manufactured dwellings and parks are provided in Figure 17 through Figure 20. Further, manufactured dwelling parks cannot be required to be on a lot larger than one acre. Cities should make changes to local codes where needed to comply.

#### **Remove barriers to ADUs by providing more flexibility on certain standards.**

Accessory dwelling units (ADUs) are a proven and viable option for increasing housing supply in existing neighborhoods. In addition to allowing accessory dwellings as an outright use in residential zones, jurisdictions should allow more flexibility for building ADUs by removing barriers such as design standards and owner occupancy requirements, including:

- Allowing ADUs as interior/attached or detached units
- Not requiring the ADU to match the design of the primary house
- Not requiring additional setbacks beyond the base zone standards
- Allowing for smaller rear setbacks of 5-10 feet
- Not requiring an additional parking space for an ADU, and
- Not requiring the owner to occupy either the main house or ADU

## Strategy 1.2: Minimum Lot Sizes

### Reduce minimum lot sizes for key housing types.

Minimum lot sizes can make infill projects infeasible on existing lots and discourage compact housing types and development. Reducing minimum lot sizes enables land to be used more efficiently and increases the capacity for needed housing. In areas with high construction and land costs, the most important determinant of the feasibility or affordability of a housing type is allowable density/minimum lot sizes. Minimum lot sizes should be aligned with existing lot sizes in order to encourage infill and redevelopment. To address concerns about compatibility, cities should consider applying additional standards, such as Floor Area Ratio (FAR) limits or design standards. Specific recommendations for modifications to minimum lot size requirements are provided in Figure 21 through Figure 24.

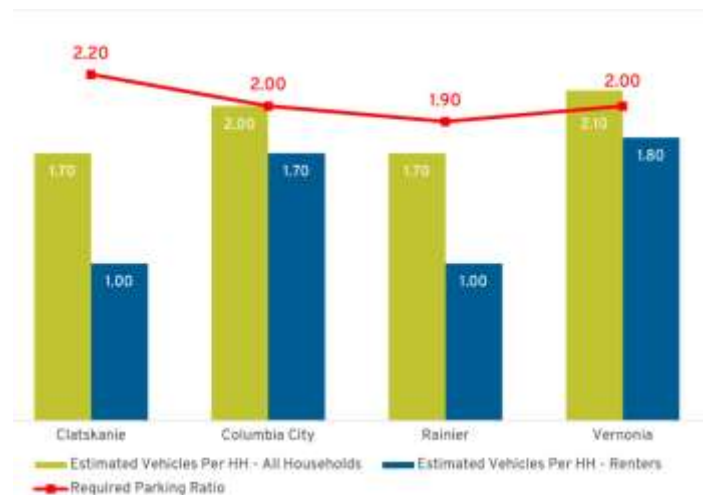


The participant cities currently require an effective parking ratio of about 2 spaces per dwelling unit. In Clatskanie and Rainier, this ratio is significantly higher than estimated vehicles per household of 1.0-1.7 (see Figure 15).

For a typical 40-unit apartment project, this could result in 20-30 excess parking spaces. In Columbia City and Vernonia, parking requirements are more aligned with estimated demand, but may exceed demand for renter households. Parking requirements should be reduced and scaled by unit size to align with estimated demand and reduce barriers to development.

Recommended parking ratios for multi-family housing are detailed below in Figure 16. Further reductions or elimination of minimum parking requirements should be considered in areas where higher densities are prioritized and/or for projects that provide income-restricted affordable units.

Figure 15. Estimated Vehicles Per Household vs. Required Parking Ratio



Source: Computed from American Community Survey 5-Year Estimates (2015-2020), Table S2504, and local development codes.

## Strategy 1.3: Parking Regulations

### Adjust minimum parking requirements to reduce barriers to compact, lower cost housing.

Providing on-site parking is a major component of the cost of construction, especially for multi-family housing. If minimum parking requirements result in excess parking beyond market demand, this excess cost must be offset by the cost of rent or sales prices. Excess parking spaces also preclude site area from being used for housing, further adding to the cost of development, and requiring higher per-unit prices or rents for the remaining units. Minimum parking requirements should be adjusted to reduce barriers to and lower the cost of multi-family housing development.



Figure 16. Recommended Parking Standards for Multi-Family Development

City	Current Parking Requirement				Recommended			
	1 BR	2+ BR	3+ BR	Guest	1 BR	2 BR	3+ BR	Guest
Clatskanie	2.0			1 per 5 units	1.0	1.5	2.0	None
Columbia City	1.0	2.0		1 per 3 units				
Rainier	1.5	2.0		1 per 3 units				
Vernonia	2.0			None				

Figure 17. Housing Type Recommendations, Clatskanie








































	<b>R-10</b> Single-Family Residential (10,000 sf)	<b>R-7</b> Single-Family Residential (7,000 sf)	<b>R-5</b> Two-Family Residential	<b>MFR</b> Multi-Family Residential	
Single-family detached					 Currently permitted
Accessory dwelling unit					 Recommended to be Permitted
Cottage cluster					
Duplex / 2-Unit Townhouses					 Currently not permitted
Triplex / 3-Unit Townhouses					
Townhouses (4+ Units)					
Multifamily (4+ Units)					
Manufactured Dwelling					
Manufactured Dwelling Park					

Figure 18. Housing Type Recommendations, Columbia City



	<b>R-1</b> Low Density Residential	<b>R-2</b> Moderate Density Residential	<b>R-3</b> High Density Residential	<b>MHP</b> Manufactured Home Park	
Single-family detached					 Currently permitted
Accessory dwelling unit					
Cottage cluster					 Recommended to be Permitted
Duplex / 2-Unit Townhouses					 Currently not permitted
Triplex / 3-Unit Townhouses					
Townhouses (4+ Units)					
Multifamily (4+ Units)					
Manufactured Dwelling					
Manufactured Dwelling Park					 Required to be Permitted per state law

Figure 19. Housing Type Recommendations, Rainier









































	<b>SR</b> Suburban Residential Zone	<b>R-1</b> Low Density Residential Zone	<b>R-2</b> Medium Density Residential Zone	<b>R-3</b> High Density Residential Zone	
Single-family detached					 Currently permitted
Accessory dwelling unit					 Recommended to be permitted
Cottage cluster					
Duplex / 2-Unit Townhouses					 Currently not permitted
Triplex / 3-Unit Townhouses					
Townhouses (4+ Units)					
Multifamily (4+ Units)					
Manufactured Dwelling					
Manufactured Dwelling Park					 Required to be permitted per state law

Figure 20. Housing Type Recommendations, Vernonia
































	<b>LDR</b> Low Density Residential	<b>GR</b> General Residential Zone	<b>R</b> Residential Zone	
Single-family detached				 Currently permitted
Accessory dwelling unit				
Cottage cluster				 Recommended to be permitted
Duplex / 2-Unit Townhouses				 Currently not permitted
Triplex / 3-Unit Townhouses				
Townhouses (4+ Units)				
Multifamily (4+ Units)				
Manufactured Dwelling				 Required to be permitted per state law
Manufactured Dwelling Park				

Figure 21. Minimum Lot Size Recommendations, Clatskanie

	<b>R-7</b>		<b>R-5</b>		<b>MFR</b>	
	Existing (sf)	Recommended (sf)	Existing (sf)	Recommended (sf)	Existing (sf)	Recommended (sf)
Single Family or Manufactured Dwelling	7,000	7,000	5,000	5,000	5,000	5,000
Cottage Cluster	—	15,000	—	15,000	—	15,000
Duplex or 2-Unit Townhouses	10,000	7,000	10,000	5,000	7,000	5,000
Triplex or 3-Unit Townhouses	15,000	10,000	15,000	10,000	11,000	7,500
Townhouses (4+ Units)	—	—	—	—	—	2,500 / unit
Multifamily (4+ Units)	—	—	—	—	4 units: 14,000 + 3,000 per add'l unit	4 units: 10,000 + 1,000 per add'l unit

\*R-10 is not listed because no changes are proposed

Figure 22. Minimum Lot Size Recommendations, Columbia City

	<b>R-2</b>		<b>R-3</b>	
	Existing (sf)	Recommended (sf)	Existing (sf)	Recommended (sf)
Single Family or Manufactured Dwelling	10,000	5,000-7,000	2,500	2,500
Cottage Cluster	–	15,000	–	15,000
Duplex or 2-Unit Townhouses	10,000	5,000-7,000	2,500/unit	2,500
Triplex or 3-Unit Townhouses	–	10,000	2,500/unit	2,500
Townhouses (4+ Units)	–	–	2,500/unit	1,500 / unit
Multifamily (4+ Units)	–	–	2,500/unit	1,500 / unit
Maximum Density	–	–	10 units/ acre	Increase to 15-20 units/acre

\*R-1 and MHP Zones are not listed because no changes are proposed

Figure 23. Minimum Lot Size Recommendations, Rainier

	<b>R-1</b>		<b>R-2</b>		<b>R-3</b>	
	Existing (sf)	Recommended (sf)	Existing (sf)	Recommended (sf)	Existing (sf)	Recommended (sf)
Single Family or Manufactured Dwelling	10,000	10,000	6,000	6,000	5,000	5,000
Cottage cluster	–	15,000	–	15,000	–	15,000
Duplex or 2-Unit Townhouses	15,000	10,000	15,000	6,000	8,000	5,000
Triplex or 3-Unit Townhouses	–	–	–	10,000	11,000	7,000
Townhouses (4+ Units)	–	–	3,000/unit	2,500/unit	2,500/unit	1,500/unit
Multifamily (4+ Units)	–	–	–	–	3 units: 11,000 4+ units: 2,000/unit	3 units: 7,000 4+ units: 1,500/unit

\*SR is not listed because no changes are proposed

Figure 24. Minimum Lot Size Recommendations, Vernonia

	LDR		R		GR	
	Existing (sf)	Proposed (sf)	Existing (sf)	Proposed (sf)	Existing (sf)	Proposed (sf)
Single Family/ Manufactured Dwelling	10,000	10,000	5,000	5,000	5,000	5,000
Cottage cluster	–	15,000	–	15,000	–	15,000
Duplex / 2-Unit Townhouses	–	–	7,500	5,000	7,000	5,000
Triplex / 3-Unit Townhouses	–	–	–	–	8,000	7,000
Townhouses (4+ Units)	–	–	–	–	–	2,000/unit
Multifamily (4+ Units)					4 units: 9,000 + 1,000/add unit	4 units: 8,000 + 1,000/add unit



## Strategy 2.1: Calibrate and Reform System Development Charges

### Financial Incentives

<b>Description</b>	Evaluate the fiscal impacts and feasibility of offering a deferral, financing, reduction, or exemption of System Development Charges (SDCs) to housing projects that address key unmet housing needs, such as income-restricted affordable housing.
<b>Rationale</b>	SDCs are a significant upfront cost of development. Allowing the payment to be deferred until occupancy can remove a barrier to housing development by allowing the developer to use a wider range of financing tools to pay for the SDCs. A partial reduction or full exemption of SDCs is a compelling incentive to develop certain housing types that can help to make projects feasible that would otherwise not be.
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>Conduct an SDC rate and feasibility study evaluate potential changes to SDC rates and allowances for deferrals, financing, reductions, or exemptions.</li> <li>Adopt any recommended changes of the study that are fiscally feasible.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>With the exception of Columbia City, all participant cities have SDC rates that are well below state averages.</li> <li>Columbia City should consider scaling SDCs based on square footage or number of bedrooms. Scaling fees ensure they are proportionate to the impact of a housing unit on public services and do not discourage development of smaller dwelling units.</li> <li>All jurisdictions should consider offering financing of SDCs, typically achieved through an installment loan that is repaid over 10 years.</li> <li>Jurisdictions could also allow for deferral of the SDC payment to when the Certificate of Occupancy is issued, rather than when the building permit is issued. SDC deferral may be more appealing to developers looking to avoid a lien and may require less administrative time to approve and track than financing.</li> <li>In addition to considering deferral or financing of SDC payments, jurisdictions are encouraged to provide a reduction or complete exemption for certain developments in order to incentivize production of needed housing types such as income-restricted units and ADUs.</li> </ul>

**Implementation Timeline** ○ 1-3 ● 3-5 ○ 5-8 yrs

**Priority Category**



**Implementation Lead** Cities

Opportunistic Project

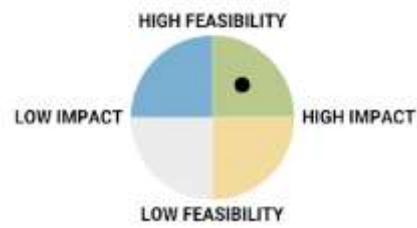
**Partners** Regional Housing Task Force

<b>Affordability Targets</b>	● Subsidized	● Workforce
	● Affordable	◐ Market Rate
<b>Housing Type Targets</b>	◐ Single-Family	● Multi-Family
	● Middle Housing	
<b>Tenure Targets</b>	◐ For Rent	● For Sale



## Strategy 2.2: Offer a Property Tax Abatement for Key Housing Needs

### Financial Incentives

<b>Description</b>	Design and adopt a property tax incentive program that provides 5-10 year property tax abatements to housing developments that address key housing needs or would otherwise not be feasible.		
<b>Rationale</b>	Property taxes are a significant operating cost for new housing development across the state. Property tax abatements can stimulate development of critically needed housing types, while being designed to only be available to projects that would otherwise not be feasible.		
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>Review tax abatement program structures in other small cities such as Cottage Grove, Newport, and Florence.</li> <li>Determine policy objectives and eligibility criteria for the program, such as targeted locations, minimum unit number, tenure target (for rent or for sale), required green building or design standards, minimum percentage of dedicated affordable or workforce housing units, allowable commercial property tax exemption, etc.</li> <li>Meet with overlapping taxing districts to garner support.</li> <li>Determine if grant funding or consultant support is needed to implement.</li> <li>Consider requiring a third-party pro-forma reviewer to verify that projects would not otherwise be feasible. The application fee can help to cover the cost of the reviewer.</li> <li>Draft code amendments and application materials and bring through a public hearing process for adoption.</li> </ul>		
<b>Considerations</b>	<ul style="list-style-type: none"> <li>Cities can control which projects are eligible and to cap the total amount of tax abatement annually.</li> <li>Cities can charge application fees that fund program administration and third-party financial review.</li> <li>Can be designed to incentivize housing that would not otherwise be built, so it can have a net positive impact on the tax base over time.</li> <li>Must be approved by a majority of tax districts.</li> </ul>		
<b>Implementation Timeline</b>	<input checked="" type="radio"/> 1-3 <input type="radio"/> 3-5 <input type="radio"/> 5-8 yrs		<b>Priority Category</b> 
<b>Implementation Lead</b>	Cities		Immediate Focus
<b>Partners</b>	County, Regional Housing Task Force		
<b>Affordability Targets</b>	<input checked="" type="radio"/> Subsidized <input type="radio"/> Workforce <input checked="" type="radio"/> Affordable <input type="radio"/> Market Rate		
<b>Housing Type Targets</b>	<input type="radio"/> Single-Family <input checked="" type="radio"/> Multi-Family <input checked="" type="radio"/> Middle Housing		
<b>Tenure Targets</b>	<input checked="" type="radio"/> For Rent <input type="radio"/> For Sale		

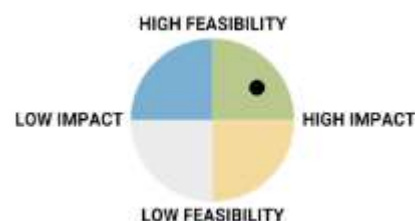
## Strategy 3.1: Utilize Excess Public Land for Housing

### Land Based Strategies

<b>Description</b>	Prioritize the use of surplus public land for housing needs.
<b>Rationale</b>	The City, County, or other public agencies may own or may come into ownership of land which it does not need for other public facilities or uses. Control over land that can be used for housing can provide opportunities for public-private partnership or other actions. Owning land provides jurisdictions with leverage to encourage development of high priority housing needs.
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>• Determine if grant funding or consultant support is needed.</li> <li>• Determine if this action should be packaged or sequenced with others.</li> <li>• Utilize the Site Suitability Analysis (Appendix B) to begin to evaluate the suitability of publicly-owned sites for housing development.</li> <li>• Bring through a public hearing process for adoption, if a land disposition policy is proposed.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Land can be offered as a long-term lease at very minimal cost to developers for land the public owner is not yet ready to surplus.</li> <li>• Explore the potential to invest in foreclosed properties, or lands with title defects or on which dilapidated structures sit, with the goal of eventually transferring to a new owner for reuse and redevelopment.</li> <li>• This strategy could include adopting a land disposition policy that states the jurisdiction and public partners will prioritize selling or dedicating any surplus publicly-owned land to meet housing needs.</li> <li>• For Cities the policy could be adopted jointly in partnership with the County, school district, Port, or other public agencies, in order to broaden its impact to include other surplus lands.</li> </ul>

**Implementation Timeline**    ● 1-3    ○ 3-5    ○ 5-8 yrs

**Priority Category**



**Implementation Lead**    Cities

Immediate Focus

**Partners**    County | Regional Housing Task Force

<b>Affordability Targets</b>	● Subsidized	◐ Workforce
	● Affordable	○ Market Rate
<b>Housing Type Targets</b>	○ Single-Family	● Multi-Family
	◐ Middle Housing	
<b>Tenure Targets</b>	● For Rent	◐ For Sale

## Strategy 3.2: Assist with Land Acquisition and Banking

### Land Based Strategies

<b>Description</b>	Evaluate actions that plan partners could take to assist in establishing a local land bank for affordable housing by helping to convene organizations and agencies that can contribute resources.
<b>Rationale</b>	One of the most common barriers to building more affordable housing is acquiring land. Non-profit developers and housing authorities often struggle to compete with the resources of private developers in an open market bid for land. Further, the timing of land availability and funding availability for affordable housing development does not often align. Land banking is effective because they hold land over time, controlling costs associated with appreciation, and create a ready pool of sites that allow affordable housing developers to respond quickly to funding opportunities
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>• Determine if grant funding or consultant support is needed.</li> <li>• Determine if this action should be packaged or sequenced with others.</li> <li>• Support the work of local and regional housing organizations by helping to convene or otherwise support organizations, charities, foundations, or other stakeholders that may be interested in founding a local land bank.</li> <li>• Use input from local partners to help inform and evaluate ways to support local land acquisition and banking.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Jurisdictions may manage their own land banks or partner with non-profits to do so. Jurisdictions may also donate, sell, or lease publicly owned land for development even without a formal land bank.</li> <li>• Lands acquired are often vacant, blighted, or environmentally contaminated. Land banks may also acquire lands with title defects or on which dilapidated structures sit. Lands are eventually transferred to a new owner for reuse and redevelopment.</li> <li>• The City and County can assist a land bank by selling or donating land to the bank and assisting with startup costs.</li> <li>• Refer to Site Suitability Analysis (see Appendix B) for potential bankable sites.</li> </ul>

#### Implementation Timeline

○ 1-3   ● 3-5   ○ 5-8 yrs

#### Priority Category



#### Implementation Lead

Cities | County

#### Major Project

#### Partners

Community Partners

#### Affordability Targets

● Subsidized

◐ Workforce

● Affordable

○ Market Rate

#### Housing Type Targets

○ Single-Family

● Multi-Family

◐ Middle Housing

#### Tenure Targets

● For Rent

◐ For Sale

## Strategy 3.3: Form Partnerships with Land Trusts

### Land Based Strategies

<b>Description</b>	Support the actions of local and regional housing partners by helping to convene or otherwise support organizations, charities, foundations, or other stakeholders that may be interested in founding a local community land trust or expanding an existing community land trust to Columbia County.
<b>Rationale</b>	Community land trusts are nonprofit, community-based organizations designed to ensure community stewardship of land. They can be used to ensure long-term affordability of for-sale housing units.
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>Determine if this action should be packaged or sequenced with others.</li> <li>One way the jurisdictions could support the land trust is to assist with creating an inventory of suitable sites for housing development. Jurisdictions could utilize the data collected for the Site Suitability Analysis, then conduct additional analysis to identify properties most suitable for development in the short-term, based on infrastructure conditions, location, and other factors. A separate inventory may also be created for older, distressed properties that may be targeted for acquisition by a non-profit affordable housing operator.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>Community land trusts support affordable housing development by reducing or eliminating land costs. They can take several forms. Most are administered by a non-profit or nongovernmental entity with a mission of managing a portfolio of properties to support affordable housing development over many years.</li> <li>Jurisdictions can play a support role in the development of a community land trust by helping to convene local housing organizations, charities, foundations, or other stakeholders on a periodic basis.</li> </ul>

**Implementation Timeline**    ☐ 1-3    ☒ 3-5    ☐ 5-8 yrs

**Priority Category**



**Implementation Lead**    Community Partners

Opportunistic Project

**Partners**    Cities | County

<b>Affordability Targets</b>	<input type="radio"/> Subsidized <input checked="" type="radio"/> Workforce <input checked="" type="radio"/> Affordable <input type="radio"/> Market Rate
<b>Housing Type Targets</b>	<input type="radio"/> Single-Family <input type="radio"/> Multi-Family <input type="radio"/> Middle Housing
<b>Tenure Targets</b>	<input type="radio"/> For Rent <input checked="" type="radio"/> For Sale

## Strategy 3.4: Form Partnerships with Institutional Landowners

### Land Based Strategies

<b>Description</b>	Engage with leadership of local non-profits and faith-based organizations (FBO) that may have surplus land that could be sold or donated to be developed for high priority housing needs, including affordable housing allowed under ORS 227.500 and SB 8 (2021) and projects benefiting homeless and very low-income populations.
<b>Rationale</b>	Many institutional land owners own land that may be in excess of their long term needs. Institutional landowners often perceive affordable housing development and work benefiting homeless and very low-income populations to be consistent with their mission and are interested in partnerships to support housing.
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>• Determine if grant funding or consultant support is needed.</li> <li>• Determine if this action should be packaged or sequenced with others.</li> <li>• Offer technical support to help institutional landowners understand housing-related zoning and infrastructure issues.</li> <li>• Facilitate connections with local developers that may be interested in partnering to build on institution-owned sites.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Jurisdictions could engage with FBO to understand long-term plans for their sites and encourage partnerships to explore housing development opportunities.</li> <li>• Property owned by institutions may be eligible for property tax exemptions. These organizations may also be eligible for specialized funding sources and fundraising mechanisms to build housing that could target homeless and very-low-income populations.</li> </ul>

#### Implementation Timeline

☒ 1-3   
 ☐ 3-5   
 ☐ 5-8 yrs

#### Priority Category



#### Implementation Lead

Community Partners

Opportunistic Project

#### Partners

Cities | County

#### Affordability Targets

☒ Subsidized                      ☐ Workforce  
☒ Affordable                      ☐ Market Rate

#### Housing Type Targets

☐ Single-Family                      ☒ Multi-Family  
☒ Middle Housing

#### Tenure Targets

☒ For Rent                      ☐ For Sale

## Strategy 4.1: Target Urban Renewal Investments to Support Housing

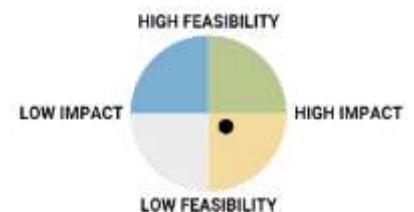
### Public Projects & Resources

<b>Description</b>	Urban renewal is not widely used in Columbia County but as jurisdictions experience growth and economic development they may consider implementing Urban Renewal as a tool to support development of needed housing.
<b>Rationale</b>	Urban Renewal districts are an effective, flexible tool for funding investments that support housing development in specific locations.
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>• Determine if grant funding or consultant support is needed.</li> <li>• Determine if this action should be packaged or sequenced with others.</li> <li>• Evaluate the feasibility of forming one or more urban renewal districts in areas that are a high priority for new housing.</li> <li>• Prepare the urban renewal plan for the district and place a high priority on activities that will directly support development of housing that meets key needs, such as income-restricted affordable housing.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Urban renewal funds can be invested in projects and programs that support housing development in a wide variety of ways, including financial incentives, infrastructure improvements, and land acquisition.</li> <li>• Urban renewal programs can benefit not only housing needs, but are often used to stimulate economic development. There may be some areas in Columbia County jurisdictions, particularly around historic downtown cores, where urban renewal could serve both housing and economic development goals.</li> </ul>

#### Implementation Timeline

○ 1-3   ● 3-5   ○ 5-8 yrs

#### Priority Category



#### Implementation Lead

Cities

Major Project

#### Partners

#### Affordability Targets



Subsidized



Workforce



Affordable



Market Rate

#### Housing Type Targets



Single-Family



Multi-Family



Middle Housing

#### Tenure Targets



For Rent

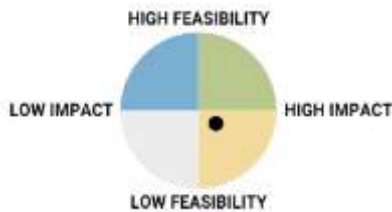


For Sale



## Strategy 4.2: Evaluate the Feasibility of Implementing a Construction Excise Tax

### Public Projects & Resources

<b>Description</b>	Explore the feasibility of implementing a Construction Excise Tax. Jurisdictions can levy a CET of up to 1 percent of the permit value on residential construction. There is no cap to the tax rate for commercial and industrial construction.		
<b>Rationale</b>	A CET can provide a dedicated source of revenue for housing programs. It also provides the option to create a linkage between new commercial or industrial development and investment in housing.		
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>• Determine if grant funding or consultant support is needed.</li> <li>• Determine if this action should be packaged or sequenced with others.</li> <li>• Study the potential revenue that could be generated by the CET.</li> <li>• Consider the costs that a CET would impose on new development and identify ways to offset these costs by taking other actions to improve financial feasibility, such as zoning changes.</li> <li>• If determined to be feasible bring through a public hearing process for adoption.</li> </ul>		
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Other cities that have adopted a CET include Portland, Milwaukie, Corvallis, Tillamook County, Cannon Beach, Hood River County, Hood River City, and Newport.</li> <li>• Potential annual revenue can be estimated from building permit data to approximate revenue potential of the program.</li> <li>• The state has set out rules for how CET funding can be used. The City can reserve 4% for administrative costs. Of the remainder, 50% must be used on developer incentives, 35% on affordable housing programs, and 15% must flow to Oregon Housing and Community Services for homeownership programs.</li> <li>• Developer feedback is needed to gauge the degree to which increases to development costs would disincentivize new development.</li> </ul>		
<b>Implementation Timeline</b>	<input type="radio"/> 1-3 <input checked="" type="radio"/> 3-5 <input type="radio"/> 5-8 yrs		<b>Priority Category</b> 
<b>Implementation Lead</b>	Cities		Major Project
<b>Partners</b>	County, Regional Housing Task Force		
<b>Affordability Targets</b>	<input checked="" type="radio"/> Subsidized <input checked="" type="radio"/> Workforce <input checked="" type="radio"/> Affordable <input type="radio"/> Market Rate		
<b>Housing Type Targets</b>	<input type="radio"/> Single-Family <input checked="" type="radio"/> Multi-Family <input type="radio"/> Middle Housing		
<b>Tenure Targets</b>	<input checked="" type="radio"/> For Rent <input type="radio"/> For Sale		

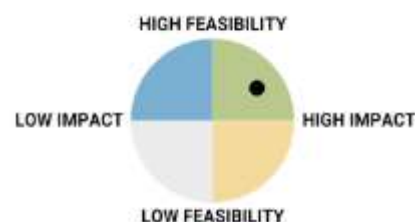
## Strategy 4.3: Target Infrastructure Improvements to Support Housing

### Public Projects & Resources

<b>Description</b>	Whenever planning for improvements, jurisdictions should consider how the improvements will affect housing development opportunities in the area and, where feasible, modify project designs or prioritization to better improve conditions for housing development.
<b>Rationale</b>	Infrastructure investments can reduce costs of housing development and enable development on sites that would otherwise not be viable. By adopting a policy emphasizing the importance of targeting infrastructure improvements to support housing, the City is most likely to identify opportunities to reprioritize or modify project designs to best support housing development.
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>Determine if grant funding or consultant support is needed.</li> <li>Determine if this action should be packaged or sequenced with others.</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>This action should be incorporated into citywide, long-term master planning efforts (such as a wastewater master plan or a transportation system plan) and Capital Improvement Program (CIP) planning.</li> <li>If a high priority housing project is proposed, jurisdictions may consider either (1) accelerating implementation of previously planned improvements that would benefit the project or (2) funding off-site improvements (such as street intersection improvements) triggered by the development that would otherwise be borne by the private developer. Jurisdictions may choose to limit this option to new affordable or workforce housing projects.</li> </ul>

**Implementation Timeline**    ☒ 1-3    ☐ 3-5    ☐ 5-8 yrs

**Priority Category**



**Implementation Lead**    Cities

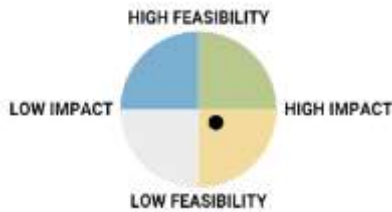
Immediate Focus

**Partners**    County, State

<b>Affordability Targets</b>	<input type="radio"/> Subsidized	<input checked="" type="radio"/> Workforce
	<input type="radio"/> Affordable	<input checked="" type="radio"/> Market Rate
<b>Housing Type Targets</b>	<input checked="" type="radio"/> Single-Family	<input checked="" type="radio"/> Multi-Family
	<input checked="" type="radio"/> Middle Housing	
<b>Tenure Targets</b>	<input checked="" type="radio"/> For Rent	<input checked="" type="radio"/> For Sale

## Strategy 4.4: Increase Capacity to Implement Housing Strategies

### Public Projects & Resources

<b>Description</b>	<p>Evaluate options for increasing capacity to implement housing strategies, including but not limited to:</p> <ul style="list-style-type: none"> <li>Funding new planning or economic development staff positions at each city.</li> <li>Funding a countywide housing coordinator that acts on behalf of multiple jurisdictions.</li> <li>Forming an ongoing housing task force made up of local staff to coordinate actions and share resources.</li> <li>Partnering with non-profit organizations to create landlord/property manager education materials and programs.</li> </ul>		
<b>Rationale</b>	<p>Implementing many of the policies, programs, and partnerships outlined in the HIP will require administrative resources. Sufficient staff capacity is critical to unlocking the ability for plan partners to implement housing strategies effectively and efficiently</p>		
<b>Implementation Steps</b>	<ul style="list-style-type: none"> <li>Determine if grant funding or consultant support is needed.</li> <li>Determine if these actions should be packaged or sequenced with others.</li> </ul>		
<b>Considerations</b>	<ul style="list-style-type: none"> <li>Col-Pac or CET could be convenor and/or sponsor of task force.</li> <li>New local positions or countywide housing coordinator position would require financial contributions from jurisdictions.</li> <li>Building relationships with non-profit organizations can help increase capacity through partnerships.</li> </ul>		
<b>Implementation Timeline</b>	<input type="radio"/> 1-3 <input checked="" type="radio"/> 3-5 <input type="radio"/> 5-8 yrs		<b>Priority Category</b> 
<b>Implementation Lead</b>	Cities, Col-Pac, Columbia Economic Team		Major Project
<b>Partners</b>	County, Regional Housing Task Force		
<b>Affordability Targets</b>	<input type="radio"/> Subsidized	<input checked="" type="radio"/> Workforce	
	<input type="radio"/> Affordable	<input checked="" type="radio"/> Market Rate	
<b>Housing Type Targets</b>	<input checked="" type="radio"/> Single-Family	<input checked="" type="radio"/> Multi-Family	
	<input checked="" type="radio"/> Middle Housing		
<b>Tenure Targets</b>	<input checked="" type="radio"/> For Rent	<input checked="" type="radio"/> For Sale	

**BEFORE THE CITY COUNCIL OF  
THE CITY OF RAINIER**

**RESOLUTION #23-04-01**

**A RESOLUTION ESTABLISHING THAT THE CITY WILL PREPARE A TWO-  
YEAR BUDGET FOR THE 2023-25 BIENNIUM**

**WHEREAS**, Council goals for 2022 included evaluating a possible two-year budget; and

**WHEREAS**, staff has determined that doing a two-year budget is feasible; and

**WHEREAS**, a two-year budget would align with the state's budget and both of the collective bargaining agreements that the City has with its employees; and

**WHEREAS**, Oregon Revised Statute 294.323 states that "a municipal corporation, by ordinance, resolution or charter, may provide that the budget and budget documents for the municipal corporation be prepared for a period of 24 months. Unless so authorized by ordinance, resolution or charter, a municipal corporation may not prepare a budget and budget documents for a period longer than one fiscal year."

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the City of Rainier will prepare a two-year budget for the 2023-25 biennium.

Passed and approved this 3rd day of April, 2023.

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Jerry Cole, Mayor

ATTESTED:

---

W. Scott Jorgensen  
City Administrator

February 16, 2023

Scott Jorgensen  
City Administrator  
City of Rainier, Oregon  
Sjorgensen@cityofrainier.com  
(via email)

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide.

Scope and Term

The City of Rainier is looking for technical accounting/finance support. Services are anticipated to begin immediately upon execution of an engagement letter and/or contract, with work expected to conclude or be renegotiated on/before June 30, 2023.

Fee for services

The fee for the above services is based on my standard billing rate, plus expenses, billed in 15-minute increments. A portion of the work may be performed by a subcontracted CPA under my supervision and/or review. The subcontractor's time/expenses will be billed on my monthly invoice.

If needed, travel is billed at 50% rate, plus mileage at the IRS standard rate. Hours will be tracked and billed as incurred. The City will be invoiced monthly.

Additional provisions

If either party elects to terminate my services for any other reason, the City will be obligated to compensate me for work completed through the date of termination.

In connection with this engagement, I may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, I cannot guarantee or warrant that emails from me will be properly delivered and read only by the addressee. Therefore, I specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by me in connection with the performance of this engagement.

In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

It is my policy to retain engagement documentation for a period of seven years, after which time I will commence the process of destroying the contents of my engagement files. To the extent I accumulate any of your original records during the engagement, those documents will be returned to you promptly upon completion of the engagement, and you will provide me with a receipt for the return of such records. The balance of my engagement file, other than a summary report of procedures performed, which I will provide to you at the conclusion of the engagement if desired, is my property, and I will provide copies of such documents at my discretion and if compensated for any time and costs associated with the effort.

Very truly yours,



Summer Sears  
Owner/Principal  
Summer Sears CPA, LLC  
P.O. Box 5094  
Bend, Oregon 97708-5094  
541-241-2056  
summer@searscpa.com  
www.searscpa.com

**ACCEPTED AND AGREED:**

---

Name/Position:

Date

City of Rainier, Oregon



**City of Rainier**  
**2023/2025 Budget Calendar**

Budget Committee Meeting	May 8, 2023 6 p.m.
April 27, 2023 Publish Notice of Budget Committee Meeting	
May 4, 2023 Publish 2 <sup>nd</sup> Notice of Budget Committee Meeting	
2 <sup>nd</sup> Budget Committee Meeting (if necessary)	May 15, 2023 6 p.m.
Publish Budget Hearing and Financial Summary Notice	May 25, 2023
Budget Hearing	June 5, 2023
Adopt Budget	6 p.m.
Approve Resolution to Receive State Revenues	
Approve Tax Levy	
Approve Appropriations	
File Notice of Property Tax Certification (File with Assessor)	July 7, 2023

**APPLICATION FOR SERVING ON  
CITIZEN ADVISORY BOARDS/COMMITTEES  
CITY OF RAINIER**

Date: 3/23/23  
Name: Leslie R. Rist, Ed.D  
Mailing Address: PO Box 252  
Street Address: 29526 Old Rainier Rd. 97048  
Phone Number: 503.980.8116  
Email Address: leslieRAERIST@gmail.com  
Length of Residency in Rainier: 1 year  
Are You a Registered Voter in the City of Rainier? \_\_\_\_\_

I am interested in serving on one or more of the following Boards/Committees of the City of Rainier. (See back for descriptions.)

<input type="checkbox"/> City Council	<input type="checkbox"/> Planning Commission (volunteer)
<input type="checkbox"/> Library Board (volunteer)	<input checked="" type="checkbox"/> Budget Committee (volunteer)
<input type="checkbox"/> Park Advisory Group (volunteer)	<input type="checkbox"/> 'A' Street Advisory Committee (volunteer)

1. Why are you interested in serving on this Board or Committee?

*I want to serve my community and make good use of my knowledge and experience.*

2. What strengths do you possess to contribute to this Board or Committee?

*I possess an MBA, teach graduate level organizational leadership, and have been a business owner and community volunteer for many years*

3. Do you have previous or current experience in community affairs? If so, please explain.

*Yes. Board member Multnomah County Developmental Disabilities Council, Multnomah County Child Abuse Council, Vice Chair National American Legion Auxiliary DEI Committee*

*Thank you for completing this questionnaire and your interest in serving your community.*

**APPLICATION FOR SERVING ON  
CITIZEN ADVISORY BOARDS/COMMITTEES  
CITY OF RAINIER**

Date: 2-27-23

Name: Robi Dickson

Mailing Address: 74782 Debast Road Rainier, OR 97048

Street Address: \_\_\_\_\_

Phone Number: 503-705-3264

Email Address: robi.dickson@gmail.com

Length of Residency in Rainier: 3 yrs

Are You a Registered Voter in the City of Rainier? yes

I am interested in serving on one or more of the following Boards/Committees of the City of Rainier. (See back for descriptions.)

- |  |  |
|--|--|
| <input type="checkbox"/> City Council                    | <input type="checkbox"/> Planning Commission (volunteer)           |
| <input type="checkbox"/> Library Board (volunteer)       | <input checked="" type="checkbox"/> Budget Committee (volunteer)   |
| <input type="checkbox"/> Park Advisory Group (volunteer) | <input type="checkbox"/> 'A' Street Advisory Committee (volunteer) |

1. Why are you interested in serving on this Board or Committee?

I am retired and want to give back to my community.

2. What strengths do you possess to contribute to this Board or Committee?

I owned my own bookkeeping company until I became the accounting manager for a large company. They were a multi-company entity and I prepared ~~my~~ many budgets for all of them.

3. Do you have previous or current experience in community affairs? If so, please explain.

No

*Thank you for completing this questionnaire and your interest in serving your community.*

**APPLICATION FOR SERVING ON  
CITIZEN ADVISORY BOARDS/COMMITTEES  
CITY OF RAINIER**

Date: 15 MARCH 2023

Name: PAUL W. LANGNER

Mailing Address: 817 KING DR, RAINIER OR 97048

Street Address: 817 KING DR, RAINIER OR 97048

Phone Number: MOBILE 503 574 0175 HOME 503 556 2701

Email Address: PWL@CENTURYLINK.NET

Length of Residency in Rainier: 8 YEARS - COME MAY 15, 2015

Are You a Registered Voter in the City of Rainier? YES

I am interested in serving on one or more of the following Boards/Committees of the City of Rainier. (See back for descriptions.)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> City Council         | <input type="checkbox"/> Planning Commission (volunteer)           |
| <input type="checkbox"/> Library Board (volunteer)       | <input type="checkbox"/> Budget Committee (volunteer)              |
| <input type="checkbox"/> Park Advisory Group (volunteer) | <input type="checkbox"/> 'A' Street Advisory Committee (volunteer) |

1. Why are you interested in serving on this Board or Committee?

See attached

2. What strengths do you possess to contribute to this Board or Committee?

3. Do you have previous or current experience in community affairs? If so, please explain.

*Thank you for completing this questionnaire and your interest in serving your community.*

City of Rainier:

1. Why are you interested in serving on this board or committee?

***The City of Rainier is a great community and is in renaissance. With new investment arriving, I would like to offer my talents to help shepherd new growth in a manner to benefit all of the community. Building upon the great work of those preceding me, I believe I can continue their charge to create a vibrant, livable city with small town charm and strong community values.***

2. What strengths do you possess to contribute to the board or committee?

***I have working experience in budgeting, business development, regulatory and permitting practices, and in running a business. I have worked closely with numerous state and federal agencies, learning to navigate in their world. With children and now grandchildren living in the community, I see opportunities, and challenges, with new eyes and a different perspective.***

3. Do you have previous or current experience in community affairs?

***Oregon Regional Solutions Advisory Committee member (7 years); Oregon Freight Advisory Committee (4 years); Oregon Rail Advisory Committee (15 years); Columbia County Budget Committee (10 years); City of Rainier Planning Commission (6 years); City of Rainier Library Board (4 years)***

**ORDINANCE NO. 1089**  
**AN ORDINANCE OF THE CITY OF RAINIER PROHIBITING CAMPING AT**  
**CERTAIN PUBLIC PROPERTIES**

Section 1. Definitions.

For purposes of this section, the following words and phrases shall mean:

- a. To “Camp” means to occupy a Campsite for over 24 hours.
- b. “Campsite” means a location upon City Property where Camping Materials are placed.
- c. “Camping Materials” include, but are not limited to, tents, huts, awnings, lean-tos, chairs, tarps, collections of personal property and/or similar items that are, or reasonably appear to be, arranged and/or used as camping accommodations.
- d. “City Property” includes, but is not limited to, parks, rights of way, parking lots, easements, or other land owned, leased, controlled, or managed by the City.
- e. “Personal Property” means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.
- f. “Relocate” means to move off of City Property or to a different City Property. This definition does not include moving to another portion of the same City Property.

Section 2. Camping Prohibited Upon City Property

- 1. It is unlawful for any person to Camp upon City Property unless otherwise authorized by law or by declaration of the City Administrator.
- 2. Unless otherwise authorized by law or by declaration of the City Administrator, it is unlawful to establish a Campsite for any period of time at the following locations:
  - a. City Hall and adjacent sidewalks, 106 W B Street;
  - b. Senior Center and adjacent sidewalks, 48 W 7th Street;
  - c. City of Rainier Marina and adjacent parking lot, 107 W C. Street;
  - d. Riverfront Park and Trail;
  - e. Sewer Treatment Plant, 690 W A Street; and
  - f. Water Treatment Plant, 650 E Rainier Blvd.
- 3. At least once every 24 hours an individual that has placed a Campsite, Camping Materials or Personal Property on City Property must Relocate.



3. The City shall only remove individuals and unclaimed Personal Property from a Campsite as provided by ORS 195.505.

4. Violation of this section is punishable by a fine of not more than \$125. The amount imposed shall be at the discretion of the judge.

5. If the City refers a service provider to an individual who is cited for a violation of this Section and the individual demonstrates they meaningfully engaged with that or another similar service provider after receiving the citation and before the hearing, the fine is eligible to be reduced or eliminated at the discretion of the judge.

This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City of Rainier council and approved by the mayor on the \_\_\_\_ date of \_\_\_\_, 2023.

Attested:

BY: \_\_\_\_\_

Jerry Cole, Mayor

BY: \_\_\_\_\_

Scott Jorgensen, City Administrator

**ORDINANCE NO. 1090**  
**AN ORDINANCE OF THE CITY OF RAINIER AMENDING PORTIONS OF**  
**ORDINANCE 910**

**WHEREAS**, City Council passed Ordinance 910 in May 1987 for the Impounding and Disposition of Discarded Vehicles; and

**WHEREAS**, portions of Ordinance 910 are outdated and no longer meet the City's needs; and

**WHEREAS**, it appears to the City of Rainier council that the public interest will best be served by amending portions of this ordinance.

**NOW, THEREFORE**, the City of Rainier ordains as follows:

Section 5 (1) of Ordinance 910 is hereby amended as follows: "That a certain discarded vehicle is in violation of this ordinance and that within **three** days after sending or posting the notice"

Section 5 (2) of Ordinance 910 is hereby amended as follows: "That the alternative to compliance with subsection (1) is to petition the City recorder within the **three**-day period described in subsection (1) and make a written request to appear before the council to show why the vehicle should not be immediately abated"

Section 6 of Ordinance 910 is hereby repealed.

Section 8 (1) of Ordinance 910 is hereby amended as follows: "**Three** days after giving the notice required in Section 4 or, if a hearing is held, **three** days after adoption of a resolution declaring a vehicle to be a public nuisance as required in Section 7, the city will have jurisdiction to abate the nuisance and may remove the vehicle by use of city employees or authorized independent contractors."

Except as amended herein, remaining portions of Ordinance 910 shall remain in full force and effect.

Passed by the City of Rainier council and approved by the mayor on the \_\_\_\_ date of \_\_\_\_, 2023.

Attested:

BY: \_\_\_\_\_

Jerry Cole, Mayor

BY: \_\_\_\_\_

Scott Jorgensen, City Administrator

ORDINANCE NO. 910

AN ORDINANCE FOR THE IMPOUNDING AND DISPOSTION OF DISCARDED VEHICLES.

The City of Rainier ordains as follows:

Section 1. Definitions. As used in this ordinance, the following mean:

Costs. The expense of removing, storing, or selling a discarded vehicle.

Discarded Vehicle.

(1) A vehicle that does not have an unexpired license plate lawfully affixed to it and is in one or more of the following conditions:

- (a) Inoperative.
- (b) Wrecked.
- (c) Dismantled
- (d) Partially dismantled.
- (e) Abandoned.
- (f) Junked.

(2) Discarded vehicles include major parts of vehicles including but not limited to, bodies, engines, transmissions, and rear ends.

Law enforcement officer. Includes any authorized law enforcement officer of the city.

Person in charge of property. An agent, occupant, lessee, contract purchaser, owner, or person having possession, control, or title to property where a vehicle is located.

Vehicle. Every device in, upon, or by which a person or property is or may be transported or drawn upon a public highway, except devices moved by human power or used exclusively upon stationary rails or tracks.

Vehicle owner. An individual, firm, corporation, or unincorporated association with a claim, either individually or jointly, of ownership or an interest, legal or equitable, in a vehicle.

Section 2. Declaration of Public Nuisance. The open accumulation and storage of discarded vehicles if found to create a condition tending to reduce the value of private property; promote blight, deterioration, and unsightliness; invite plundering; create fire hazards; constitute an attactive nuisance causing a hazard to the health and safety of minors; create a harborage for rodents and insects; and to be injurious to the health, safety, and general welfare. Therefore, the presence of a discarded vehicle on private property is declared to be a public nuisance which may be abated in accordance with the provisions of this ordinance.

Section 3. Prohibited Action. No person shall store or permit the storage of a discarded vehicle upon private property within the city unless the vehicle is completely enclosed within a building or unless it is in connection with a lawfully conducted business dealing in junked vehicles.

Section 4. Investigation.

(1) When a law enforcement officer investigates a discarded vehicle on private property and determines that a nuisance exists which should be abated, the officer shall:

(a) Attempt to discover the owner of the vehicle and the person in charge of the property on which the vehicle is located, and

(b) Give written notice to them by personal service or by registered or certified mail that the vehicle is in violation of this ordinance.

(2) If the owner of the vehicle is not found, the officer shall place a notice on the windshield or some other part of the vehicle where it can be easily seen.

Section 5. Contents of Notice. A notice issued under Section 4. shall state:

(1) That a certain discarded vehicle is in violation of this ordinance and that within 10 days after sending or posting the notice:

(a) The vehicle must be removed from the City or to the storage yard of a lawfully conducted business dealing in junked vehicles; or

(b) The vehicle must be completely enclosed within a building.

(2) That the alternative to compliance with subsection (1) is to petition the City recorder within the 10-day period described in subsection (1) and make a written request to appear before the council to show why the vehicle should not be immediately abated.

(3) That failure to comply with this ordinance authorizes the city to remove the vehicle, charge the cost against the property from which it was removed, and to sell the vehicle to satisfy the costs of removal and storage.

Section 6. Entry on Private Property.

(1) A law enforcement officer is authorized to enter onto private property at all reasonable times and examine a vehicle to determine whether it is in a discarded condition. Except when an emergency exists, before entering onto private property, the officer shall obtain the consent of an occupant or a warrant of the municipal court authorizing entry for inspection.

(2) No search warrant shall be issued under the terms of this ordinance until an affidavit has been filed with the municipal court showing probable cause for the inspection by stating the purpose and extent of the proposed inspection, citing this ordinance as the basis for the inspection, stating whether it is an inspection instituted by complaint, or giving other specific or general information concerning the vehicle in question or the property on which it is located.

(3) No person shall interfere with or attempt to prevent a law enforcement officer from entering onto private premises and inspecting a vehicle when an emergency exists or when the officer exhibits a warrant authorizing entry.

#### Section 7. Hearing by Council.

(1) Following a request, the council shall fix a time for a hearing to show cause why a vehicle should not be abated immediately and to receive evidence and the testimony of the law enforcement officer and other interested person concerning the existence, location, and condition of the vehicle. After the hearing, the council may order the vehicle removed by the city in accordance with the provisions of this ordinance.

(2) The council shall make its order in the form of a resolution declaring the vehicle to be a public nuisance. The resolution may order the removal of more than one vehicle and may consolidate the hearings and orders relating to more than one vehicle. Person receiving the notice specified in section 4 shall be sent copies of the resolution of the council.

(3) The council may impose conditions and take other action it considers appropriate under the circumstances to carry out the purposes of this ordinance. It may delay the time for removal of the vehicle when, in its opinion, circumstances justify such action. It shall refuse to order removal of the vehicle when the vehicle, in the opinion of the council, is not subject to the provisions of this ordinance. The council shall not be bound by technical rules of evidence in conducting the hearing.

#### Section 8. Abatement by the City and Appraisal.

(1) Ten days after giving the notice required in Section 4 or, if a hearing is held, ten days after adoption of a resolution declaring a vehicle to be a public nuisance as required in Section 7, the city will have jurisdiction to abate the nuisance and may remove the vehicle by use of city employees or authorized independent contractors. No person shall interfere with, hinder or refuse to allow authorized persons to enter onto private property for the purpose of removing a vehicle under the provisions of this ordinance.

(2) After removing the vehicle, the city shall have it appraised.

Section 9. Low-Value Vehicle.

(1) If the vehicle is appraised at \$750 or less, the law enforcement officer shall file an affidavit with the Motor Vehicles Division describing the vehicle, including the license plates, if any, stating the location and appraised value of the vehicle and stating that the vehicle will be junked or dismantled. The law enforcement officer may dispose of the vehicle and execute a certificate of sale without notice and public auction.

(2) The certificate of sale shall be on a form provided by the city recorder.

Section 10. Public Sale Notice.

(1) If the vehicle is appraised over \$750, the law enforcement officer shall publish a notice of sale in a newspaper of general circulation within the city. The notice of sale shall state:

(a) The sale is of discarded property in possession of the city.

(b) A description of the vehicle, including the type, make, license number, identification number and any other information that will aid in accurately identifying the vehicle.

(c) The terms of the sale.

(d) The date, time, and place of the sale.

(2) The notice of sale shall be published two times. The first publication shall be made not less than 15 days before the date of the proposed sale, and the second shall be made not less than 7 day before the date of the proposed sale.

Section 11. Public Sale.

(1) If a vehicle is appraised over \$750, the law enforcement officer shall hold a sale at the time and place appointed, within view of the vehicle to be sold.

(2) The vehicle shall be sold to the highest and best bidder. However, if no bids are entered or the bids entered are less than the costs incurred by the city, the law enforcement officer may enter a bid on behalf of the city in an amount equal to the costs.

(3) At the time the purchase price is paid, the law enforcement officer shall execute a certificate of sale in duplicate; the original shall be delivered to the purchaser and a copy filed with the city recorder.

(4) The certificate of sale shall be on a form provided by the city recorder.

Section 12. Redemption Before Sale.

(1) A vehicle impounded under the provisions of this ordinance may be redeemed by its owner or by the person in charge of the property from which the vehicle was removed by applying to the law enforcement officer before sale or disposition has taken place. The person shall:



(a) Submit satisfactory evidence of ownership or interest in the vehicle to the law enforcement officer.

(b) Pay the costs owing at the time the application to redeem is made.

(c) Give evidence that the nuisance character of the vehicle will not be resumed.

(2) Upon compliance with subsection (1), the law enforcement officer shall execute a receipt and cause the vehicle to be returned.

### Section 13. Assessment of Costs.

(1) After disposing of the discarded vehicle and deducting any money received from sale of the vehicle from the costs, the city recorder shall give notice by personal service or by registered or certified mail to the person in charge of the property from which the vehicle was removed:

(a) Of the unpaid costs of abatement.

(b) That the costs as indicated will be assessed to, and become a lien against, the real property unless paid within 30 days from the date of the notice.

(c) That if the person in charge of the property objects to the indicated costs of the abatement, a written notice of objection may be filed with the City recorder within 20 days from the date of the notice of unpaid costs.

(2) Within 40 days after the date of the notice of objection, objections to the proposed assessment shall be heard and determined by the council.

(3) If the costs of the abatement are not paid within 30 days from the date of the notice, or within 10 days of a council determination made under subsection 2 of this section, assessment of costs shall be made by council resolution and be entered in the docket of city liens. When the entry is made, it shall constitute a lien on the real property from which the nuisance was removed or abated.

(4) The lien shall be enforced and shall bear interest at the rate of \_\_\_\_\_ percent per annum. Interest shall accrue from the date of the entry of the lien into the lien docket.

(5) An error in the name of the person in charge of the property shall not void the assessment, nor will a failure to receive notice of the proposed assessment render the assessment void. The assessment shall remain a valid lien against the property.

Passed by the Council this 4<sup>th</sup> day of MAY, 1987.

Approved by the Mayor this 4<sup>th</sup> day of MAY, 1987.

Elizabet Vilhauer  
MAYOR

ATTEST:

M. Louise Nowak  
CITY RECORDER

Agreement

between

City of Rainier

and

Chauffeurs, Teamsters, & Helpers  
Local 58 - Rainer Police

**Effective from July 1, 2023 to June 30, 2025**

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## **PREAMBLE**

This Agreement is entered into by and between the City of Rainier, Oregon, hereinafter referred to as the "City" or the "Employer" and Chauffeurs, Teamsters & Helpers, Local 58, hereinafter referred to as the "Union."

## **ARTICLE 1 – RECOGNITION**

**Section 1.** The City recognizes the Union as the sole and exclusive bargaining representative for employees employed by the City in the classifications listed in Schedule "A," attached hereto.

Specifically excluded from this bargaining unit are all employees who are represented under another bargaining unit; all supervisory and confidential employees as defined by ORS 243.650 (6) and (23); part-time employees working less than fifty (50) hours per month; temporary employees who work less than ninety (90) days per year, and casual employees.

## **ARTICLE 2 – MANAGEMENT RIGHTS**

**Section 1.** Except as limited by an express provision of this Agreement, the Employer shall retain the right to exercise the customary functions of management, including, but not limited to; directing the activities of the City; determining the levels of service and methods of operation, including the introduction of new equipment; the right to hire, layoff, transfer, reorganize, promote, demote, discipline, discharge, and to determine and assign work schedules; assign work, determine and assign needed training in conformity with this Agreement.

**Section 2.** The Employer and the Union hereby recognize that delivery of services in the most efficient, effective and courteous manner is of paramount importance to the Employer, and as such, maximized performance is recognized to be an obligation of employees covered by this Agreement. In order to achieve this goal, the parties hereby recognize the Employer's right to determine the methods, processes, and means of providing services; to increase, diminish, or change equipment, including the introduction of any and all new, improved, or automated methods of equipment, and the assignment of employees to specific jobs within the bargaining unit.

**Section 3.** The Employer may establish, revise, and implement standards for performance, discipline, quality of work, qualifications, safety, materials, equipment, uniforms, appearances, methods and procedures. It is jointly hereby recognized that the Employer must retain broad authority to fulfill its responsibilities and may do so by work rules, existing or future.

### **ARTICLE 3 – UNION SECURITY AND UNION RIGHTS**

**Section 1.** Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement.

**Section 2.** The City agrees to deduct from the paycheck of each employee who has so authorized the regular monthly dues uniformly required of members of the Union, or, alternatively, in the case of non-members, a monthly "in-lieu-of-dues payment," as defined above, subject to applicable law. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Authorization by the employee shall be on forms provided by the Union.

**Section 3.** The Union agrees to hold the City harmless against any legal action brought against the City in reference to the fair share representative fee deduction.

**Section 4.** The City agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to DRIVE. DRIVE shall notify the City of the amounts designated by each contributing employee that are to be deducted from their paycheck. The City shall transmit to DRIVE National Headquarters on a monthly basis, in one check, the total amount deducted along with the name of each employee on whose behalf a deduction is made, and the amount of the deduction shall be noted on the employee's paycheck. The International Brotherhood of Teamsters shall reimburse the City annually for the City's actual cost for the expenses incurred in administering the payroll deduction plan.

### **ARTICLE 4 – BULLETIN BOARD**

**Section 1.** The City agrees to furnish and maintain bulletin board space in a convenient place in the work area. Such space may be used by the Union. The Union will limit use of the board to factual matters and notices shall be signed and dated by an authorized official of the Union.

### **ARTICLE 5 – UNION VISITATION**

**Section 1.** Authorized agents of the Union shall have reasonable access to the work areas in the building of the employees covered by this Agreement during working hours, but will not unreasonably interfere with the employee's work. Prior to gaining such access, the Union Business Agent shall first contact the appropriate non-union supervisor.

### **ARTICLE 6 – NON-DISCRIMINATION**

**Section 1.** Neither the Employer nor the Union will discriminate in hiring, promotion, or

continued employment because of race, religion, creed, color, age, disability, national origin, sex, Veteran status or Disabled Veteran status, or other legally protected status unless based on bona fide occupational qualification or requirement.

## **ARTICLE 7 – DISCIPLINE**

**Section 1.** The Employer agrees to act in good faith in the discipline of any employee consistent with ORS 243.808, Law Enforcement Commission Standards, and applicable law. Depending on the severity of the violation involved and the employee's past record, formal disciplinary action may include but not be limited to; written reprimand, disciplinary transfer, suspension without pay, loss of pay or privileges, demotion, or termination. Subject to applicable law, prior disciplinary action will normally be expected before the Employer acts to suspend or discharge the employee. This shall be considered "progressive discipline." However, no prior disciplinary action shall be deemed necessary in cases of discharge or suspension in convictions of the Oregon Criminal Code, theft, gross insubordination, willful dishonesty, using or being under the influence of alcohol or controlled substance during working hours; gross negligence, violence or other misdeeds similar as to the seriousness of their impact on the employer-employee relationship.

Notice of counseling or verbal reprimands, even if reduced to writing, are not considered formal discipline; such will not be placed in the employee's personal file and may be noted in the next yearly evaluation. Counseling documents will be in writing and provided to the employee, requesting confirmation of receipt. Employee may provide a written rebuttal to any counseling within 14 calendar days of delivery, and such will be added to the counseling record. Counseling and verbal reprimands will be considered stale after one year or after yearly evaluation, the longer of either, subject that no further similarly related conduct has occurred. Counseling and verbal reprimands are not subject to the grievance procedure provided in Article 8 of this Agreement.

**Section 2.** Whenever an employee is being interviewed by the City for a purpose which may lead to disciplinary action, the employee shall have the right, if such employee so requests at that time, to have a representative of the Union present during the meeting on the pending matter. The Union representative shall be present only as an observer and advisor and shall not act in obstruction.

**Section 3.** The City will provide 72 hours' notice to any employee who is the subject of a disciplinary investigation interview. The City will conduct an investigation within a reasonable time. Should an investigation exceed 180 days from notice to the employee, the City will provide the employee and Union a reasonable explanation and estimated time for completion.

**Section 4.** Pre-disciplinary meeting: Prior to imposition of a suspension or termination, the employee will be provided a reasonable opportunity for a rebuttal meeting or similar proceeding. The Union or employee will have the opportunity to present evidence on the employee's behalf,



including mitigating factors. The pre-disciplinary meeting will also serve as a name clearing opportunity.

**Section 5.** Imposition of formal discipline will be done in a private setting. When a decision is made on the matter, the City Administrator shall notify the employee of such decision as soon as reasonably possible. Formal disciplinary actions, as listed above, will be given to the employee and the Union in writing with explanation of findings, conduct, application of aggravating and mitigating circumstances and sanction, if any.

**Section 6.** The City will adhere to maintaining personnel records for police officers as required by statute.

## **ARTICLE 8 – GRIEVANCE PROCEDURE**

**Section 1.** In the event of any dispute arising as to the interpretation or application of this Agreement, the matter shall be handled in the following manner:

**Step 1.** The employee and/or shop steward shall first informally take up the complaint with his or her supervisor within five (5) days from the date of the occurrence of the event which originally precipitated the grievance or within five (5) days of the time the employee should reasonably have become aware of such event.

**Step 2.** If the matter is not satisfactorily resolved at Step 1, the employee and/or the Union may reduce the grievance to writing and present it to the City Administrator within fourteen (14) days of the occurrence of the event which originally precipitated the grievance. The written grievance shall include the following:

- (a) A concise statement of the grievance and the facts upon which it is based.
- (b) The specific Article(s) of the Agreement alleged to have been violated or misinterpreted.
- (c) The specific remedial action sought.

The City Administrator will have 14 days from receipt of the Step 2 grievance to respond in writing to the employee and Union. The parties are open to meet in person prior to the response to discuss the grievance.

If the matter is not resolved with the City Manager's Step 2 response, the parties may agree mutually to mediation using an ERB mediator. If so, the

parties agree to meet in good faith within 90 days.

**Step 3.** If the matter is not resolved at Step 2, the Union may, within seven (7) days of the receipt of the City Administrator's decision in Step 2, provide written notice to the City of its desire to refer the matter to binding arbitration for a hearing and final decision.

For grievances involving discipline of a sworn officer, the Union will request and select an arbitrator from the Employment Relations Board consistent with ORS 243.808 and ERB rule.

For all other grievances, if the City and Union cannot agree to a mutual arbitrator, either party may request a list of seven (7) Arbitrators from ERB. Within ten (10) days of receiving the list of Arbitrators the parties shall meet and alternately strike names from the list until one (1) name remains. The remaining name shall be designated. The party requesting the list of Arbitrators from ERB shall be the first (1st) to strike a name from the list.

The Arbitrator will render a decision as soon as is practicable.

The Arbitrator shall rule only on the issue(s) presented and shall confine its decision to interpretation and application of the language of this Agreement. The Arbitrator shall have no right to add to, delete from, modify or nullify any provision of this Agreement. For grievances involving discipline imposed on a sworn officer as defined in Article 7, the arbitrator is bound to the just cause standards defined in Article 7 and as set forth in ORS 243.808 through 243.812, LESC rules, and applicable law.

The decision of the Arbitrator shall be based solely on evidence and testimony provided at the hearing and shall be final and binding on the parties, subject to applicable law.

**Section 2.** The City and the Union shall pay the costs incurred in presenting their own cases under this Article as well as the expenses, if any, for their respective representatives. Expenses and/or fees of the Arbitrator shall be paid by the losing party.

**Section 3.** Any time limits specified in this Article may be waived or extended by mutual agreement between the City and the Union. Failure to submit a grievance in accordance with the specified time limits without such written agreement shall constitute waiver and abandonment of the grievance. In the event the parties dispute timeline issues for matters submitted to arbitration, the Arbitrator will be limited to hear the timeliness arguments first, including any closing summation by the parties. The Arbitrator will then rule from the bench on the timeliness issue.

**Section 4.** A grievance may be terminated at any time upon receipt of a signed statement to that effect from the Union.

## **ARTICLE 9 – SENIORITY**

**Section 1.** Upon satisfactory completion of a probationary period, an employee's seniority for layoff shall be calculated on the basis of consecutive service in a job classification. Seniority for other matters is years of service since last date of hire.

**Section 2.** Seniority, considered years of service since last date of hire for this section, shall prevail in the preference of scheduling of vacations, compensatory time and holiday time off; provided such preference does not cause mis-staffing or undue disruption to normal operations. In the interest of public safety, shift assignments will be made by the City based upon manpower needs, experience, qualifications and ability.

**Section 3.** In the event a layoff appears imminent, the City will contact the Union to immediately begin discussions regarding the possibility of reducing the hours of work for all members of the bargaining unit as a means to reduce and/or prevent the necessity of layoffs. Either party may, at any time, terminate these discussions.

In the event of a layoff, all extra and part-time employees, in a given classification, shall be laid off prior to the layoff of any regular full-time employees in that classification.

In determining the order of layoff and recall of regular full-time employees, within a classification, the City shall consider the qualifications, capability, skills and past performance of the employees involved. If the City determines that the qualifications, capability, skills, and past job performance of the employees are equal, seniority shall prevail.

**Section 4.** A reasonable effort shall be made to give overtime opportunities to bargaining unit members, in order of seniority, prior to being filled by reserve officers.

## **ARTICLE 10 – PROBATIONARY PERIOD**

**Section 1.** All original and new appointments shall be tentative and subject to a probationary period consistent with the City's Personnel Policies and Procedures Handbook, then in affect.

**Section 2.** During an original appointment probationary period, a probationary employee is considered "at-will" and may be terminated at any time without recourse to the grievance procedure of this Agreement.

**Section 3.**     *Promotional Probationary Period.*

During the promotional probationary period of six (6) months (180 days from date of promotion), the promoted employee may be demoted at any time without recourse to the grievance procedure. The employee shall have reinstatement rights to the position from which promoted, however, even though this may necessitate the layoff of the employee in the promoted employee's former position.

**Section 4.**     *New Hire Probationary Period.*

The initial probation period for new hire sworn personnel/police officer employees shall be for a period of 18 months (540 days) (12 months/365 for a lateral hire) and for a period of six (6) months for other employees. A lateral hire is an officer with 5 or more years of Oregon law enforcement certification and experience with another Oregon law enforcement jurisdiction.

The probationary period serves as a period of observation to determine an employee's skill and qualification for the position. In the event an employee is on an approved leave of absence for an extended period of time in excess of 15 calendar days during the probationary period, the City may toll the duration of the probationary period accordingly in order to account for a full observation, subject to any restrictions provided by applicable law.

**ARTICLE 11 – HOURS OF WORK AND OVERTIME**

**Section 1.**     The work week, to the extent consistent with the operating requirements of the department, shall consist of one (1) of the following and shall be from Saturday through Friday:

Five (5) consecutive eight (8) hour work days scheduled by the department head or the supervisor, and two (2) consecutive days off, if on a 5/8 schedule.

Four (4) consecutive ten (10) hour work days scheduled by the department head or the supervisor, and three consecutive days off, if on a 4/10 schedule.

The City will give 15 days' notice prior to changing schedules (i.e. 5/8's to 4/10's or vice versa).

Shifts will be rotated every four (4) months. An employee will be not required to work for 16 hours between the shift rotation from days to graveyard, or vice versa. In such event, the employee may take leave using vacation, comp or floating holiday, or unpaid leave if such leaves are not accrued.

Employees may trade a shift during the work-week upon approval of the supervisor. Shift trades act as if the employee worked on the their normally scheduled day, however, the employee will

be required to note a shift trade on their time sheet for recordkeeping purposes. Trades will not result in overtime to the City for work performed during the regular hours of the shift trade.

**Section 2.** Employees, required to work in excess of forty (40) hours in a workweek, shall be compensated for such time at the rate of time and one-half (1 ½) the employee's regular hourly rate of pay. Paid leaves, except for sick leave up to the first forty (40) hours per calendar year, and holidays provided by Article 12, do not count as hours worked for the purposes of overtime calculations. No officer shall be required to work over sixteen (16) hours in any one shift unless due to a major incident.

**Section 3.** An employee may choose to be paid in compensatory time off or pay for overtime worked. An employee may accumulate up to a maximum of one hundred sixty (160) hours of compensatory time unless there is mutual agreement between the City and employee to exceed the one hundred sixty (160) hour limit. However, the City retains the option to buy out such bank of hours down to forty (40) on July 15 of each year. Scheduling of compensatory time off must be by mutual agreement between the employee and their supervisor.

**Section 4.** In no event shall overtime be paid twice for the same hour(s) of work.

**Section 5.** *Call-back Time.*

Call-back time shall be approved by the supervisor in writing unless preauthorized as part of an on-call assignment. Call-back time shall be paid at a minimum of three (3) hours at the rate of time and one-half (1 ½) the employee's regular rate of pay. This provision applies only to full-time employees. Call out begins from the time of departure from the notice of callback. Commute time after completion of the work is not compensated. This provision does not apply to hold over time on a shift or early reporting time contiguous with the end or start of a regular shift.

Employees approved to respond to calls to work off duty that do not require employees to report to a work site location or City facility will be compensated for a minimum of fifteen (15) minutes or actual hours worked, whichever is longer. (for example: phone calls, remote work from computer). Employees will log their time and activity when engaged in call back work. An occasion phone/text communication of less than 5 minutes is considered insubstantial and de minimus and not compensable, unless multiple successive calls and extended duration are logged.

**Section 6.** *Staff meetings.*

The Employer shall be permitted to call mandatory attendance staff meetings. Employees shall be compensated for all time in mandatory attendance with a minimum of one (1) hour at the employee's applicable straight time rate of pay or at time and one-half, if applicable. Except in cases of emergency or other circumstances warranting shorter notification, three (3) days prior notification of meeting time and dates shall be provided to the employees.

**Section 7.** *Court time.*

An employee who is required, in the performance of their work, to report to court outside their regular shift, shall be paid for all time with a minimum of two (2) hours at time and one-half (1½) the employee's regular rate for an appearance in Municipal or Circuit Court. Provisions of this section apply only to full-time employees.

**Section 8.** *On-call time.*

Employees placed on-call shall receive thirty percent (30%) of the employee's regular hourly rate of pay with a minimum of two (2) hours of regular pay. (for example: first two hours is two hours of regular pay and any time thereafter is 30% of regular hourly rate). If an employee is required to report to work while on-call, the employee shall be compensated according to Section 5. "Call-back Time" of this Article. Employee will not be paid for any compensation under this section for time on call back under Section 5.

When the Department is staffed at a minimum of five (5) sworn officers who are available to report to duty without restrictions, the maximum on-call assignment per week for any individual officer is limited to twenty (20) hours per week, unless an employee volunteers for additional assignment.

**ARTICLE 12 – HOLIDAYS**

**Section 1.** All regular employees shall be entitled to the official holidays listed below, with pay. Full-time employees shall receive regular compensation; part-time employees shall be compensated in proportion to budgeted FTE.

New Year's Day, January 1  
Martin Luther King's Birthday, Third Monday in January  
President's Day, Third Monday in February  
Memorial Day, Last Monday in May  
Juneteenth – June 19  
Independence Day, July 4  
Labor Day, First Monday in September  
Veteran's Day, November 11  
Thanksgiving Day, Fourth Thursday in November  
Christmas Day, December 25

Holidays are paid at 10 hours when on 10 hour shifts, and 8 hours when on 8 hour shifts.

In addition to the above, regular employees receive four (4) floating holidays per fiscal year, with pay. Each floating holiday is equal to the employee's number of regularly scheduled shift hours. The holidays are credited on July 1 of each year and must be utilized by June 30 of the next year. The floating holidays may not be carried over to the following year or credited to another type of leave. New employees will be prorated based on hire date. Floating holidays have no cash value upon termination of employment.

**Section 2.** Employees, who are scheduled for a regular Monday through Friday (non-shift) workweek, shall observe the legal holiday as follows:

1. Whenever a legal holiday falls upon a Saturday, the preceding Friday shall be observed as the paid holiday.
2. Whenever a legal holiday falls upon a Sunday, the following Monday shall be observed as the paid holiday.

**Section 3.** An employee, who works on a recognized holiday, shall receive their normal straight time holiday pay plus time and one-half (1 ½) pay for all hours worked. The qualifying period for such purposes is from 8:00 a.m. on the holiday until 8:00 a.m. the following day.

**Section 4.** Holidays, which occur during vacation or sick leave, shall not be charged against such leave.

### **ARTICLE 13 – VACATIONS**

**Section 1.** Regular full-time employees shall earn vacation according to the following schedule:

<u>Completed Year of Service:</u>	<u>Per Month:</u>
0 months to 48 months	6.67 hours
49 months to 108 months	10.00 hours
109 months to 168 months	13.34 hours
169 months to 228 months	15.00 hours
229 months to 288 months	16.67 hours
289 months or more	20.00 hours

Regular part-time employees shall earn vacation pro-rated based on budgeted FTE.

**Section 2.** Vacation leave shall accrue on a monthly basis.

**Section 3.** Probationary employees shall not be eligible for vacation leave until successful completion of probation. Once passing probation, employees will be credited the equivalent vacation hours from date of hire.

**Section 4.** Vacation leave can accrue from year to year with a maximum accrued time of two hundred forty (240) hours. However, at least forty (40) consecutive hours of vacation must be taken annually.



**Section 5.** Employees with more than two hundred forty (240) hours of accrued vacation on June 30, of any year, are required to use those hours in excess of two hundred forty (240) prior to October 1 of that year. If an employee, in jeopardy of losing excess accrued vacation, requests to take such vacation, and the supervisor is unable, due to workload, to accommodate such request between July 1 and September 30, the City shall pay the employee for the unused excess vacation.

**Section 6.** Employees may sign up for priority vacations. Sign up for priority vacations will be during the months of January and February. *(note: This is intended for employees who want to secure longer vacations or special events for the calendar year)* Duplicate request shall be resolved by seniority. Seniority may be used only once per calendar year. If a priority vacation that has been approved is subsequently revoked due to operational need, but excluding emergencies declared by the Mayor, the employee will be paid time and one-half the employee's hourly rate for hours worked that would have been taken as vacation time.

*Other Vacation Requests:* Other requests for vacation shall be on a first-come, first-served basis. Vacations shall be scheduled with approval of the department head, consistent with operational needs of the department.

**Section 7.** Vacation leave shall not be used in blocks of more than ten (10) working days without advance approval of the department head.

**Section 8.** Earned vacation time may be used for sick leave, if necessary.

**Section 9.** Upon separation from City employment, unused but accrued vacation, up to the maximum allowed in Section 4 above, may at the employee's option, be paid in a lump sum to the employee or his estate in the event of his death.

## **ARTICLE 14 – SICK LEAVE**

**Section 1.** Sick leave is an income replacement, insurance-type benefit. It safeguards a wage income and guarantees City-paid fringe benefit premiums during the time an employee is off work due to a non-occupational injury or disease. Abuse of sick leave is cause for disciplinary action, up to and including dismissal.

The City will follow provisions of "Paid Leave Oregon" as administered by the State without further bargaining obligation.

**Section 2.** All regular full-time employees shall earn sick leave with full pay at the rate of eight (8) hours leave for each calendar month of service. Regular part-time employees shall earn sick leave on a pro-rated basis, with a minimum accrual consistent with Oregon Paid Sick Leave law. Sick leave shall accrue from the date of employment, but it shall not be granted until the successful completion of the first (1<sup>st</sup>) month of the probationary period. It cannot be used in

advance of accrual. Sick leave may be accumulated up to one thousand forty (1040) hours but may not be exchanged for cash or other leave.

**Section 3.** Employees are eligible to use sick leave for the following reasons:

- a. Non-occupational personal illness or injury.
- b. Quarantine of an employee by a physician for non-occupational related disability or illness.
- c. Illness as permitted by applicable law (Oregon Sick Leave law, etc).

**Section 4.** Employees shall be charged sick leave hour for hour for the time absent.

**Section 5.** Should an employee be unable to report to work because of any of the reasons set forth in Section 3, the employee shall report the absence to the appropriate supervisor, at the earliest possible time. Sick leave, with pay, in excess of three (3) working days may result in the City's requiring a written statement from a physician certifying that the employee's condition prevented them from appearing for work. When an employee has been under a physician's care, such as serious illness or recovery from surgery, a physician's release may be required before the employee can return to work.

**Section 6.** Unused sick leave normally has no cash value at termination. Employees retiring from City service may apply up to one-half (1/2) of the monetary value of accumulated sick leave in determining final average salary in accordance with ORS 238.350. Note: This provision only applies to Tier I and II.

**Section 7.** Earned sick leave cannot be used for vacation.

**Section 8.** If an employee becomes physically disabled off the job and does not have earned sick leave or paid vacation time accrued; the employee may apply to the City Administrator for a disability leave of absence, without pay, and without City-paid benefits, for a maximum period of nine (9) months.

**Section 9.** Coordination with Worker's Compensation payments: Employees retain their worker's compensation benefit payments. An employee may choose to use sick leave to equal the difference between the Workers' Compensation payments for time loss and the employee's regular net income. In such instances, the agency prorates charges against the employee's accrued sick leave. An employee who exhausts sick leave may choose to use other accrued leave to equal the difference between Workers' Compensation payments for time loss and the employee's regular net salary. In such instances the agency prorates charges against the accrued leave. Using leave while receiving time loss benefits is not required. An employee's regular net income is the employee's regular salary for regularly scheduled work and does not include overtime. In the event the employee exhausts their leave banks, the employee will be placed on leave without pay and will retain workers compensation payments subject to carrier

determinations. Employees may be placed on light duty, subject to medical release, at the discretion of the City. When an employee is receiving worker's compensation benefits and not working, the employee may request a waiver of insurance premiums from OTET. If waiver is not provided, employees must meet eligibility requirements provided by this CBA to receive continued payment of coverage by the City. In the alternative, the employee is eligible for COBRA coverage at the employee's expense.

Employees will need to provide the City timely copies of the W/C payments in order to calculate or reconcile use of accrued paid leaves. The City shall recover the amount of salary overpayment through payroll deduction or direct payment by the employee. In case of a financial hardship, the City and employee will work on a feasible payment plan.

#### **ARTICLE 15 – BEREAVEMENT LEAVE**

**Section 1.** Upon timely notification to the employee's supervisor, full-time regular employees may take up to three (3) paid days off, without deduction from accumulated vacation or sick leave, in the event of the death of an immediate family member. Immediate family shall mean: spouse, child, parent, brother, sister, step-child, step-parent, grandchild, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law, aunt or uncle.

If necessary, seven (7) additional days may be allowed with approval of the City Administrator. Each day so allowed, and taken, shall be deducted from the employee's vacation, accrued compensatory time or sick leave bank. Use of bereavement leave must be within 60 days of passing of the family member or extended by mutual agreement.

#### **ARTICLE 16 – JURY DUTY**

**Section 1.** Employees shall be allowed time off, without loss of pay, for serving on jury duty. Any compensation and mileage received by the employee from court for performing such service shall promptly be refunded to the City, and all employees are required to seek such compensation and mileage from the court. In the event an employee has used the employee's personal, privately owned vehicle for jury service outside the county, such employee shall be allowed to retain the mileage compensation portion paid by the court. In the event that an employee is called for jury duty and excused prior to the end of the employee's workday, such employee shall report to work immediately and continue normal work activities.

## **ARTICLE 17 – WAGES**

### **Section 1.**     *Wage Increases.*

Effective July 1, 2023, or upon execution, the later of either, step I of the employee's wage scale will be adjusted by 4.5% rounded to the nearest hundredth.

Effective July 1, 2022, step I of the employee's wage scale will be adjusted by 4.5% rounded to the nearest hundredth.

Steps 5% apart.

The City generally conducts yearly evaluations.

New employees will be placed on the wage schedule at the step level agreed to by the City based on education, training and experience. Employees will move annually on the salary schedule based on an overall satisfactory yearly evaluation. The physical fitness category, Article 26, will not be considered a factor of yearly evaluation. Denial of a step increase is subject to the grievance process.

### **Section 2.**     *Incentives.*

A. Employees shall receive the following incentives per pay period in addition to the employee's regular rate of pay.

#### **DPSST Certification (Non-cumulative)**

Intermediate   2.5% base hourly rate

Advanced       5.0% base hourly rate

B. Subject to pre-approval by the Chief of Police and operational need, employees may be eligible to receive an additional incentive pay of 1% base hourly rate per pay period for the following certifications up to a maximum of 1%. Certification pay is limited such that the City will not pay this incentive for two employees having the same certification. If two employees have the same certification, only one employee is eligible to receive it based on seniority of certification date while in the Department.

Firearms Instructor, or Defensive Tactics Instructor, or FST Instructor or Use of Force Instructor or Taser Instructor or Deputy Medical Examiner.

**Section 3.**     The City shall participate in the Public Employees Retirement System and pay both the employer and employee contributions to PERS as permitted by law.

**Section 4.** *Longevity pay.*

An employee with 10 years (120 months) of continuous service with the City will be eligible to receive an additional premium of 1.5% base hourly rate per pay period. Effective July 2023, the premium will change to 2%.

**ARTICLE 18 – HEALTH AND WELFARE**

**Section 1.** The City shall pay to the Oregon Teamsters Employers Trust each month the rate of contribution as established by the Trustees to support the benefits provided by the following programs for each qualified employee who is compensated for eighty (80) hours or more in the prior month.

Medical Plan F-W  
Dental Plan D-6  
Vision Plan V-4

For 2018 and thereafter, if any additional tax or rate increase is imposed due to the Cadillac Tax of the Affordable Care Act, employees will be responsible for the equivalent amount through payroll deductions.

**Section 2.** Cost sharing monthly premiums between the City and the Union shall be subject to the following conditions:

The City shall pay ninety-five percent (95%) of the monthly cost of the Health and Welfare Plan and the employee shall pay five percent (5%).

The employee's share, if required, shall be deducted monthly from the employee's pay on a pre-tax basis.

**Section 3.** The City shall provide each employee with Group Life Insurance in the amount of current annual base salary subject to the maximum provided by the carrier. If an employee is deceased while working and in the line of duty, the employer will pay an additional five thousand (\$5,000) dollars total to the beneficiary/s of the life insurance policy.

**Section 4.** Employees hired after February 1, 2013 who are scheduled less than forty hours per week but at least twenty hours per week and elect to have insurance coverage through the City will contribute a pro-rated amount toward the monthly premiums based on budget FTE. For example, if an employee works twenty hours per week and is on a plan that the City contributes 95% for full time employees, the City will contribute 47.5% toward the employee's monthly premium.

**Section 5.** Voluntary Employee Beneficiary Account (VEBA): Effective July 1, 2023, or upon execution of this agreement, the later of either, the City will establish a VEBA for the employees

covered under this Agreement. Contributions to individual employee VEBA accounts will be made in accordance with the terms of this Agreement, as authorized by Internal Revenue Code Section 501(c)(9). The City will contribute \$50 per employee per month into employee's HRA/VEBA.

## **ARTICLE 19 – TRAVEL REIMBURSEMENT & LODGING EXPENSE**

**Section 1.** When an employee is authorized to utilize a personal vehicle in the performance of official City duties, compensation shall be paid at the standard IRS mileage allowance.

**Section 2.** The City agrees to provide reasonable expenses in advance when requested by the employee for the meals and/or lodging when they are out of town at authorized meetings, classes, seminars or official business. Receipts may be required.

Requests for advancements are to be made as soon as arrangements are confirmed. An attempt will be made to give notice as soon as possible. The checks will be issued no less than 24 hours prior to departure.

In the event there is no request for a check in advance, the employee is to bring back receipts to be reimbursed by the City.

**Section 3.** All overnight travel time to and from City-approved meetings, classes or training seminars, will be considered time worked and will be paid for at the appropriate rate subject to BOLI and FLSA regulation.

## **ARTICLE 20 – TRAINING AND DEVELOPMENT**

**Section 1.** City Approved Job Related Training: The City agrees to encourage and promote training opportunities, subject to the needs of the City and its budgetary limitations, for all employees to increase and sustain the effectiveness of the workforce.

The City is permitted to direct the attendance of an employee, and each employee shall attend training sessions, as mandated by the City. The employee will be compensated for actual class time spent in such training mandated by the City at the employee's regular straight time rate, unless otherwise provided by the Fair Labor Standards Act (FLSA).

**Section 2:** Educational Assistance for Bona College Courses: Reimbursement of tuition costs may be made to employees, who receive prior written authorization for the job related training by the City, upon evidence of satisfactory completion of training and subject to Grade of A, B, C, or equivalent consistent with City policy. Employees will normally be required to pay tuition costs themselves, prior to taking a course.

The books and printed materials provided by the training and included in the cost of tuition shall become the property of the City.

## **ARTICLE 21 – JOB ANNOUNCEMENTS**

**Section 1.** Announcements of all vacancies and new positions, within the department, shall be furnished to the employees and the Union through a written notice as far in advance of the date of opening of any vacancy or new position as possible. Said notice of new position shall clearly set forth the job description for the position.

## **ARTICLE 22 – PERSONNEL FILES**

**Section 1.** An employee may review their personnel file at reasonable times during regular business hours. However, material provided the City by a previous employer shall not be subject to disclosure. The employee's personnel file is maintained in the City Recorder's Office.

**Section 2.** Whenever an entry is made by the City into an employee's personnel file, a duplicate copy shall be supplied to the employee. However, it is understood that any and all files kept for the purpose of employee documentation, either personal or professional, are the property of the City. The City agrees that the contents of these files, including personal photographs, shall be confidential and shall restrict the use of information in the files to the internal use of the City.

**Section 3.** Nothing in this Article shall be interpreted in such manner as to prevent supervisors from maintaining separate working files.

## **ARTICLE 23 – PERSONNEL POLICIES AND WORK RULES**

**Section 1.** Personnel policies and work rules may be promulgated and administered by the City as it may from time to time decide. If there is any conflict between the provisions of this Agreement and any personnel policy or work rule, the applicable provision of this Agreement shall govern.

Changes or additions to such rules or policies shall be furnished to the Union at least 14 days prior to implementation, consistent with PECBA statutes.

## **ARTICLE 24 – SAFETY**

**Section 1.** The City and the employees agree to abide by applicable Federal, State, and City safety regulations and policies.



## **ARTICLE 25 – DRUG TESTING**

**Section 1.** Before an employee may be tested for drugs, the Employer shall have individualized reasonable suspicion based on objective facts and reasonable inferences drawn there from, that a particular employee has engaged or is engaging in the use of illegal drugs.

However, random testing may be required of any safety sensitive employee. *Note: The City considers the following positions as safety sensitive: Sworn Officers and the Police Clerk. Police Clerk is currently assigned evidence handling duties which includes handling firearms, ammunition and controlled substances.*

**Section 2.** Testing under this Article shall be conducted by a laboratory mutually agreed upon in advance by the City and the Union.

## **ARTICLE 26 – FITNESS INCENTIVE**

**Section 1. Policy and Purpose.**

It is the policy of the City and the purpose of this program to enhance the public image of the law enforcement profession and to provide regular full-time employees with the Police Department with the opportunity and incentive to maintain and improve their job skills and performance.

**Section 2. Physical Fitness.**

All officers are required to take one of the physical fitness tests set forth below. The tests will be given annually, prior to July 1.

The tests to be used are the ORPAT or Cooper Standard

**ORPAT** – An officer who performs the ORPAT Test at or below five minutes and thirty seconds will receive an additional incentive of two and one-half percent (2.5%) base wage per month during the term of this Agreement providing the officer meets the physical fitness standards annually. (confirm FLSA, ADA caution, consideration to change incentive?)

An officer who performs the ORPAT Test at or below four minutes and forty seconds will receive an additional incentive of four percent (4%) base wage per month during the term of this Agreement providing the officer meets the physical fitness standards annually.

A copy of the Oregon Physical Abilities Test (ORPAT) description is attached to this agreement.

### **Cooper Standard**

1.5 mile run/walk

Push-ups

Sit-ups

## Sit and Reach

Appendix "A" sets out the tests and incremental steps including a commentary on administering the tests.

The 1.5 mile run/walk test is mandatory. An officer may elect to take two (2) out of three (3) of the other tests.

In order for an officer to pass the physical fitness requirements above, they must meet a minimum fitness of sixty (60) percentile in Appendix "A". Passing means passing all tests at sixty (60) percentile.

An officer, who performs the Cooper Standard Test at the sixty (60) percentile level, will receive two and one-half percent (2.5%) per month during the term of this agreement providing the officer meets the physical fitness standards annually. Officers performing at the seventy (70) percentile level will receive four percent (4%) per month during the term of this Agreement providing the officer meets the physical fitness standards annually.

The increase will be figured on the officer's base pay of rank and grade. Officers will not be re-tested until the next annual test at which time they will again have to meet physical fitness standards to maintain incentive pay. The pay increase shall be effective on July 1 of each year for the officers who pass the annual test. Passage of the test at any other time will result in a pay raise which shall be effective on the date a successful score is achieved.

### **Section 3. *Accident or Injury.***

An officer shall not be disqualified due to any temporary physical injury, illness, accident, or injury that results in a doctor's prohibition of exercise. The prohibition of exercise must specify exactly which tests under this Article the officer is unable to perform. All tests, not specified, must be performed at the officer's current established performance level. Upon reinstatement by the doctor, employees shall have reasonable length of time to re-qualify, as determined by the fitness evaluation committee.

## **ARTICLE 27 – SAVINGS CLAUSE**

**Section 1.** It is the intention of the parties hereto to comply with all applicable laws and they believe that each and every part of this Agreement is lawful. All provisions of this Agreement shall be complied with unless any of such provisions are unlawful or declared invalid or inoperative by a court of competent jurisdiction, a legislative body or administrative agency.

Should any provision of this Agreement and/or any attachments hereto unlawful or held invalid by operation of law or by any court of competent jurisdiction; a legislative body or administrative agency, or if compliance with or enforcement of any provision be restrained by such entity, the remainder of this Agreement and/or attachments hereto shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving

at a mutually satisfactory replacement of such provision and/or any attachments hereto consistent with ORS 243.702.

## **Section 2. *Existing Conditions.***

City proposed changes in mandatory conditions of employment not covered by the terms and provisions of this Agreement are subject to negotiations between the City and the Union in accordance with ORS 243.698. The Union acknowledges that matters of employment relations not covered by this agreement are not subject to further bargaining obligations unless brought forth by the employer under ORS 243.698 or by change of law under ORS 243.702.

## **ARTICLE 28 – POLICE DEPARTMENT TRAINING REIMBURSEMENT**

**Section 1.** For employees hired after August 15, 1998, the City shall require those employees to reimburse the City up to two thousand five hundred dollars (\$2,500.00) or the actual cost of the Academy class (unless otherwise covered by ORS 181.695); whichever is less, towards the City's expense of sending an employee to the Police Academy, if the employee voluntarily terminates employment within the employee's first two (2) years of employment, unless such costs are otherwise covered by ORS 181A.620.

## **ARTICLE 29 – CRITICAL INCIDENT**

**Section 1.** The City agrees to include a Critical Incident Policy in the department's Standard Operating Procedures manual whereby three (3) counseling sessions, at the City's expense, with a counselor of the employee's choosing. In the event a medical provider recommends additional counseling, the City will pay the employee's co-insurance amount, as determined by the insurance provider, for up to ten (10) sessions in total. The SOP will allow up to five (5) days sick leave with a recommendation from the employee's counselor or medical physician.

**Section 2.** Employees involved in the use of deadly force or force that causes serious bodily harm, shall be advised of their rights to and shall be allowed to consult with a Union representative or an attorney prior to being required to give an oral or written statement about the use of force, not including a public safety statement. In addition, the employee may be requested to participate in a walk-through of the scene. Such right to consult with a representative or with counsel shall not unduly delay the giving of the statement or walk through.

## **ARTICLE 30 – UNIFORMS AND EQUIPMENT**

**Section 1.** For employees required to wear a uniform the City will provide items including pants, shirts, tie, turtle neck shirt, jacket, rain gear, boots, hat, one security level III holster (black basket weave), one double magazine pouch (black basket weave), one (1) Sig Sauer 40-caliber

semi-automatic pistol and three (3) 40-caliber magazines. The City may from time to time modify the style of uniform and materials and will provide replacement items to effect such change.

The City may from time to time modify the style of types of equipment and will provide replacement items to effect such change. The City shall also provide bullet proof vests and shall replace such vests at intervals as recommended by the manufacturer or as new technology becomes available.

### **ARTICLE 31 – TERMINATION**

**Section 1.** This Agreement shall become effective upon execution and shall remain in full force and effect through June 30, 2025. It shall remain in full force and effect from year to year thereafter unless either party shall serve written notice of desire to open it for change or to terminate it, not later than February 15 prior to its subsequent anniversary date.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.

***FOR: THE CITY OF RAINIER***

***FOR: TEAMSTERS LOCAL NO. 58***

BY: \_\_\_\_\_  
Jerry Cole, Mayor

BY: \_\_\_\_\_  
Justin Baptista,  
Business Representative

Attested By:

\_\_\_\_\_  
Scott Jorgensen, City Administrator

## **SCHEDULE A – WAGE SCHEDULE**

### **Rainier Police Department Monthly Wage Schedule**

The hourly rate of pay is based on a 2080 hour regular schedule.  
Employees are paid monthly based on a 2080 hour regular schedule.

**7/1/2023**

**4.5% COLA**

#### **STEPS**

	1	2	3	4	5	6
Police Officer	4630	4862	5105	5360	5628	5909

**7/1/2024**

**4.5% COLA**

#### **STEPS**

	1	2	3	4	5	6
Police Officer	4838	5080	5334	5601	5881	6175

**Steps are 5% apart**

## **SCHEDULE B – ORPAT**

### **(Oregon Physical Abilities Test)**

The Oregon Physical Abilities Test (ORPAT) is a hybrid physical ability-job sample physical ability assessment process designed to evaluate entry level police officer candidates on the essential physical capacities required to satisfactorily perform their job duties. ORPAT was originally based on data taken from the Canadian RCMP PARE research and tests as well as multiple Job Task Analysis (JTA's) for the Oregon police, and corrections officers.

ORPAT was designed to replicate critical and essential physical tasks and demands faced by police officers in the normal performance of their duties. Both specific tasks and overall physical demands are replicated in the ORPAT through the use of a carefully designed and validated, times "obstacle course."

#### **Part One-Mobility Run**

The ORPAT consists of a 1235-foot obstacle run where the officer must demonstrate essential, job related physical abilities such as mobility, agility, flexibility, power and general physical endurance.

1. From the course start cone the officer runs to the outside of the marked course towards the first obstacle the balance beam. The officer must cross the beam in a controlled manner. If the officer falls off the beam the officer must go back to the start cone and renegotiate the beam.
2. The officer goes around the next cone and turns right running towards the second obstacle, the officer must jump across a five foot obstacle (mat). The officer must successfully get all the way across the five foot jump. If the officer hits any part of the five foot mat the first penalty is free the second one is a 5 second penalty.
3. The officer goes around the next cone and turns left running towards the third obstacle, the stair simulator. The officer must run up and down the stairs hitting at least two steps on the way up and two steps on the way down. The officer will go around the cone at the bottom of the stairs and go back up and down the stairs. The officer must not jump from the top platform. If this occurs the officer will repeat that portion of the stairs.
4. The officer will turn right and proceed onto the fourth obstacle, the crawl obstacle. The officer will crawl under this obstacle touching at least one knee on the mat. The officer must not knock over or carry this obstacle. If the officer carries or knocks over the crawl obstacle the first one is free the second one is a 2 second penalty.
5. The officer will go around the next cone and turn left and run towards the next two identical obstacles, 18 inch high hurdles. The officer must jump over the center of each obstacle. If the officer knocks over one of these obstacles the first one is free and the second one is a two second penalty.

6. The officer will go around the next cone and turn right and runs towards the next obstacle and vault over a 3-foot high railing simulating a fence. The officer will land on both feet in control on the opposite side of the vault obstacle, fall to their back or stomach (alternating on each lap) recover to their feet without mechanical assistance and proceed around the start cone before beginning the second lap. Six laps are completed in this manner.

#### Part Two-Push Pull Machine Push Activity

After completing the obstacle run the officer moves to the mechanical push/pull station, consisting of a push-pull unit and a line on the wall 39" from the floor. Reaching the push-pull machine after completing the sixth lap of the obstacle course should not take more that five seconds.

Upon reaching the push-pull unit the officer grasps the machine handles and pushes 80lbs off the floor, then moves left to right completing a 180-degree arc. Six complete arcs must be executed by bringing the bar parallel with the base of the machine. The officer must remain in control of the machine throughout the activity.

The officer's chest may not touch the lever arm. Arms must remain bent at the elbow throughout the performance of the activity.

#### Controlled Falls

Once the push activity is completed the weight is released, again while maintaining control at all times. The officer moves away from the unit, falls on their back executes a sit-up like maneuver, rising to a standing position touching the marked line on the wall 39 inches from the floor. The officer will then repeat this fall to their back. The officer then executes a third fall to their stomach executing a push-up like movement and stands up touching the marked line. The officer will repeat this fall to their stomach. This sequence is repeated twice, (4 falls, 2 back, 2 front). The officer cannot use the wall for assistance to help them to the standing position.

#### Pull Activity

When the forth fall is completed the officer grasps the rope and pulls the weight off the floor. Maintaining the weight in this position, the officer moves through an arc 180 degrees by bringing the bar parallel to the base of the machine. This action is repeated six times. The officer must remain in control at all times and their elbows must remain flexed.

#### Part Three-"Dummy" Drag

After a 60-second rest period subsequent to completing the obstacle course and the push-pull portions of the test, the officer must drag a 165 pound dummy a distance of 25 feet. Officers must use the under the arm technique to accomplish this. The officer will then drag the dummy for 25 feet. Officer must perform this tack in a controlled and continuous manner.



One motion is started the officer cannot stop if they are to pass this section of the test. Officers will have three attempts to complete the task. Three unsuccessful trials will constitute a failure. Officer failing the dummy drag section fail the ORPAT examination.

[Click here to watch the ORPAT video](#)

City Administrator Report  
April 3, 2023 Rainier Council Meeting

Mayor Cole and Members of the Council,

I met with the Columbia County Assessor's office February 28 to work on mapping for the potential urban growth boundary land swap. On March 1, I met with representatives of Youth Era, reached out to budget committee members and spoke with Mr. Demko at the high school about the April 15 Walk Through History event.

The following day, I spoke with Ree Armitage from U.S. Senator Ron Wyden's office about the Fox Creek project and toured the Dibblee property with Mayor Cole and Public Works Director Sue Lawrence.

I submitted the city's request for state funding for two capital construction projects March 3. They're for the DeBast/West 4<sup>th</sup> Street water line and sewer line rehabilitation projects. That afternoon, I toured new downtown businesses with Councilor Robert duPlessis.

On March 8, I briefed the Columbia County Board of Commissioners about the Housing Committee's recommendations on the UGB land swap. I also spoke with the city's contract CPA, Summer Sears, about the upcoming budget process and toured the KLTv studios in Longview.

I spent March 9 in Astoria attending the Col-Pac and NWACT meetings, working with Sue to put together the one-pager for our capital construction request and finalizing the budget calendar. The following day, I attended the library board meeting and distributed the one-pager to the legislators on the Ways and Means Subcommittee on Capital Construction via email and mail.

The morning of March 14, I attended a Columbia Economic Team meeting. That afternoon, Sue and I met with Regional Solutions about a series of issues.

March 15, I attended the Rainier Chamber of Commerce board meeting and Columbia County Housing Implementation Plan meeting. The chamber held its annual meeting the following morning, and I went to that. That afternoon, I participated in an opioid listening session put on by county public health.

Council President Kreger and I met with Tillamook city officials March 22 to discuss veterans memorial projects. Lastly, I spent the morning of March 23 conferring with the CIS attorney about Ordinance 1089.

Sincerely,

W. Scott Jorgensen, Executive MPA  
City Administrator

City of Rainier  
 2022/2023 Budget Year  
 12/31/2022

Budget Compared to Actual-Major Funds

Income/Expense

	2022/2023	12/31/2022	12/31/2022
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,309,180	82.24%
**Expenditures	1,440,361	676,891	46.99%

	2022/2023	12/31/2022	12/31/2022
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	959,146	64.50%
Expenditures	1,778,036	1,054,580	59.31%

	2022/2023	12/31/2022	12/31/2022
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	501,708	51.88%
Expenditures	1,177,491	533,830	45.34%

	2022/2023	12/31/2022	12/31/2022
<b>Timber Fund</b>		YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures	254,412	60,572	23.81%

	2022/2023	12/31/2022	12/31/2022
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	237,930	91.84%
Expenditures	453,555	104,199	22.97%

\*Excludes Beginning Balance

\*\*Excludes Transfers

City of Rainier  
2022/2023 Budget Year  
12/31/2022  
Budget Compared to Actual-Major Funds  
Budget Variance by Appropriation

	2022/2023	12/31/2022	12/31/2022
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,309,180	82.24%
Expenditures			
10 **General Government	91,143	55,095	60.45%
20 City Building Maintenance	17,500	5,064	28.94%
30 Land Use & Development	30,058	9,800	32.60%
50 Library	73,960	26,611	35.98%
60 Attorney	9,600	2,491	25.95%
70 Finance & Administration	49,731	19,678	39.57%
80 Municipal Court	62,585	28,886	46.15%
90 Public Properties	179,423	92,676	51.65%
100 Police Department	926,361	436,590	47.13%
	2022/2023	12/31/2022	12/31/2022
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	959,146	64.50%
Expenditures			
Personnel Services	451,696	222,767	49.32%
Material & Services	315,100	136,073	43.18%
Capital Outlay	7,500	0	0.00%
Transfers	955,740	695,740	72.80%
Contingencies	48,000	0	0.00%
	2022/2023	12/31/2022	12/31/2022
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	501,708	51.88%
Expenditures			
Personnel Services	486,105	241,008	49.58%
Material & Services	212,550	130,486	61.39%
Capital Outlay	7,500	0	0.00%
Transfers	462,336	162,336	35.11%
Contingencies	9,000	0	0.00%
	2022/2023	12/31/2022	12/31/2022
<b>Timber Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures			
Material & Services	90,300	60,572	67.08%
Capital Outlay	14,000	0	0.00%
Contingencies	50,000	0	0.00%
Property Purchase Reserve	100,112	0	0.00%
	2022/2023	12/31/2022	12/31/2022
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	237,930	91.84%
Expenditures			
Personnel Services	68,076	36,576	53.73%
Material & Services	126,150	67,622	53.60%
Capital Outlay	7,500	0	0.00%
Contingencies	27,000	0	0.00%
Transfers	224,829	0	0.00%

\*Excludes Beginning Balance

\*\*Excludes Transfers

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Elisha  
Printed: 2/28/2023 2:16 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
11881	3172	4imprint, Inc.	12/15/2022	242.50
11882	3000	ALS Group USA, Corp.	12/15/2022	100.00
11883	3841	Baxter & Flaming Industries Inc	12/15/2022	3,621.00
11884	2069	Connie Budge	12/15/2022	260.00
11885	2262	Christina Ishii	12/15/2022	62.50
11886	673	Cintas Corporation	12/15/2022	556.78
11887	406	Jerry Cole	12/15/2022	260.00
11888	2199	Columbia County Sheriff's Office	12/15/2022	100.00
11889	097	Columbia County Treasurer	12/15/2022	83.00
11890	044	Columbia River PUD	12/15/2022	315.89
11891	2164	Scott Cooper	12/15/2022	200.00
11892	3514	Core & Main LP	12/15/2022	855.77
11893	2167	Country Media Inc.	12/15/2022	58.90
11894	3806	Denali Water Solutions LLC	12/15/2022	2,572.59
11895	3150	Robert DuPlessis	12/15/2022	240.00
11896	3830	David J. Elkin	12/15/2022	1,185.00
11897	3341	FERGUSON ENTERPRISES #3007	12/15/2022	185.31
11898	2307	Goodyear Tire & Rubber Co	12/15/2022	642.48
11899	222	Hamer Electric, Inc	12/15/2022	2,137.45
11900	3789	Jeremy Howell	12/15/2022	200.00
11901	2044	IACP Net	12/15/2022	275.00
11902	3476	Michael Kreger	12/15/2022	240.00
11903	3824	Rian Allen Snider Mirrored Lamp LLC	12/15/2022	5,000.00
11904	182	NW Natural	12/15/2022	34.47
11905	390	OAWU	12/15/2022	465.06
11906	060	One Call Concepts Inc	12/15/2022	10.80
11907	996	Oregon Department of Revenue	12/15/2022	203.00
11908	817	Oregon Dept of Forestry	12/15/2022	17.50
11909	224	Oregon Dept. of State Lands	12/15/2022	876.85
11910	3842	Oregon State Treasury	12/15/2022	1,257.70
11911	2244	O'Reilly Auto Parts	12/15/2022	297.62
11912	055	Pauly, Rogers and Co., PC	12/15/2022	31,500.00
11913	2325	Cynthia L. Phillips	12/15/2022	150.00
11948	605	Points S Tire Factory	12/15/2022	108.10
11949	0186	QCL, Inc.	12/15/2022	148.00
11950	029	Quill Corporation	12/15/2022	105.82
11951	3434	Rainier High School	12/15/2022	160.00
11952	096	Rainier Police Department	12/15/2022	186.00
11953	389	Secretary of State	12/15/2022	300.00
11954	069	Sierra Springs	12/15/2022	87.49
11955	069	Sierra Springs	12/15/2022	29.29
11956	3835	Solutions YES LLC	12/15/2022	29.23
11957	132	SBRK Finance Holdings Inc. Springbrook (	12/15/2022	144.00
11958	2126	Sunset Auto Parts, Inc.	12/15/2022	520.92
11959	211	Superior Tire Services	12/15/2022	19.40
11960	1054	The Automation Group, Inc.	12/15/2022	18,625.90
11961	030	True Value	12/15/2022	41.45

Check No	Vendor No	Vendor Name	Check Date	Check Amount
11962	469	United Battery	12/15/2022	167.50
11963	188	United Rentals	12/15/2022	588.21
11964	3829	Alexander W, Urling (Skip) Urling	12/15/2022	468.75
11965	335	Vancouver Bolt And Supply Inc.	12/15/2022	74.31
11966	3840	Denise Watson	12/15/2022	220.00
11967	3653	West Yost & Associates, Inc.	12/15/2022	35,419.64
11968	035	Wilcox & Flegel	12/15/2022	326.87
11969	035	Wilcox & Flegel	12/15/2022	437.59
Total for 12/15/2022:				112,415.64
ACH	1123	OR DEPT OF JUSTICE	12/30/2022	627.00
ACH	3832	VEBA	12/30/2022	500.00
ACH	FED TX	EFT Federal tax dep	12/30/2022	10,379.24
ACH	FICA	EFT EE/ER FICA	12/30/2022	12,901.70
ACH	Medicare	EFT EE/ER Medicare	12/30/2022	3,017.34
ACH	OR ST Tx	EFT Employee Oregon St Tx	12/30/2022	6,827.30
ACH	PERSEE	EFT PERS Employee /Employer Pa	12/30/2022	5,967.50
ACH	PERSER	EFT PERS Employer Paid	12/30/2022	16,352.51
ACH	PERU	EFT PERS Units	12/30/2022	2.48
11970	985	AFLAC	12/30/2022	152.59
11971	077	CIS Trust	12/30/2022	239.02
11972	3618	Office of the Trustee	12/30/2022	550.00
11973	ORSGP	Oregon Savings Growth Plan	12/30/2022	1,400.00
11974	079	Oregon Teamster Employer Trust	12/30/2022	27,165.28
11975	995	Teamsters Local No. 58	12/30/2022	869.00
11976	3137	A Plus Tranmissions	12/30/2022	181.87
11977	3843	Advanced Reporting LLC	12/30/2022	123.00
11978	3000	ALS Group USA, Corp.	12/30/2022	458.00
11979	3540	Richard Cage	12/30/2022	5,400.00
11980	244	Clatskanie PUD	12/30/2022	9,645.54
11981	3513	Comcast	12/30/2022	754.77
11982	3669	Comcast Business	12/30/2022	421.22
11983	3826	Construction Managment NW, Inc.	12/30/2022	185,207.14
11984	043	Cowlitz Clean Sweep Inc	12/30/2022	2,658.50
11985	3830	David J. Elkin	12/30/2022	6,301.25
11986	053	Grainger	12/30/2022	432.36
11987	778	Kenneth Holly	12/30/2022	251.05
11988	581	Home Depot Credit Services	12/30/2022	552.47
11989	831	Knife River	12/30/2022	480.68
11990	3655	Leeway Engineering Solutions, LLC	12/30/2022	4,210.00
11991	3021	Marlin Business Bank	12/30/2022	232.98
11992	3644	More Power Computers, Inc.	12/30/2022	455.00
11993	839	Motion Industries, Inc.	12/30/2022	776.39
11994	426	NCL of Wisconsin	12/30/2022	92.00
11995	2136	Kenneth Neal	12/30/2022	7,150.00
11996	3025	Northstar Chemical, Inc.	12/30/2022	264.65
11997	3844	OEDA	12/30/2022	250.00
11998	1105	OHA Drinking Water Program	12/30/2022	75.00
11999	3342	Pacific Power Group, LLC	12/30/2022	2,425.00
12000	029	Quill Corporation	12/30/2022	701.46
12001	022	Stephen D. Petersen, LLC	12/30/2022	955.00
12002	211	Superior Tire Services	12/30/2022	2,360.48
12003	030	True Value	12/30/2022	174.32
12004	469	United Battery	12/30/2022	64.81
12005	3512	Verizon	12/30/2022	207.88
12006	078	Watkins Tractor & Supply Co	12/30/2022	1,186.94

Check No	Vendor No	Vendor Name	Check Date	Check Amount
12007	035	Wilcox & Flegel	12/30/2022	140.04
12008	035	Wilcox & Flegel	12/30/2022	387.39
Total for 12/30/2022:				321,928.15
Report Total (103 checks):				434,343.79

CITY OF RAINIER  
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT  
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT  
**12/1/2022-12/31/2022**

ACCOUNT REGISTER SUMMARY		CKS/DEBITS	DEP/CREDITS	
Ending Balance	430,007.52			
PERS Adjustment	-845.96			
<b>New Ending Balance</b>	<b>429,161.56</b>	<b>0.00</b>	<b>0.00</b>	<b>429,161.56</b>

BANK STATEMENT SUMMARY		CKS/DEBITS	DEP/CREDITS		
Ending Balance SHCU 760072-1	34,349.13				
Ending Balance SHCU 760072-2	683,497.31				
Deposits not Shown on Statement			3,794.79		
Outstanding Cks and Other Debits		269,311.25			
PERS Outstanding		23,168.42			
PERS Adjustment					
<b>Ending Balance</b>	<b>717,846.44</b>	<b>292,479.67</b>	<b>3,794.79</b>	<b>429,161.56</b>	<b>0.00</b>

LGIP STATEMENT SUMMARY				
Beginning Balance	7,661,816.35			
Deposits			52286.68	
Withdrawals		370,000.00		
Interest			19,687.26	
S/C		0.10		
<b>Ending Balance</b>	<b>7,661,816.35</b>	<b>370,000.10</b>	<b>71,973.94</b>	<b>7,363,790.19</b>

**TOTAL CASH** **7,792,951.75**

GENERAL LEDGER RECONCILIATION  
**12/1/2022-12/31/2022**

	12/01/22				12/31/22	
Fund	Beginning Balance	Total Revenue	Total Expense	Liabilities	Ending Balance	
10 General	2,458,938.38	554,083.11	558,831.31		2,454,190.18	
20 Debt	699,990.76	0.00	0.00		699,990.76	
30 Sewer	404,479.79	83,874.61	57,078.54		431,275.86	
40 Water	287,336.59	92,291.27	63,981.02		315,646.84	
50 Timber	1,655,869.05	0.00	7,167.50		1,648,701.55	
60 Street	363,568.22	13,077.13	21,248.11		355,397.24	
65	0.00				0.00	
70	0.00				0.00	
81 Special Projects	403,595.93	1,369.52	23,873.41		381,092.04	
83 Sewer Capital	962,638.12	0.00	4,986.39		957,651.73	
84 Water Capital	364,723.49	223,590.48	447,180.96		141,133.01	
85 Transportation Capital	323,322.56	0.00	0.00		323,322.56	
90 Library Trust	84,497.87	52.11	0.00		84,549.98	
					0.00	
General Ledger Total	<b>8,008,960.76</b>				<b>7,792,951.75</b>	<b>0.00</b>

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



City of Rainier  
 2022/2023 Budget Year  
 2/28/2023

Budget Compared to Actual-Major Funds

Income/Expense

	2022/2023	2/28/2023	2/28/2023
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,528,100	95.99%
**Expenditures	1,440,361	888,497	61.69%

	2022/2023	2/28/2023	2/28/2023
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	1,104,794	74.29%
Expenditures	1,778,036	1,191,036	66.99%

	2022/2023	2/28/2023	2/28/2023
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	654,669	67.70%
Expenditures	1,177,491	651,271	55.31%

	2022/2023	2/28/2023	2/28/2023
<b>Timber Fund</b>		YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures	254,412	60,900	23.94%

	2022/2023	2/28/2023	2/28/2023
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	264,191	101.98%
Expenditures	453,555	125,087	27.58%

\*Excludes Beginning Balance

\*\*Excludes Transfers

City of Rainier  
2022/2023 Budget Year  
2/28/2023  
Budget Compared to Actual-Major Funds  
Budget Variance by Appropriation

	2022/2023	2/28/2023	2/28/2023
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,528,100	95.99%
Expenditures			
10 **General Government	91,143	61,747	67.75%
20 City Building Maintenance	17,500	5,569	31.83%
30 Land Use & Development	30,058	17,827	59.31%
50 Library	73,960	39,232	53.04%
60 Attorney	9,600	3,391	35.32%
70 Finance & Administration	49,731	27,063	54.42%
80 Municipal Court	62,585	36,671	58.59%
90 Public Properties	179,423	112,601	62.76%
100 Police Department	926,361	584,396	63.09%
	2022/2023	2/28/2023	2/28/2023
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	1,104,794	74.29%
Expenditures			
Personnel Services	451,696	302,308	66.93%
Material & Services	315,100	192,988	61.25%
Capital Outlay	7,500	0	0.00%
Transfers	955,740	695,740	72.80%
Contingencies	48,000	0	0.00%
	2022/2023	2/28/2023	2/28/2023
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	654,669	67.70%
Expenditures			
Personnel Services	486,105	327,329	67.34%
Material & Services	212,550	161,606	76.03%
Capital Outlay	7,500	0	0.00%
Transfers	462,336	162,336	35.11%
Contingencies	9,000	0	0.00%
	2022/2023	2/28/2023	2/28/2023
<b>Timber Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures			
Material & Services	90,300	60,900	67.44%
Capital Outlay	14,000	0	0.00%
Contingencies	50,000	0	0.00%
Property Purchase Reserve	100,112	0	0.00%
	2022/2023	2/28/2023	2/28/2023
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	264,191	101.98%
Expenditures			
Personnel Services	68,076	48,526	71.28%
Material & Services	126,150	76,561	60.69%
Capital Outlay	7,500	0	0.00%
Contingencies	27,000	0	0.00%
Transfers	224,829	0	0.00%

\*Excludes Beginning Balance

\*\*Excludes Transfers

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Elisha  
Printed: 3/23/2023 9:39 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
12098	3000	ALS Group USA, Corp.	02/08/2023	100.00
12099	2220	Baker & Taylor	02/08/2023	234.97
12100	3854	Carlson Testing Inc	02/08/2023	952.75
12101	2262	Christina Ishii	02/08/2023	68.75
12102	673	Cintas Corporation	02/08/2023	558.47
12103	097	Columbia County Treasurer	02/08/2023	30.50
12104	3514	Core & Main LP	02/08/2023	888.50
12105	3574	Correct Equipment, Inc.	02/08/2023	2,101.66
12106	043	Cowlitz Clean Sweep Inc	02/08/2023	9,457.65
12107	3853	EMSL Analytical, Inc.	02/08/2023	328.00
12108	3396	Exhaust Shop	02/08/2023	151.20
12109	3785	Norman J Faris (Valar Cons. Eng)	02/08/2023	12,500.00
12110	303	Galls, LLC-DBA Blumenthal Uniform	02/08/2023	658.13
12111	222	Hamer Electric, Inc	02/08/2023	12,410.00
12112	778	Kenneth Holly	02/08/2023	108.10
12113	581	Home Depot Credit Services	02/08/2023	387.06
12114	617	Idexx Distribution Corp.	02/08/2023	415.52
12115	3545	InRoads Credit Union	02/08/2023	574.03
12116	3545	InRoads Credit Union	02/08/2023	393.30
12117	3545	InRoads Credit Union	02/08/2023	1,339.40
12118	031	L.G. Isaacson Co., Inc.	02/08/2023	177.63
12119	020	Lakeside Industries	02/08/2023	250.21
12120	509	Manthe Equipment	02/08/2023	117.67
12121	3824	Rian Allen Snider Mirrored Lamp LLC	02/08/2023	10,000.00
12122	3644	More Power Computers, Inc.	02/08/2023	2,522.35
12123	3851	Net Zerp Energy, LLC	02/08/2023	201.12
12124	3025	Northstar Chemical, Inc.	02/08/2023	1,125.75
12125	996	Oregon Department of Revenue	02/08/2023	230.00
12126	3842	Oregon State Treasury	02/08/2023	1,322.49
12127	615	Oregon Water Resources Dept.	02/08/2023	230.00
12128	3622	Pacific Int-R-Tek	02/08/2023	2,405.40
12129	3852	Portage Notebooks LLC	02/08/2023	44.93
12130	029	Quill Corporation	02/08/2023	166.55
12131	096	Rainier Police Department	02/08/2023	31.00
12132	069	Sierra Springs	02/08/2023	91.49
12133	3549	Solenis LLC	02/08/2023	5,899.34
12134	3835	Solutions YES LLC	02/08/2023	48.23
12135	022	Stephen D. Petersen, LLC	02/08/2023	375.00
12136	2126	Sunset Auto Parts, Inc.	02/08/2023	212.09
12137	211	Superior Tire Services	02/08/2023	257.66
12138	1054	The Automation Group, Inc.	02/08/2023	31,003.15
12139	030	True Value	02/08/2023	71.78
12140	3829	Alexander W, Urling (Skip) Urling	02/08/2023	3,553.50
12141	089	USA Blue Book	02/08/2023	119.66
12142	101	V O Printers, Inc	02/08/2023	173.86
12143	335	Vancouver Bolt And Supply Inc.	02/08/2023	50.74
12144	3512	Verizon	02/08/2023	385.59

Check No	Vendor No	Vendor Name	Check Date	Check Amount
12145	3542	Sunset Equipment Watkins Tractor Supply /	02/08/2023	474.80
12146	3653	West Yost & Associates, Inc.	02/08/2023	5,273.55
12147	035	Wilcox & Flegel	02/08/2023	410.27
12148	035	Wilcox & Flegel	02/08/2023	273.65
12149	035	Wilcox & Flegel	02/08/2023	57.85
Total for 2/8/2023:				111,215.30
12150	2220	Baker & Taylor	02/23/2023	98.72
12151	520	BCX, Inc.	02/23/2023	165.00
12152	673	Cintas Corporation	02/23/2023	278.39
12153	3490	City Fire Protection & Alarm	02/23/2023	362.50
12154	244	Clatskanie PUD	02/23/2023	10,070.23
12155	879	CNA Surety	02/23/2023	500.00
12156	044	Columbia River PUD	02/23/2023	312.05
12157	043	Cowlitz Clean Sweep Inc	02/23/2023	960.50
12158	057	Cowlitz River Rigging Inc	02/23/2023	72.57
12159	3830	David J. Elkin	02/23/2023	1,963.75
12160	3831	First Citizens Bank & Trust Co. (CiT)	02/23/2023	125.00
12161	303	Galls, LLC-DBA Blumenthal Uniform	02/23/2023	36.70
12162	3024	H.D. Fowler Company	02/23/2023	82.58
12163	050	Hach Company	02/23/2023	1,128.91
12164	778	Kenneth Holly	02/23/2023	176.91
12165	130	Les Schwab Tire Center	02/23/2023	165.38
12166	3635	Lower Columbia Occupational Health	02/23/2023	110.00
12167	3021	Marlin Business Bank	02/23/2023	178.98
12168	3550	NATW	02/23/2023	35.00
12169	182	NW Natural	02/23/2023	229.77
12170	3345	Occupational Safety, Health & Wellness, LI	02/23/2023	225.00
12171	028	OMA	02/23/2023	106.00
12172	19	Oregon Assoc. Chief of Police	02/23/2023	325.00
12173	091	Oregon DEQ	02/23/2023	92,187.00
12174	091	Oregon DEQ	02/23/2023	235,337.00
12175	091	Oregon DEQ	02/23/2023	10,530.00
12176	2244	O'Reilly Auto Parts	02/23/2023	115.87
12177	3622	Pacific Int-R-Tek	02/23/2023	2,108.93
12178	2325	Cynthia L. Phillips	02/23/2023	350.00
12179	069	Sierra Springs	02/23/2023	28.78
12180	3835	Solutions YES LLC	02/23/2023	4.91
12181	132	SBRK Finance Holdings Inc. Springbrook (	02/23/2023	2,000.00
12182	132	SBRK Finance Holdings Inc. Springbrook (	02/23/2023	130.00
12183	135	Star Rentals & Sales	02/23/2023	708.59
12184	3569	Trojan Technologies Group ULC	02/23/2023	11,120.07
12185	3512	Verizon	02/23/2023	208.76
12187	035	Wilcox & Flegel	02/23/2023	305.09
12188	035	Wilcox & Flegel	02/23/2023	311.79
12189	052	Wood's Logging Supply, Inc	02/23/2023	209.95
Total for 2/23/2023:				373,365.68
ACH	1123	OR DEPT OF JUSTICE	02/28/2023	627.00
ACH	3832	VEBA	02/28/2023	550.00
ACH	FED TX	EFT Federal tax dep	02/28/2023	10,069.94
ACH	FICA	EFT EE/ER FICA	02/28/2023	12,928.40
ACH	Medicare	EFT EE/ER Medicare	02/28/2023	3,023.60
ACH	OR ST Tx	EFT Employee Oregon St Tx	02/28/2023	6,736.95
ACH	PERSEE	EFT PERS Employee /Employer Pa	02/28/2023	6,251.58

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	PERSER	EFT PERS Employer Paid	02/28/2023	17,234.96
ACH	PERU	EFT PERS Units	02/28/2023	2.48
12190	985	AFLAC	02/28/2023	152.59
12191	077	CIS Trust	02/28/2023	239.02
12192	3618	Office of the Trustee	02/28/2023	550.00
12193	ORSGP	Oregon Savings Growth Plan	02/28/2023	1,400.00
12194	079	Oregon Teamster Employer Trust	02/28/2023	27,165.28
12195	995	Teamsters Local No. 58	02/28/2023	869.00
Total for 2/28/2023:				87,800.80
Report Total (106 checks):				572,381.78

CITY OF RAINIER  
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT  
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT  
**2/1/2023-2/28/2023**

ACCOUNT REGISTER SUMMARY		CKS/DEBITS	DEP/CREDITS	
Ending Balance	489,618.41			
PERS Adjustment				
<b>New Ending Balance</b>	<u>489,618.41</u>	<u>0.00</u>	<u>0.00</u>	<u>489,618.41</u>

BANK STATEMENT SUMMARY		CKS/DEBITS	DEP/CREDITS		
Ending Balance SHCU 760072-1	34,351.91				
Ending Balance SHCU 760072-2	887,030.71				
Deposits not Shown on Statement			3,018.38		
Outstanding Cks and Other Debits		411,293.58			
PERS Outstanding		23,489.01			
PERS Adjustment					
<b>Ending Balance</b>	<u>921,382.62</u>	<u>434,782.59</u>	<u>3,018.38</u>	<u>489,618.41</u>	0.00

LGIP STATEMENT SUMMARY					
Beginning Balance	7,311,029.15				
Deposits			10685.31		
Withdrawals		475,000.00			
Interest			20,819.71		
S/C		0.05			
<b>Ending Balance</b>	<u>7,311,029.15</u>	<u>475,000.05</u>	<u>31,505.02</u>	<u>6,867,534.12</u>	

**TOTAL CASH** 7,357,152.53

GENERAL LEDGER RECONCILIATION  
**2/1/2023-2/28/2023**

	02/01/23				02/28/23	
Fund	Beginning Balance	Total Revenue	Total Expense	Liabilities	Ending Balance	
10 General	2,497,107.14	633,049.24	667,222.66		2,462,933.72	
20 Debt	691,619.76	0.00	327,524.00		364,095.76	
30 Sewer	432,889.40	83,867.81	76,289.08		440,468.13	
40 Water	320,140.61	114,523.54	83,496.42		351,167.73	
50 Timber	1,648,537.47	0.00	164.08		1,648,373.39	
60 Street	356,897.51	14,068.54	10,196.56		360,769.49	
65	0.00	0.00			0.00	
70	0.00	0.00			0.00	
81 Special Projects	364,683.08	0.00	3,903.55		360,779.53	
83 Sewer Capital	910,118.05	0.00	25,042.20		885,075.85	
84 Water Capital	121,239.72	29,196.50	73,713.80		76,722.42	
85 Transportation Capital	323,322.56	0.00	0.00		323,322.56	
90 Library Trust	83,725.53	52.11	333.69		83,443.95	
					0.00	
General Ledger Total	<u><b>7,750,280.83</b></u>				<u><b>7,357,152.53</b></u>	0.00

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

City of Rainier  
2022/2023 Budget Year  
1/31/2023

Budget Compared to Actual-Major Funds

Income/Expense

	2022/2023	1/31/2023	1/31/2023
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,457,723	91.57%
**Expenditures	1,440,361	783,137	54.37%

	2022/2023	1/31/2023	1/31/2023
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	1,021,064	68.66%
Expenditures	1,778,036	1,114,884	62.70%

	2022/2023	1/31/2023	1/31/2023
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	569,665	58.91%
Expenditures	1,177,491	597,294	50.73%

	2022/2023	1/31/2023	1/31/2023
<b>Timber Fund</b>		YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures	254,412	60,736	23.87%

	2022/2023	1/31/2023	1/31/2023
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	250,122	96.55%
Expenditures	453,555	114,891	25.33%

\*Excludes Beginning Balance

\*\*Excludes Transfers

City of Rainier  
2022/2023 Budget Year  
1/31/2023  
Budget Compared to Actual-Major Funds  
Budget Variance by Appropriation

	2022/2023	1/31/2023	1/31/2023
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,457,723	91.57%
Expenditures			
10 **General Government	91,143	59,219	64.97%
20 City Building Maintenance	17,500	5,207	29.75%
30 Land Use & Development	30,058	12,913	42.96%
50 Library	73,960	28,716	38.83%
60 Attorney	9,600	3,016	31.42%
70 Finance & Administration	49,731	23,180	46.61%
80 Municipal Court	62,585	32,865	52.51%
90 Public Properties	179,423	104,044	57.99%
100 Police Department	926,361	513,976	55.48%
	2022/2023	1/31/2023	1/31/2023
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	1,021,064	68.66%
Expenditures			
Personnel Services	451,696	265,812	58.85%
Material & Services	315,100	153,332	48.66%
Capital Outlay	7,500	0	0.00%
Transfers	955,740	695,740	72.80%
Contingencies	48,000	0	0.00%
	2022/2023	1/31/2023	1/31/2023
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	569,665	58.91%
Expenditures			
Personnel Services	486,105	287,696	59.18%
Material & Services	212,550	147,262	69.28%
Capital Outlay	7,500	0	0.00%
Transfers	462,336	162,336	35.11%
Contingencies	9,000	0	0.00%
	2022/2023	1/31/2023	1/31/2023
<b>Timber Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures			
Material & Services	90,300	60,736	67.26%
Capital Outlay	14,000	0	0.00%
Contingencies	50,000	0	0.00%
Property Purchase Reserve	100,112	0	0.00%
	2022/2023	1/31/2023	1/31/2023
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	250,122	96.55%
Expenditures			
Personnel Services	68,076	42,880	62.99%
Material & Services	126,150	72,011	57.08%
Capital Outlay	7,500	0	0.00%
Contingencies	27,000	0	0.00%
Transfers	224,829	0	0.00%

\*Excludes Beginning Balance

\*\*Excludes Transfers



# Accounts Payable

## Checks by Date - Summary by Check Date

User: Elisha  
Printed: 3/6/2023 11:32 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
12009	3000	ALS Group USA, Corp.	01/11/2023	1,377.50
12010	3823	Alumichem Canada Inc	01/11/2023	7,870.60
12011	3847	Bell Imaging	01/11/2023	3,240.00
12012	009	Bob's Merchandise	01/11/2023	237.81
12013	3797	Caracal Enterprises LLC	01/11/2023	1,140.00
12014	2262	Christina Ishii	01/11/2023	43.75
12015	673	Cintas Corporation	01/11/2023	278.39
12016	3041	CIS Trust	01/11/2023	2,344.28
12017	3846	Kirt Claus	01/11/2023	100.00
12018	2167	Country Media Inc.	01/11/2023	147.25
12019	3831	First Citizens Bank & Trust Co. (CiT)	01/11/2023	250.00
12020	303	Galls, LLC-DBA Blumenthal Uniform	01/11/2023	155.99
12021	837	Global Security & Comm. Inc.	01/11/2023	74.85
12022	222	Hamer Electric, Inc	01/11/2023	5,956.04
12023	2044	IACP Net	01/11/2023	275.00
12024	3545	InRoads Credit Union	01/11/2023	2,556.15
12025	3545	InRoads Credit Union	01/11/2023	2,707.05
12026	3545	InRoads Credit Union	01/11/2023	1,042.73
12027	3848	Michelle Renee Lee	01/11/2023	500.00
12028	3655	Leeway Engineering Solutions, LLC	01/11/2023	5,881.00
12029	130	Les Schwab Tire Center	01/11/2023	460.46
12030	130	Les Schwab Tire Center	01/11/2023	496.14
12031	3179	Lock Doc	01/11/2023	182.15
12032	3644	More Power Computers, Inc.	01/11/2023	3,237.35
12033	060	One Call Concepts Inc	01/11/2023	12.15
12034	3186	Pitney Bowes Global Financial Services LI	01/11/2023	143.91
12035	3822	Pointe Pest Control -OR LLC	01/11/2023	120.00
12036	382	Postmaster	01/11/2023	357.43
12037	3845	Pro-Pipe Inc	01/11/2023	39,653.18
12038	152	Purchase Power	01/11/2023	500.00
12039	186	QCL, Inc	01/11/2023	108.00
12040	069	Sierra Springs	01/11/2023	87.49
12041	132	SBRK Finance Holdings Inc. Springbrook (	01/11/2023	386.00
12042	135	Star Rentals & Sales	01/11/2023	844.75
12043	022	Stephen D. Petersen, LLC	01/11/2023	525.00
12044	2126	Sunset Auto Parts, Inc.	01/11/2023	188.88
12045	1054	The Automation Group, Inc.	01/11/2023	2,090.10
12046	030	True Value	01/11/2023	131.04
12047	089	USA Blue Book	01/11/2023	342.67
12048	3512	Verizon	01/11/2023	385.50
12049	3092	WatchGuard Video	01/11/2023	325.00
12050	078	Watkins Tractor & Supply Co	01/11/2023	265.28
12051	3653	West Yost & Associates, Inc.	01/11/2023	23,934.41
12052	085	Wilco	01/11/2023	12.96
12053	035	Wilcox & Flegel	01/11/2023	547.86
12054	035	Wilcox & Flegel	01/11/2023	1,120.32
12055	052	Wood's Logging Supply, Inc	01/11/2023	209.95

Check No	Vendor No	Vendor Name	Check Date	Check Amount
12056	1020	HOPE	01/11/2023	2,098.03
12057	3829	Alexander W, Urling (Skip) Urling	01/11/2023	1,580.75
12058	089	USA Blue Book	01/11/2023	99.23
Total for 1/11/2023:				116,624.38
12059	2220	Baker & Taylor	01/25/2023	876.56
12060	673	Cintas Corporation	01/25/2023	280.08
12061	244	Clatskanie PUD	01/25/2023	10,307.88
12062	2199	Columbia County Sheriff's Office	01/25/2023	100.00
12063	097	Columbia County Treasurer	01/25/2023	128.00
12064	2152	Columbia Pacific EDD	01/25/2023	250.00
12065	044	Columbia River PUD	01/25/2023	306.35
12066	3513	Comcast	01/25/2023	749.78
12067	3669	Comcast Business	01/25/2023	422.81
12068	3521	Cowlitz County Public Works	01/25/2023	195.60
12069	3831	First Citizens Bank & Trust Co. (CiT)	01/25/2023	125.00
12070	2307	Goodyear Tire & Rubber Co	01/25/2023	642.48
12071	3397	Grumpy's Towing	01/25/2023	125.00
12072	3024	H.D. Fowler Company	01/25/2023	60.00
12073	778	Kenneth Holly	01/25/2023	276.01
12074	049	Mallory Company	01/25/2023	343.90
12075	3021	Marlin Business Bank	01/25/2023	205.83
12076	182	NW Natural	01/25/2023	221.34
12077	996	Oregon Department of Revenue	01/25/2023	395.00
12078	091	Oregon DEQ	01/25/2023	8,371.00
12079	3372	Polydyne Inc.	01/25/2023	4,165.99
12080	029	Quill Corporation	01/25/2023	173.96
12081	096	Rainier Police Department	01/25/2023	226.00
12082	3850	Rainier United Methodist Church	01/25/2023	50.00
12083	135	Star Rentals & Sales	01/25/2023	3,181.10
12084	2126	Sunset Auto Parts, Inc.	01/25/2023	474.80
12085	3828	Toyota Tsusho Material Handling America,	01/25/2023	3,999.00
12086	101	V O Printers, Inc	01/25/2023	74.59
12087	335	Vancouver Bolt And Supply Inc.	01/25/2023	126.50
12088	3512	Verizon	01/25/2023	208.76
12089	3849	Jamie Watson	01/25/2023	45.00
12090	035	Wilcox & Flegel	01/25/2023	429.77
12091	035	Wilcox & Flegel	01/25/2023	397.24
Total for 1/25/2023:				37,935.33
ACH	1123	OR DEPT OF JUSTICE	01/30/2023	627.00
ACH	3832	VEBA	01/30/2023	550.00
ACH	FED TX	EFT Federal tax dep	01/30/2023	11,126.62
ACH	FICA	EFT EE/ER FICA	01/30/2023	14,737.86
ACH	Medicare	EFT EE/ER Medicare	01/30/2023	3,446.78
ACH	OR ST Tx	EFT Employee Oregon St Tx	01/30/2023	7,420.39
ACH	PERSEE	EFT PERS Employee /Employer Pa	01/30/2023	6,795.64
ACH	PERSER	EFT PERS Employer Paid	01/30/2023	18,528.44
ACH	PERU	EFT PERS Units	01/30/2023	2.48
12092	985	AFLAC	01/30/2023	152.59
12093	077	CIS Trust	01/30/2023	239.02
12094	3618	Office of the Trustee	01/30/2023	550.00
12095	ORSGP	Oregon Savings Growth Plan	01/30/2023	1,400.00
12096	079	Oregon Teamster Employer Trust	01/30/2023	27,165.28
12097	995	Teamsters Local No. 58	01/30/2023	869.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Total for 1/30/2023:				93,611.10
Report Total (98 checks):				248,170.81

CITY OF RAINIER  
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT  
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT  
**1/1/2023-1/31/2023**

ACCOUNT REGISTER SUMMARY		CKS/DEBITS	DEP/CREDITS	
Ending Balance	439,251.68			
PERS Adjustment				
<b>New Ending Balance</b>	<b>439,251.68</b>	<b>0.00</b>	<b>0.00</b>	<b>439,251.68</b>

BANK STATEMENT SUMMARY		CKS/DEBITS	DEP/CREDITS		
Ending Balance SHCU 760072-1	34,350.59				
Ending Balance SHCU 760072-2	479,485.82				
Deposits not Shown on Statement			2,197.86		
Outstanding Cks and Other Debits		52,879.13			
PERS Outstanding		23,903.46			
PERS Adjustment					
<b>Ending Balance</b>	<b>513,836.41</b>	<b>76,782.59</b>	<b>2,197.86</b>	<b>439,251.68</b>	<b>0.00</b>

LGIP STATEMENT SUMMARY					
Beginning Balance	7,363,790.19				
Deposits			26104.88		
Withdrawals		100,000.00			
Interest			21,134.18		
S/C		0.10			
<b>Ending Balance</b>	<b>7,363,790.19</b>	<b>100,000.10</b>	<b>47,239.06</b>	<b>7,311,029.15</b>	

**TOTAL CASH** **7,750,280.83**

GENERAL LEDGER RECONCILIATION  
**1/1/2023-1/31/2023**

	01/01/23				01/31/23	
Fund	Beginning Balance	Total Revenue	Total Expense	Liabilities	Ending Balance	
10 General	2,454,190.18	345,922.22	303,005.26		2,497,107.14	
20 Debt	699,990.76	0.00	8,371.00		691,619.76	
30 Sewer	431,275.86	62,425.20	60,811.66		432,889.40	
40 Water	315,646.84	72,215.82	67,722.05		320,140.61	
50 Timber	1,648,701.55	0.00	164.08		1,648,537.47	
60 Street	355,397.24	12,191.88	10,691.61		356,897.51	
65	0.00				0.00	
70	0.00				0.00	
81 Special Projects	381,092.04	917.80	17,326.76		364,683.08	
83 Sewer Capital	957,651.73	0.00	47,533.68		910,118.05	
84 Water Capital	141,133.01	19,893.29	39,786.58		121,239.72	
85 Transportation Capital	323,322.56	0.00	0.00		323,322.56	
90 Library Trust	84,549.98	52.11	876.56		83,725.53	
					0.00	
General Ledger Total	<b>7,792,951.75</b>				<b>7,750,280.83</b>	<b>0.00</b>

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

City of Rainier  
 2022/2023 Budget Year  
 11/30/2022

Budget Compared to Actual-Major Funds

Income/Expense

	2022/2023	11/30/2022	11/30/2022
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,207,115	75.82%
Expenditures	1,440,361	952,341	66.12%

	2022/2023	11/30/2022	11/30/2022
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	875,305	58.86%
Expenditures	1,778,036	997,535	56.10%

	2022/2023	11/30/2022	11/30/2022
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	409,515	42.35%
Expenditures	1,177,491	469,948	39.91%

	2022/2023	11/30/2022	11/30/2022
<b>Timber Fund</b>		YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures	254,412	53,405	20.99%

	2022/2023	11/30/2022	11/30/2022
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	224,853	86.80%
Expenditures	453,555	82,951	18.29%

\*Excludes Beginning Balance

City of Rainier  
2022/2023 Budget Year  
11/30/2022  
Budget Compared to Actual-Major Funds  
Budget Variance by Appropriation

	2022/2023	11/30/2022	11/30/2022
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,207,115	75.82%
Expenditures			
10 General Government	91,143	426,108	467.52%
20 City Building Maintenance	17,500	4,998	28.56%
30 Land Use & Development	30,058	7,970	26.52%
50 Library	73,960	21,214	28.68%
60 Attorney	9,600	2,191	22.82%
70 Finance & Administration	49,731	16,285	32.75%
80 Municipal Court	62,585	24,402	38.99%
90 Public Properties	179,423	79,921	44.54%
100 Police Department	926,361	369,252	39.86%
	2022/2023	11/30/2022	11/30/2022
<b>Sewer Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	875,305	58.86%
Expenditures			
Personnel Services	451,696	186,269	41.24%
Material & Services	315,100	115,526	36.66%
Capital Outlay	7,500	0	0.00%
Transfers	955,740	695,740	72.80%
Contingencies	48,000	0	0.00%
	2022/2023	11/30/2022	11/30/2022
<b>Water Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	409,515	42.35%
Expenditures			
Personnel Services	486,105	201,565	41.47%
Material & Services	212,550	106,047	49.89%
Capital Outlay	7,500	0	0.00%
Transfers	462,336	162,336	35.11%
Contingencies	9,000	0	0.00%
	2022/2023	11/30/2022	11/30/2022
<b>Timber Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures			
Material & Services	90,300	53,405	59.14%
Capital Outlay	14,000	0	0.00%
Contingencies	50,000	0	0.00%
Property Purchase Reserve	100,112	0	0.00%
	2022/2023	11/30/2022	11/30/2022
<b>Street Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	224,853	86.80%
Expenditures			
Personnel Services	68,076	30,533	44.85%
Material & Services	126,150	52,418	41.55%
Capital Outlay	7,500	0	0.00%
Contingencies	27,000	0	0.00%
Transfers	224,829	0	0.00%

\*Excludes Beginning Balance

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Elisha  
Printed: 2/28/2023 2:05 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
11801	3793	Boss, Glenn Tiger Roofing NW	11/03/2022	4,310.00
11802	2262	Christina Ishii	11/03/2022	243.75
11803	097	Columbia County Treasurer	11/03/2022	221.00
11804	393	Columbia Cty. Tax Collector	11/03/2022	6,592.26
11805	3790	Consolidated Electrical Supply	11/03/2022	1,442.00
11806	3826	Construction Managment NW, Inc.	11/03/2022	2,313.11
11807	057	Cowlitz River Rigging Inc	11/03/2022	24.83
11808	094	Cowlitz Wahkiakum Government	11/03/2022	244.50
11809	111	Day Wireless System	11/03/2022	115.00
11810	1119	Feltons' Heating & Cooling, Inc.	11/03/2022	593.60
11811	581	Home Depot Credit Services	11/03/2022	273.61
11812	3450	Elizabeth Lawrence	11/03/2022	130.50
11813	155	League of Oregon Cities	11/03/2022	80.00
11814	3402	Line X of Longview, Inc.	11/03/2022	1,026.96
11815	049	Mallory Company	11/03/2022	87.83
11816	3644	More Power Computers, Inc.	11/03/2022	2,523.60
11817	426	NCL of Wisconsin	11/03/2022	384.88
11818	3025	Northstar Chemical, Inc.	11/03/2022	908.50
11819	996	Oregon Department of Revenue	11/03/2022	760.00
11820	3822	Pointe Pest Control -OR LLC	11/03/2022	120.00
11821	029	Quill Corporation	11/03/2022	165.69
11822	096	Rainier Police Department	11/03/2022	437.00
11823	016	State Forester	11/03/2022	5,648.56
11824	2126	Sunset Auto Parts, Inc.	11/03/2022	49.39
11825	1054	The Automation Group, Inc.	11/03/2022	15,980.80
11826	335	Vancouver Bolt And Supply Inc.	11/03/2022	140.08
11827	3512	Verizon	11/03/2022	385.71
11828	035	Wilcox & Flegel	11/03/2022	717.09
11829	035	Wilcox & Flegel	11/03/2022	549.71
11830	052	Wood's Logging Supply, Inc	11/03/2022	82.00
Total for 11/3/2022:				46,551.96
11831	382	Postmaster	11/14/2022	480.68
Total for 11/14/2022:				480.68
11832	3000	ALS Group USA, Corp.	11/17/2022	1,024.00
11833	034	Bergerson Construction	11/17/2022	62,281.00
11834	673	Cintas Corporation	11/17/2022	278.39
11835	044	Columbia River PUD	11/17/2022	279.59
11836	3669	Comcast Business	11/17/2022	421.22
11837	043	Cowlitz Clean Sweep Inc	11/17/2022	4,012.50
11838	3521	Cowlitz County Public Works	11/17/2022	76.96
11839	3830	David J. Elkin	11/17/2022	11,905.63
11840	3785	Norman J Faris (Valar Cons. Eng)	11/17/2022	14,500.00
11841	3604	Fastenal Company	11/17/2022	183.54

Check No	Vendor No	Vendor Name	Check Date	Check Amount
11842	3831	First Citizens Bank & Trust Co. (CiT)	11/17/2022	139.00
11843	053	Grainger	11/17/2022	1,034.78
11844	3553	Jack Holley	11/17/2022	19.35
11845	2113	Hudson Garbage Service	11/17/2022	246.30
11846	020	Lakeside Industries	11/17/2022	107.24
11847	3655	Leeway Engineering Solutions, LLC	11/17/2022	8,741.00
11848	3635	Lower Columbia Occupational Health	11/17/2022	110.00
11849	3021	Marlin Business Bank	11/17/2022	178.98
11850	3824	Rian Allen Snider Mirrored Lamp LLC	11/17/2022	5,000.00
11851	3025	Northstar Chemical, Inc.	11/17/2022	908.50
11852	182	NW Natural	11/17/2022	32.34
11853	060	One Call Concepts Inc	11/17/2022	25.35
11854	2259	Otis Elevator Company	11/17/2022	125.00
11855	3156	Peck Rubanoff & Hatfield PC	11/17/2022	112.00
11856	3654	PROGRAPHYX	11/17/2022	204.31
11857	152	Purchase Power	11/17/2022	500.00
11858	3805	R.L. Reimers Company	11/17/2022	9,985.00
11859	3835	Solutions YES LLC	11/17/2022	97.13
11860	132	SBRK Finance Holdings Inc. Springbrook (	11/17/2022	395.00
11861	135	Star Rentals & Sales	11/17/2022	2,269.00
11862	1054	The Automation Group, Inc.	11/17/2022	4,180.20
11863	030	True Value	11/17/2022	112.21
11864	030	True Value	11/17/2022	41.15
11865	188	United Rentals	11/17/2022	2,470.61
11866	101	V O Printers, Inc	11/17/2022	356.41
11867	078	Watkins Tractor & Supply Co	11/17/2022	147.02
11868	3653	West Yost & Associates, Inc.	11/17/2022	9,827.26
11869	052	Wood's Logging Supply, Inc	11/17/2022	70.03
11870	3637	Zion Bank Corporate Trust	11/17/2022	64,232.30
Total for 11/17/2022:				206,630.30
11871	3338	Business Oregon Infrastructure Finance Au	11/21/2022	93,000.00
11872	3338	Business Oregon Infrastructure Finance Au	11/21/2022	69,336.02
11873	3338	Business Oregon Infrastructure Finance Au	11/21/2022	18,320.94
Total for 11/21/2022:				180,656.96
11874	UB*00057	KATHY DERBY RAY	11/28/2022	178.00
Total for 11/28/2022:				178.00
ACH	1123	OR DEPT OF JUSTICE	11/30/2022	627.00
ACH	3832	VEBA	11/30/2022	500.00
ACH	FED TX	EFT Federal tax dep	11/30/2022	9,674.04
ACH	FICA	EFT EE/ER FICA	11/30/2022	12,554.92
ACH	Medicare	EFT EE/ER Medicare	11/30/2022	2,936.20
ACH	OR ST Tx	EFT Employee Oregon St Tx	11/30/2022	6,523.64
ACH	PERSEE	EFT PERS Employee /Employer Pa	11/30/2022	5,502.85
ACH	PERSER	EFT PERS Employer Paid	11/30/2022	15,216.16
ACH	PERU	EFT PERS Units	11/30/2022	2.48
11875	985	AFLAC	11/30/2022	308.59
11876	077	CIS Trust	11/30/2022	229.08
11877	3618	Office of the Trustee	11/30/2022	550.00
11878	ORSGP	Oregon Savings Growth Plan	11/30/2022	2,400.00
11879	079	Oregon Teamster Employer Trust	11/30/2022	27,165.28



Check No	Vendor No	Vendor Name	Check Date	Check Amount
11880	995	Teamsters Local No. 58	11/30/2022	923.00
11914	035	Wilcox & Flegel	11/30/2022	603.40
11915	035	Wilcox & Flegel	11/30/2022	695.50
11916	3512	Verizon	11/30/2022	385.71
11917	3512	Verizon	11/30/2022	207.98
11918	101	V O Printers, Inc	11/30/2022	226.03
11919	3804	Treetop Products, Inc.	11/30/2022	3,595.51
11920	069	Sierra Springs	11/30/2022	23.18
11921	069	Sierra Springs	11/30/2022	125.49
11922	3372	Polydyne Inc.	11/30/2022	4,165.99
11923	3408	Pape Machinery	11/30/2022	132.85
11924	098	Oregon Department of Revenue	11/30/2022	120.00
11925	3817	ODP Business Solutions	11/30/2022	149.81
11926	3644	More Power Computers, Inc.	11/30/2022	3,650.35
11927	3838	McCrometer Inc.	11/30/2022	5,650.74
11928	3781	David McCoy	11/30/2022	4,256.25
11929	049	Mallory Company	11/30/2022	286.73
11930	155	League of Oregon Cities	11/30/2022	40.00
11931	3545	InRoads Credit Union	11/30/2022	621.51
11932	3545	InRoads Credit Union	11/30/2022	878.08
11933	3545	InRoads Credit Union	11/30/2022	2,231.90
11934	581	Home Depot Credit Services	11/30/2022	513.16
11935	778	Kenneth Holly	11/30/2022	218.50
11936	303	Galls, LLC-DBA Blumenthal Uniform	11/30/2022	123.01
11937	3839	Flowhawks (Liquid Env. Solutions of Wash	11/30/2022	16,942.50
11938	3598	FlashAlert Newswire	11/30/2022	160.00
11939	1119	Feltons' Heating & Cooling, Inc.	11/30/2022	208.40
11940	008	Daily News	11/30/2022	30.99
11941	043	Cowlitz Clean Sweep Inc	11/30/2022	1,011.50
11943	446	Columbia County Clerk	11/30/2022	96.00
11944	446	Columbia County Clerk	11/30/2022	96.00
11945	244	Clatskanie PUD	11/30/2022	9,109.73
11946	673	Cintas Corporation	11/30/2022	278.39
11947	3837	American Backflow & Plumbing Services I	11/30/2022	1,270.00
Total for 11/30/2022:				143,218.43
Report Total (122 checks):				577,716.33

CITY OF RAINIER  
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT  
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT  
**11/1/2022-11/30/2022**

ACCOUNT REGISTER SUMMARY	CKS/DEBITS	DEP/CREDITS	
Ending Balance	347,990.37		
PERS Adjustment	-845.96		
<b>New Ending Balance</b>	<b>347,144.41</b>	<b>0.00</b>	<b>0.00</b>
			<b>347,144.41</b>

BANK STATEMENT SUMMARY	CKS/DEBITS	DEP/CREDITS		
Ending Balance SHCU 760072-1	34,347.67			
Ending Balance SHCU 760072-2	608,235.72			
Deposits not Shown on Statement		5,802.84		
Outstanding Cks and Other Debits	279,674.36			
PERS Outstanding	21,567.46			
PERS Adjustment				
<b>Ending Balance</b>	<b>642,583.39</b>	<b>301,241.82</b>	<b>5,802.84</b>	<b>0.00</b>
			<b>347,144.41</b>	

LGIP STATEMENT SUMMARY				
Beginning Balance	6,444,262.11			
Deposits			162,269.17	
Withdrawals		420,000.00		
Interest			14,862.12	
S/C		0.05		
<b>Ending Balance</b>	<b>6,444,262.11</b>	<b>420,000.05</b>	<b>1,637,554.29</b>	<b>7,661,816.35</b>

**TOTAL CASH** **8,008,960.76**

GENERAL LEDGER RECONCILIATION  
**11/1/2022-11/30/2022**

	11/01/22 Beginning Balance	Total Revenue	Total Expense	Liabilities	11/30/22 Ending Balance	
Fund						
10 General	1,916,701.95	2,013,679.79	1,471,443.36		2,458,938.38	
20 Debt	4,251.00	940,629.02	244,889.26		699,990.76	
30 Sewer	621,284.08	537,513.95	754,318.24		404,479.79	
40 Water	443,855.30	73,623.20	230,141.91		287,336.59	
50 Timber	1,666,105.02	0.00	10,235.97		1,655,869.05	
60 Street	203,321.48	171,882.95	11,636.21		363,568.22	
65	0.00				0.00	
70	0.00				0.00	
81 Special Projects	200,427.15	300,000.00	96,831.22		403,595.93	
83 Sewer Capital	992,907.12	0.00	30,269.00		962,638.12	
84 Water Capital	391,019.49	31,847.46	58,143.46		364,723.49	
85 Transportation Capital	323,994.76	0.00	672.20		323,322.56	
90 Library Trust	84,445.76	52.11	0.00		84,497.87	
General Ledger Total	<b>6,848,313.11</b>				<b>8,008,960.76</b>	<b>0.00</b>

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_