CITY OF GRANTS PASS
COUNCIL AGENDA
February 21, 2024
6 pm City Council Meeting
Council Chambers - 101 NW A Street

MAYOR: Sara Bristol

CITY COUNCIL MEMBERS:

| ***Ward 1*** | ***Ward 2*** | ***Ward 3*** | ***Ward 4*** |
| --- | --- | --- | --- |
| Brian DeLaGrange<br>Rob Pell | Valerie Lovelace<br>Rick Riker | Dwight Faszer, II<br>Dwayne Yunker | Joel King<br>Vanessa Ogier |

Invocation

Flag Salute

Roll Call

Recognition: Ward Warren Lifetime Achievement Award in Historic Preservation
Manny Sharp Citizens Lifesaving Award

1. PUBLIC HEARING

**Quasi-judicial**

a. Resolution authorizing the City Manager to approve a Special Use Permit for OnTrack, Inc., to operate an emergency lodging and outpatient clinic facility to be located at 688 and 690 Rogue River Highway. **Pgs. 1-44**

b. Ordinance creating a Developer Installed Reimbursement District (CC6560) for the River Mist PUD Waterline. **Pgs. 45-52**

2. COUNCIL ACTION

a. Ordinance amending Grants Pass Municipal Code by creating Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property. **Pgs. 53-62**

b. Ordinance amending Grants Pass Municipal Code by adding Chapter 4.03 – Public Safety Food and Beverage Tax. **Pgs. 63-74**

c. Ordinance amending Grants Pass Municipal Code by adding Chapter 8.90 – Public Safety Utility Fee. **Pgs. 75-88**

d. Resolution amending the Comprehensive Fee Schedule for adjustments. **Pgs. 89-130**

3. PUBLIC COMMENT This is an opportunity for the public to address the City Council on items not related to a public hearing or Council action item for the Council. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. At the conclusion of public comment, Council will have an opportunity to respond.

This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be tolerated.

If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

a. Opportunity to review public comment

b. Review emails

4. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).
***Indicates short Staff presentation and Council comment.***

a. Resolution consenting to Mark Bartholomew as temporary City Attorney. **Pgs. 131-136**

b. * Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended June 2023. **Pgs. 137-204**

c. Motion approving the minutes of City Council meeting of February 7, 2024. **Pgs. 205-210**

d. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of January 11, 2024. **Pgs. 211-214**

e. Motion acknowledging the minutes of the Parks Advisory Committee meeting of January 11, 2024. **Pgs. 215-218**

f. Motion acknowledging the minutes of the Tourism Advisory Committee meeting of January 2, 2024. **Pgs. 219-220**

5. MATTERS FROM MAYOR, COUNCIL AND STAFF

a. Mayor & Council Comments

b. Staff Comments

6. EXECUTIVE SESSION: none anticipated

7. ADJOURN

***City Council meetings will offer citizen participation via phone. If you would like to provide public comment, please contact the City Recorder by noon the day of the meeting. Registered participants will be emailed the teams meeting ID password, and call-in phone number by 3 pm on the day of the meeting. You should not share this information. City Recorder: 541.450.6000 or kfrerk@grantspassoregon.gov***

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at 541.450.6000.*

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| Item: | Resolution authorizing the City Manager to approve a Special Use Permit for OnTrack, Inc., to operate an emergency lodging and outpatient clinic facility to be located at 688 and 690 Rogue River Highway. | Date: February 21, 2024 |
|---|---|---|

## SUBJECT AND SUMMARY:

This approval will allow OnTrack, Inc., to operate an emergency lodging and outpatient clinic facility (Supportive Housing) to be located at 688 and 690 Rogue River Highway.

## RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **ENHANCE PUBLIC SAFETY** by approving OnTrack, Inc., to operate an emergency lodging and outpatient clinic to individuals in unsafe living conditions or unhoused seeking medical treatment for drug addiction or other related issues.

## CALL TO ACTION SCHEDULE:

Call to action schedule: February 21, 2024.

## BACKGROUND:

OnTrack, Inc., (Applicant) secured Measure 110 funding to operate an emergency lodging and outpatient clinic. The operation of this proposed special use addresses the lack of housing and services for those individuals seeking treatment for substance abuse. These individuals are often in an unsafe living condition or unhoused and by the time a treatment bed opens, they may be unreachable. Subsequently, in February 2023, the City Council awarded a Department of Administrative Services (DAS) grant funding request to OnTrack, Inc., (Resolution 23-7298) and in June 2023, authorized the City Manager to enter into a grant agreement for temporary housing and substance abuse services to OnTrack, Inc., in the amount of $890,000 (Resolution 23-7342).

In November 2023, a pre-application conference was held with the Applicant and staff to discuss the findings of a pre-application staff report. As a result, last month (January 2024), OnTrack, Inc., submitted an application for a Special Use Permit (Supportive Housing – Type A) with a concurrent Major Site Plan Review application. The process used to review and decide on a Special Use Permit (SUP) is a Type IV-A procedure. This procedure provides for a quasi-judicial hearing and decision by the City Council without a recommendation from the Urban Area Planning Commission. The Major Site Plan Review is a separate application and is a Type I-C procedure requiring only a Community Development Director decision.

Staff Report (continued):

Per Development Code Section 14.100, the criteria used by the City Council to determine if a SUP application will be approved and the types of conditions that may be placed on the permit holder of a SUP include the following:

1. Development and Operation Plan
2. Applicant/Operator Qualification Certification
3. Compliance with City codes, state and federal laws
4. Term of Special Use Permit four years
5. Special Use Permit can be revoked by City
6. For temporary shelter meet State Fire code

Supportive Housing – Type A is defined in Article 30 of the Development Code as follows:

> Supportive Housing – Type A: This land use type is for the provision of transitional housing where a full range of supportive services are provided. Sanitation and security must be provided. This housing is intended for relatively short-term occupancy. The expectation is to serve persons either unhoused or coming from a shelter and provide housing and support services that will enable moving people to a longer-term housing situation. The housing in this use category must meet the building standards set out in the 2017 Oregon Transitional Housing Code (as it may be revised).

OnTrack, Inc., intends to develop and operate both a six-bed emergency lodging facility for pregnant IV-drug abusers and a 10-bed emergency lodging for individuals who are wait-listed for residential treatment. The Applicant has provided a narrative response for this proposal, attached as Exhibit 1. Staff finds the application for SUP items 1 thru 6 satisfied. Upon approval of the SUP, the City Council authorizes the City Manager to issue the SUP to OnTrack, Inc., for this project. The right of the project to operate under the SUP will be for a four-year initial term, renewable for an additional four years, but will be subject to a bi-annual review by the City to determine if the performance is satisfactory and whether improvements in the performance are required.

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COST IMPLICATION:

None.

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ALTERNATIVES:

1. Approve the request for OnTrack, Inc., to operate a Supportive Housing Type A land use at 688 and 690 Rogue River Highway;

2. Continue the public hearing to obtain additional information necessary for the Council to make a decision; or

3. Deny the request for OnTrack, Inc., to operate a Supportive Housing Type A land use at 688 and 690 Rogue River Highway.

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Staff Report (continued):

RECOMMENDED ACTION:

Staff recommends Council approve the Special Use Permit application for OnTrack, Inc., to operate an emergency lodging and outpatient clinic facility to be located at 688 and 690 Rogue River highway.

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POTENTIAL MOTION:

I move to approve the resolution for OnTrack, Inc., to operate a Supportive Housing - Type A land use at 688 and 690 Rogue River Highway.

DocuSign Envelope ID: 4BF82DF7-B41C-485A-8044-881F16640BA9

# EXHIBIT 1

Community Development
101 NW A Street
Grants Pass, OR 97526
(541) 450-6060
Fax (541) 476-9218

# PLANNING APPLICATION FORM

**Property Address:** 688/690 Rogue River Highway & ~~1412~~ Maple Lane Grants Pass, OR 1418 Maple Ln.

**Assessor's Map & Tax Lot:**
36 - 05 - 20 - CB **Tax Lot(s)** 8200, 8300, 8400

__ - __ - __ - __ **Tax Lot(s)** ____

**Zoning:** General Commercial (GC)

City: [x] UGB: [ ]

**Project Type:** (Please check all applicable)

- [x] Site Plan
  - [ ] Standard Architectural Review
  - [ ] Discretionary Arch. Review
  - [ ] Special Concept Plan
- [ ] Partition
- [ ] Property Line Adjustment
- [ ] Property Line Vacation
- [ ] Planned Unit Development
- [ ] Subdivision
- [ ] Final Subdivision or PUD Plat
- [ ] Variance
- [ ] Comp Plan/Zone Map Amendment
- [ ] Text Amendment
- [ ] Pre-Application
- [ ] Appeal / Sign Code Appeal
- [x] Other: Special Use Permit Type A Supp. Housing

RECEIVED JAN 04 2024 By____

**Size of Project** (# of units, lots, sq. ft., etc): 0.43 acres (total of 3 lots)

**Attachments:**
- [ ] (8) Folded Maps/Site Plan to scale
- [ ] (1) 8 ½ x 11" reduced copy of site plan
- [x] Electronic copy
- [x] Written Narrative/Response to Criteria
- [ ] Power of Attorney
- [ ] Service Agreement
- [ ] Architectural Features
- [ ] Other: ____

**Description of Request**
(include name of project and proposed uses):
OnTrack Emergency Lodging/Outpatient Clinic
Retrofit existing buildings for proposed use & construct new parking lot.

**Property Owner:** OnTrack, Inc.
**Address:** 300 W Main Street
Medford, OR 97501
**Phone:** ____
**Email:** ____

**Applicant:** same as owner
**Address:** ____
**Phone:** ____
**Email:** ____

**Authorized Representative** (if different from applicant):
ORW Architecture - Michael Ferrari, AIA
**Address:** 29 S Grape Street, Medford, OR 97501
**Phone:** ____
**Email:** ____

**Engineer/Applicant:**
Justin Gerlitz, P.E.
**Address:** 223 NE B Street, Grants Pass, OR 97526
**Phone:** ____
**Email:** ____

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property, or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

DocuSigned by:
7C85C008C1DE4D8... 1/4/2024
(Signature of owner or Attorney-in-Fact) Date

____
(Signature of owner or Attorney-in-Fact) Date

**(For Office Use)**
Date Application Received: 1-4-24
Date Application Complete: 1-23-24
Pre-App required? Y N Pre-App # 001-00471-23
Fees Paid: $925.00 Initials: CN
File Number(s): 208-00001-24

# EXHIBIT 1

# ONTRACK EMERGENCY LODGING/OUTPATIENT CLINIC

Major Site Plan/Special Use Permit Submittal

GERLITZ ENGINEERING CONSULTANTS

223 NE "B" Street
Grants Pass, OR 97526
541-244-2617
www.gerlitzengineering.com

Date Prepared:
1/3/24

Prepared For:
City of Grants Pass
Community Development
101 NW "A" Street
Grants Pass, OR 97526

Prepared By:
Justin Gerlitz, PE

Owner/Applicant:
Ontrack, Inc.
300 W Main Street
Medford, OR 97501

Project Address:
688/690 Rogue River Highway and 1418 Maple Lane
Grants Pass, OR 97527

Tax Map:
36S-05W-20-CB
TL 8200, 8300, 8400

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## Site Plan Application Narrative

Attached is the major site plan/special use permit application submittal for the OnTrack Emergency Lodging/Outpatient Clinic project located at 688/690 Rogue River Highway and 1418 Maple Lane. The three subject lots have a general commercial (GC) zoning designation and are under common ownership. This project will utilize two of the existing buildings along the highway to provide emergency lodging and support services to those who need it most in our community. The north building will be removed for the proposed site improvements under a separate demolition permit. The application will be processed as Supportive Housing – Type A for the lodging facility and concurrent major site plan application for the overall development.

A concurrent property line vacation application has been submitted to vacate the property line between tax lot 8300 and 8400, creating one lot from the two. With this, shared access and parking easements will be dedicated as needed within the parking lot to provide ingress and egress through the two remaining lots.

### OnTrack Rogue Valley

The effects of a global pandemic are proving to be a mental health hurdle no one saw coming in this post-pandemic era. This mental health crisis paired with the economic realities of inflation and debt are beginning to wear on our nation. This hurts us all, but for many, addiction is unfortunately the coping solution. Oregon consistently ranks in the top five for individuals with problematic substance use and mental illness. Additionally, we rank second in the nation for deaths due to drug use.

OnTrack has set out to help curb this problem not only locally, but across Oregon. They offer programs and services designed to help people transition from the burdens of addiction into healthy, productive members of society. They offer holistic, person-centered treatment and support for individuals struggling to overcome challenges related to substance use and addiction. All aspects of treatment services are individualized, confidential, and respectful. Outpatient programs include substance use and addiction services, DUII Education and Rehabilitation, Domestic Abuse Alternatives Program, and a Teens Program.

They also offer Residential Treatment, such as this facility, providing services and support 24-hours a day, seven-days a week which includes a wide range of evidence-based groups, skills training, and wellness oriented activities designed to support individuals on their path to recovery. Individuals in residential treatment meet with their care team on a regular basis to begin discharge/transition planning, celebrate successes, and problem solve challenges. The care team and individual collaborate to determine length of treatment and plans for discharging to a lower level of care.

### Existing Conditions

The site is split into three tax lots (8200, 8300, 8400) commonly owned by OnTrack, Inc. Tax lots 8200 and 8400 contain existing commercial buildings that front on Rogue River Highway

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and have been vacant for quite some time. Tax lot 8300 fronts on Maple Lane and contains a dilapidated single-family home (see Exhibit "K").

Along the south frontage, Rogue River Highway is improved with curb, gutter, a 6-foot sidewalk and 100-feet of right-of-way (ROW). The highway contains an 8" water main, 8" sanitary sewer main, and has a storm system that terminates at an existing curb inlet at the Maple Lane intersection. An ADA corner ramp provides an opportunity to cross the highway and Maple Lane. Asphalt surfacing encompasses the area between the sidewalk and buildings, leftover from previous road widening efforts.

Along the east frontage, Maple Lane is a 22-foot asphalt street without curb, gutter and sidewalk on either side, situated in 40-feet of ROW. Maple Lane contains an 8" water main, an 8" sewer main that extends roughly halfway up the frontage from the north, and storm improvements that terminate within the street just north of the development. Additionally, an 8" sanitary sewer main extends across the northern portion of tax lot 8200 and 8300, providing service to tax lot 7900, 8000, and 8001 to the west.

The existing building on tax lot 8200 is served by a water service/meter coming from the main within the highway, and a sewer service coming from the main that runs along the north property line. The existing building on tax lot 8400 is served by a water service/meter, and sewer service coming from the water/sewer mains within Maple Lane. Similarly, tax lot 8300 takes water/sewer from the mains within Maple Lane.

There is significant grade change between the upper lots (tax lots 8200/8400) and the lower lot (tax lot 8300). A central corridor and set of stairs between the commercial buildings provide access to the lower lot.

The three tax lots to the west are part of an active Mini-Storage Expansion project that is running under a concurrent land use review process.

**Proposed Conditions**

The interior of the two commercial buildings will be retrofitted for the proposed uses. The exterior of the buildings will remain as is, except for a few added windows and some patch and repair as needed (see Exhibits "C" – "E"). The building on tax lot 8200 will contain emergency lodging units and office space for staff, while the building on tax lot 8400 will contain office space for counseling, peer support, and drug testing. On tax lot 8300, the single-family home along with its utility services will be removed and replaced with a parking lot for the new uses.

With (17) dedicated parking spaces, this use requires (1) ADA parking space for the facility. Additionally, this parking lot will contain a trash enclosure, (4) future electric vehicle charging stations and will be fully fenced in with a key-code access sliding gate. A knox box will be provided as required by the fire department. Along the highway, the asphalt space between the sidewalk and buildings will be removed and replaced with landscaping. Through coordination with ODOT, it was determined the best way to meet ADA parking standards is to construct a

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new on-street pullout with an oversized flush sidewalk acting as the ADA space loading zone. This loading zone connects directly to the main entrances of the facility. A compliant ramp between the two buildings provides ADA access between the upper and middle floors of the west building, as well as the upper floor of the east building. The west entrance of the east building opens out to a wood patio which is connected to the top and bottom of the ADA ramp. The north stair set will remain providing access from the lower parking lot to the upper buildings (see Exhibit "A").

The sewer and water services for the existing buildings are proposed to remain as-is. The water service for the building to be removed will remain for irrigation purposes. Along Rogue River Highway, the existing frontage improvements will be modified to accommodate the new on-street pullout ADA parking configuration. Additionally, a standard corner ramp will be installed at the intersection. Along Maple Lane, a 13' travel lane, curb, gutter, 5.5' planter strip and 4' sidewalk are proposed along the northern half of the site with the southern half not having a planter strip due to proximity of existing buildings. Storm water will be detained and treated on-site before outflowing to the existing catch basin on the west side of Maple Lane. Due to design infeasibility/utility conflicts, the Maple Lane storm system cannot be extended south within the street. Although not installed along the site's full frontage, the sewer and storm mains will not be required for future development needs. Based on this, a fee-in-lieu agreement is proposed. The existing sanitary sewer main running along the north property line of tax lot 8200 and 8300 will be provided a 20' public maintenance and access easement.

**Traffic**

As part of the application, a trip generation analysis has been prepared showing the existing traffic (previous use) and anticipated traffic for the new uses. Some of the uses are specialized in nature, so the closest land use category was selected for the analysis.

West Building:

- Upper Floor: 2,463 SF
- Lower Floor: 1,478 SF
- Total: 3,941 SF
- Previous Use: Pawn Shop (ITE 822 – Strip Retail Plaza – Closest Use)
  - ADT: (213)
  - AM Peak: (30)
  - PM Peak: (52)
- Proposed Use 1: Supportive Housing (ITE 253 – Congregate Care Facility)
  - ADT: 27
  - AM Peak: 2
  - PM Peak: 3
- Proposed Use 2: Office (ITE 715 – Single Tenant Office – 1,033 SF)
  - ADT: 13
  - AM Peak: 2
  - PM Peak: 2

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- Difference:
  - ADT: (173)
  - AM Peak: (26)
  - PM Peak: (47)

East Building:
- Upper Floor: 1,943 SF
- Lower Floor: +/- 600 SF (apartment)
- Total: +/- 2,543 SF
- Previous Use: Office (ITE 715 – Single Tenant Office - Upper)/ Residential (ITE 215 – Single Family Attached Housing - Lower)
  - ADT: 25 (Office) + 7 (Dwelling Unit) = (32)
  - AM Peak: 4 + 1 = (5)
  - PM Peak: 3 + 1 = (4)
- Proposed Use: Outpatient Clinic (ITE 630 - Clinic)
  - ADT: 73
  - AM Peak: 7
  - PM Peak: 8
- Difference:
  - ADT: 41
  - AM Peak: 2
  - PM Peak: 4

North Building (to be demolished):
- Previous Use: Residential Single Family
  - ADT: (9)
  - AM Peak: (1)
  - PM Peak: (1)

Net Trip Generation Difference (Transportation SDC Calculation):
  - ADT: (141)
  - AM Peak: (25)
  - PM Peak: (44)

Based on this analysis, there is a significant reduction in overall trips to the new facilities. Based on this, no transportation SDC fee should be required.

**Architectural**

Provided with this application are proposed architectural floor plans of both existing buildings to be retrofitted (see Exhibit "C" – "D"). In addition, the application includes the existing architectural elevations for each structure (see Exhibit "E"). Additional windows will be added to the elevations as part of the improvements to allow proper emergency egress from the sleeping areas.

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Although not required for the existing buildings, the new improvements will bring the architectural elevations into greater conformance with the Article 20 architectural review standards.

### Conceptual Landscape Plan

As required for the application, we have prepared a conceptual landscape plan showing the approximate location of new landscaping area/tree locations (see Exhibit "B"). This includes tree calculations showing 50% coverage over new parking lot surface. In addition, the plan demonstrates adequate front yard landscaping and buffering elements have been included. Due to the location of the ODOT ROW in relation to the existing buildings, a portion of the "front yard" will be located between the back of sidewalk and existing ROW line. A detailed landscape/irrigation plan will be submitted as required prior to development permit issuance.

### Site Plan Criteria

Below we have listed the applicable Development Code criteria for a Major Site Plan application and formal responses to each item:

(1) Complies with applicable development standards: Base Standards of Zoning District, Special Development Standards, Residential Development Standards, or standards as previously approved under the provisions of an optional development plan or other approved permit.

*Response: The proposed improvements are allowed in this zone through a special use permit. The development will comply with all applicable development standards for the General Commercial zone and special use permit, with minor allowances for the existing building and ODOT ROW location.*

(2) Complies with applicable elements of the Comprehensive Plan, including, Traffic Plan, Water Plan, Sewer Plan, Storm Drainage Plan, Bicycle Plan, and Park Plan.

*Response: The proposed improvements will comply with the Comprehensive Plan elements. The OnTrack Emergency Lodging/Outpatient Clinic will have a net reduction in daily trips when compared to the previous uses. Since the total number of new daily trips does not exceed 500 ADT, no formal traffic study is required. To accommodate the storm runoff, the site will be graded, and inlets will be added such that existing drainage patterns are not altered. To accommodate the added impervious surface, vegetated treatment swales, an oversized detention pipe, and a flow control structure will be installed. The development will utilize existing water and sewer services, with only a minor increase in service flows.*

(3) Complies with all other applicable provisions of this Code, including off-street parking, landscaping, buffering and screening, signage, environmental standards, and Special Purpose District standards.

GEC
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*Response: With only interior improvements to the existing buildings, this development is not subject to exterior architectural standards. Adequate vehicle maneuvering/storage areas, access, screening, and landscaping has been provided. No specific parking stall minimums apply due to the project's location along an active bus route. No special purpose district requirements are applicable.*

(4) Potential land use conflicts have been mitigated through specific conditions of development.

*Response: No major land use conflicts are anticipated for the project. The proposed use requires a special use permit which will be renewed every (4) years. If the facility is not operating per the special use permit conditions, the permit can be pulled. The properties to the south/east/west are of commercial use. The property to the north is residential use and will be buffered accordingly, which includes a solid 6' wood fence around the site perimeter.*

*The Emergency Lodging Center (west building) has very specific rules as outlined in the Emergency Lodging Guidelines, Emergency Lodging Access Protocol, Emergency Lodging Guest Agreement & Emergency Lodging Entry & Transition Policy (see Exhibits "G" – "J"). This includes, but is not limited to, a 6:00 pm curfew, guests being required to be on-site between 6:00 pm – 6:00 am, no visitors, no alcohol/drug use, and no disturbing activities. The Outpatient Services building will typically only be open during normal business hours and the parking lot gate will be locked at night to help buffer the surrounding residential uses.*

(5) Adequate basic urban services are available, or can be made available by the applicant as part of a proposed development, or are scheduled by the City Capital Improvement Plan.

*Response: Adequate urban services are currently present on or adjacent to the site and public street improvements will be made as part of the project along the exterior site frontages.*

(6) Provision of public facilities and services to the site will not cause service delivery shortages to existing development.

*Response: The proposed improvements will utilize existing public infrastructure and have a minimal impact on the overall systems. Storm water will be detained and treated to City standards, reducing downstream impacts.*

(7) To the extent possible, identified significant resources, such as intermittent and perennial creeks, stands of pine, fir and oak trees, wildlife habitats, historic sites, and prominent land features have been preserved and designed into the project. Alternatives shall be considered, and the proposal shall represent the most effective design to preserve these resources.

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*Response: No significant stands of trees or other sensitive habitat will be removed as part of the development proposal.*

(8) The characteristics of existing adjacent development have been determined and considered in the development of the site plan. At a minimum, special design consideration shall be given to:

a. Areas of land use conflicts, such as more restrictive use adjacent or across street from proposal. Mitigate by orienting business operations away from use, additional setbacks, screening/buffering, landscaping, direct traffic away from use.
b. Setbacks. Where existing buildings are setback deeper than required by Code, new setbacks to be compatible.
c. Transitions between existing development and new development. New development should be consistent with the purpose statement of the base zone but also recognize compatibility with existing, adjacent development.
d. Signs. New signs shall not block primary view to existing signs, and shall be sized consistent with Code or existing signs, whichever is less.
e. Lighting. Exterior lighting shall not impact adjacent development or traveling motorist.

*Response: The project will blend well with surrounding development patterns. General Commercial zoned lots are directly adjacent to the south, east, and west. The new parking lot buffers the proposed uses along the highway from the adjacent residential property to the north. Additionally, a landscape hedge will further buffer this area. The existing non-conforming driveway approach at the intersection of Rogue River Highway and Maple Lane will be removed and replaced with a sidewalk. New parking lot lighting will be shielded from adjacent properties as necessary. Stringent rules will be in place for the Emergency Lodging Center as mentioned above.*

(9) Traffic conflicts and hazards are minimized on-site and off-site, as provided in Article 27.

*Response: Very minimal traffic impacts are anticipated from this development. The existing parking for the site, on Rogue River Highway, will be removed and replaced with a parking lot accessing the lower classification street, Maple Lane. Temporary construction traffic impacts will be mitigated through notifications to the surrounding motorists and by following City/State traffic control standards.*

(10) If phased development, each phase contains adequate provisions of services, facilities, access, off-street parking, and landscaping.

*Response: Not Applicable – The project will be constructed in a single phase.*

(11) There are adequate provisions for maintenance of open space and other common areas.

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*Response: Not Applicable – No common areas are proposed or required. Landscaping will be professionally maintained and irrigated throughout the site.*

(12) Internal circulation is accommodated for commercial, institutional and office park uses with walkways and bikeways as provided in Article 27.

*Response: Internal ADA compliant pedestrian connections are proposed that connect to the surrounding public sidewalks. Bicycle racks are also being provided to support both buildings.*

(13) If the property contains existing nonconforming use or development to remain, the application and the Review Body's decision shall also be consistent with the provisions of Article 15, including any additional standards, relief from the Code, or conditions imposed.

*Response: The only non-conforming development that will remain is the existing building setbacks to the adjacent roadways. The west building has a 9.88' setback to Rogue River Highway and the east building has a 9.82' setback to Rogue River Highway and 1.44' – 8.79' setback to Maple Lane. For new development, the required front/exterior side yard setback is 10'. Since no building expansions are proposed, the site can retain the existing non-conformity. The proposal does not create any additional non-conforming uses and brings every other aspect of the site further into code compliance.*

**Special Use Permit Criteria:**

Below we have listed the applicable Development Code criteria for a Special Use Permit and formal responses to each item:

1) The applicant has submitted a Development and Operations Plan which describes the need for the services to be provided and the feasibility of sustaining the services over the period proposed. The Plan must include an assessment of possible negative impacts which could occur in the surrounding area and what mitigating actions will be taken to minimize those impacts.

*Response: OnTrack's proposed emergency lodging has received Measure 110 funding. The lack of treatment beds for those with the highest need has resulted in long wait lists at existing facilities. Individuals seeking treatment may be unhoused or unsafely housed while waiting for a treatment bed. By the time a bed is available they are unreachable, have lost the motivation to seek treatment or have died from an overdose. The ability to provide safe, temporary lodging with supportive services will assist individuals in maintaining their motivation for change and ensure that they are receiving support while waiting for placement in a residential facility.*

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*OnTrack is operating a six-bed emergency lodging site in partnership with Oasis. This program prioritizes lodging for pregnant IV-drug users who are wait-listed for residential treatment. OnTrack is also opening an additional ten-bed emergency lodging facility for individuals wait-listed for residential treatment in February of 2024. OnTrack has developed a full range of policies and procedures for the operations of the emergency lodging sites. Those policies are attached.*

*The emergency lodging team meets weekly to monitor census, look at upcoming admits, review challenges and determine causes of terminating a guest's agreement, guest complaints etc.*

*Please see the attached documents outlining services and operating procedures (see Exhibits "G" – "J").*

2) Applicant/Operator Qualification Certification – The applicant must present evidence of past successful experience developing and operating services comparable to the proposed services, or otherwise demonstrate past performances which are an indicator of probable success in carrying out the use/service the applicant is requesting.

*Response: OnTrack has been providing housing and treatment services in the Rogue Valley for 40+ years. OnTrack currently operates three residential and three outpatient programs for the treatment of substance use disorders. In addition to the treatment programs, OnTrack operates four transitional living sites as step down units for individuals completing residential treatment. OnTrack is CARF accredited (Commission on Accreditation of Rehabilitation Facilities). The CARF accreditation process evaluates our service delivery, operational policies, and procedures for both our clinical practice and the transitional living sites. CARF accreditation ensures we are operating with best practices and meet established industry guidelines for excellent service and care.*

*Sommer Wolcott, Executive Director, is a Licensed Professional Counselor with extensive experience in a wide range of treatment and residential services and facilities. OnTrack staff includes master's level licensed professional counselors (LPC) who can provide both substance use disorder and mental health treatment, Certified Alcohol and Drug Counselors, (CADC I, CADC II, CADC III,) Peer Support Specialists (PSS), Intensive Case Managers, a Clinical Housing Manager who is also a bi-lingual, certified Community Health Worker (CHW). Our Housing Director is a certified property manager and a CADC II. Because of the range of skills our staff can work closely with clients and residents to provide individualized support to the persons we serve.*

*The emergency lodging facility in Medford and the site planned for Grants Pass have Measure 110 funding approved for operations. OnTrack actively searches for additional funding and strives to have a "braided" approach to funding and sustaining services that are not billable to insurance. The braided approach ensures we have ongoing funding to sustain programs as grant funding opportunities can*

GERLITZ ENGINEERING CONSULTANTS

*overlap and fund programs and services in a variety of ways.*

3) The project must be deemed in compliance with all relevant city codes and state and federal laws.

   *Response: This project is compliant with all relevant City codes and State/Federal laws. Development code compliance is outlined in the major site plan review criteria responses above. All building improvements and associated fire/life/safety aspects will be compliant with the Oregon Structural Specialty Code and Oregon Fire Code.*

4) The term of the permit shall be four (4) years. The permit may be renewed and extended for an additional four (4) year term at the end of each term. If the site has demonstrated full compliance with the permit conditions and no substantial modifications to the SUP are proposed, the City Manager or designee may authorize a one-time extension of four (4) years. A permit extension beyond eight (8) years or any substantial change to the operation, including an increase in persons served of more than 15%, requires a new public hearing before the City Council.

   *Response: The applicant understands this condition.*

5) Special Use Permits can be revoked by the City Council with a 15-day notice upon a demonstration that the permit holder has failed to comply with the conditions of approval. A permit can be revoked at any time by the City Manager upon a demonstration of immediate threat to public health or safety.

   *Response: The applicant understands this condition and has included their operations procedures and rules to prevent any ongoing issues.*

6) A permit for a Shelter Facility or Site shall require compliance with the most recent version of the Oregon State Fire Marshal's Technical Advisory for Temporary Shelters (OSFM TA 14-12).

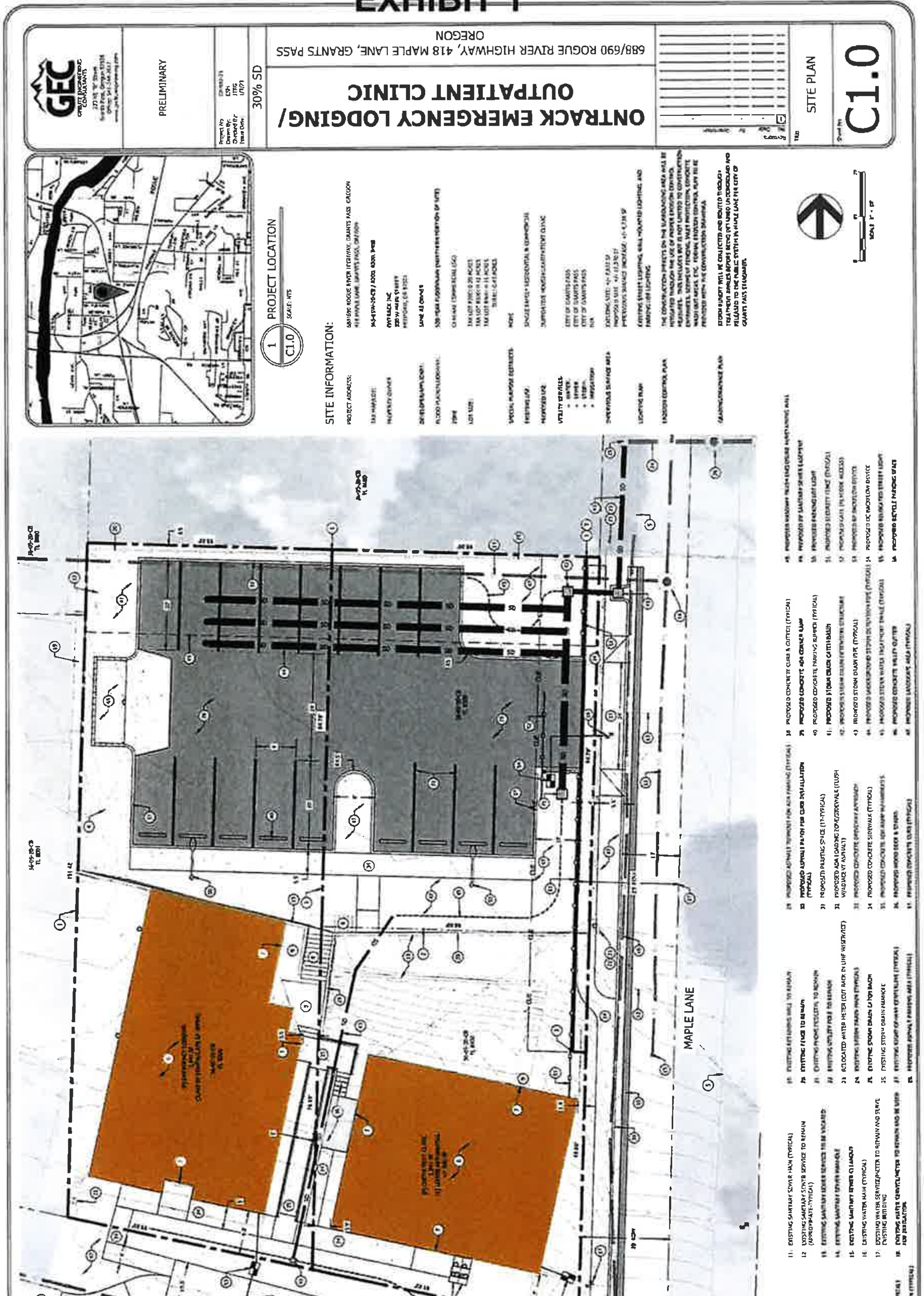
   *Response: This is a supportive housing project, not a shelter facility project. The requirements for temporary shelters per OSFM TA 14-12 are not applicable.*

**Summary**

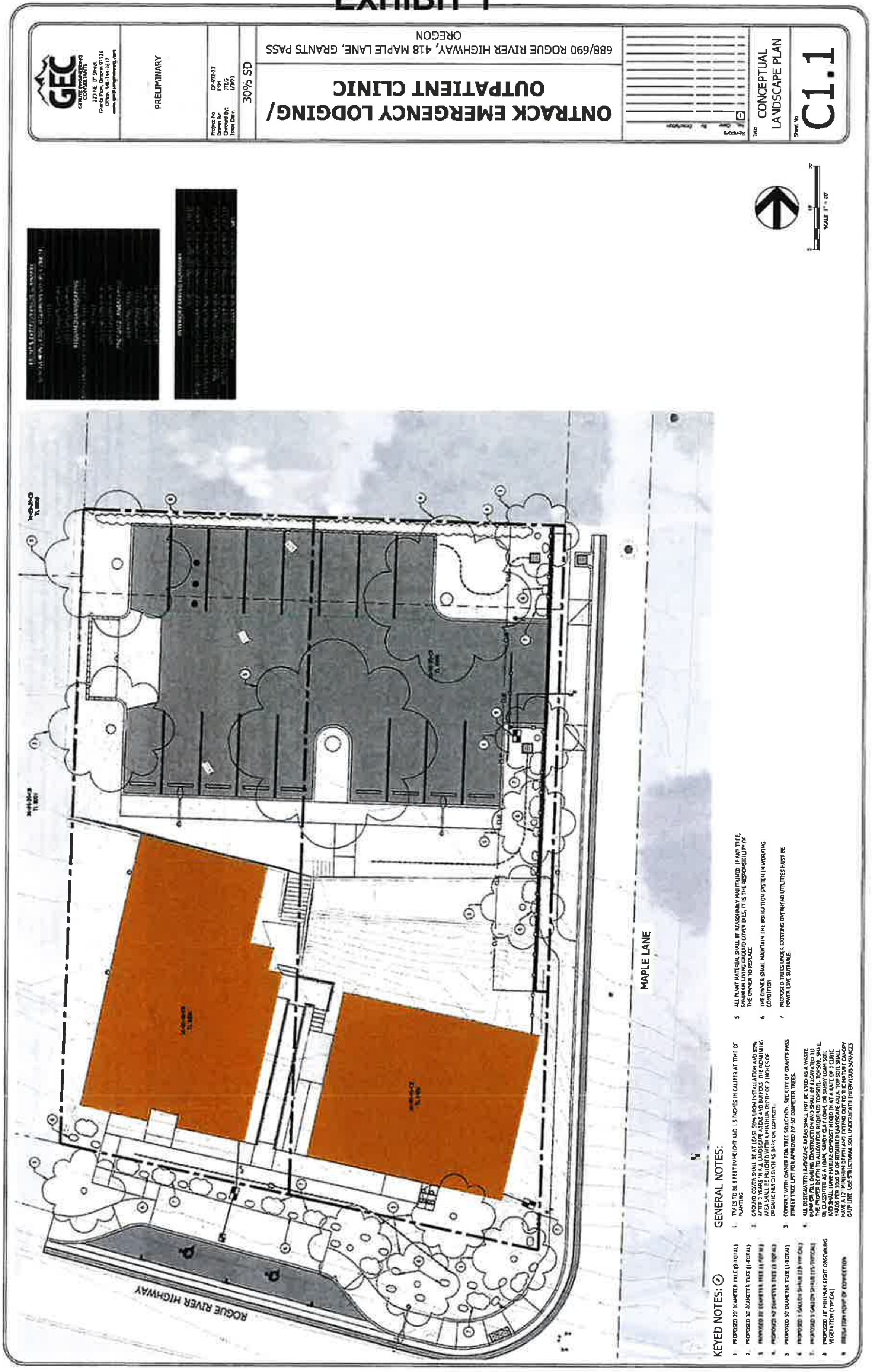
The timing of this project could not be more appropriate. Mental health issues and addiction are at all-time highs. This project will help to curb these issues that have become very prevalent locally, and get those who are waiting for treatment services the help they need.

With a proven track record of successfully managing this type of facility, OnTrack will make sure that this will be and remain a positive asset to our community. We look forward to working with you through the planning and construction processes.

# EXHIBIT 1

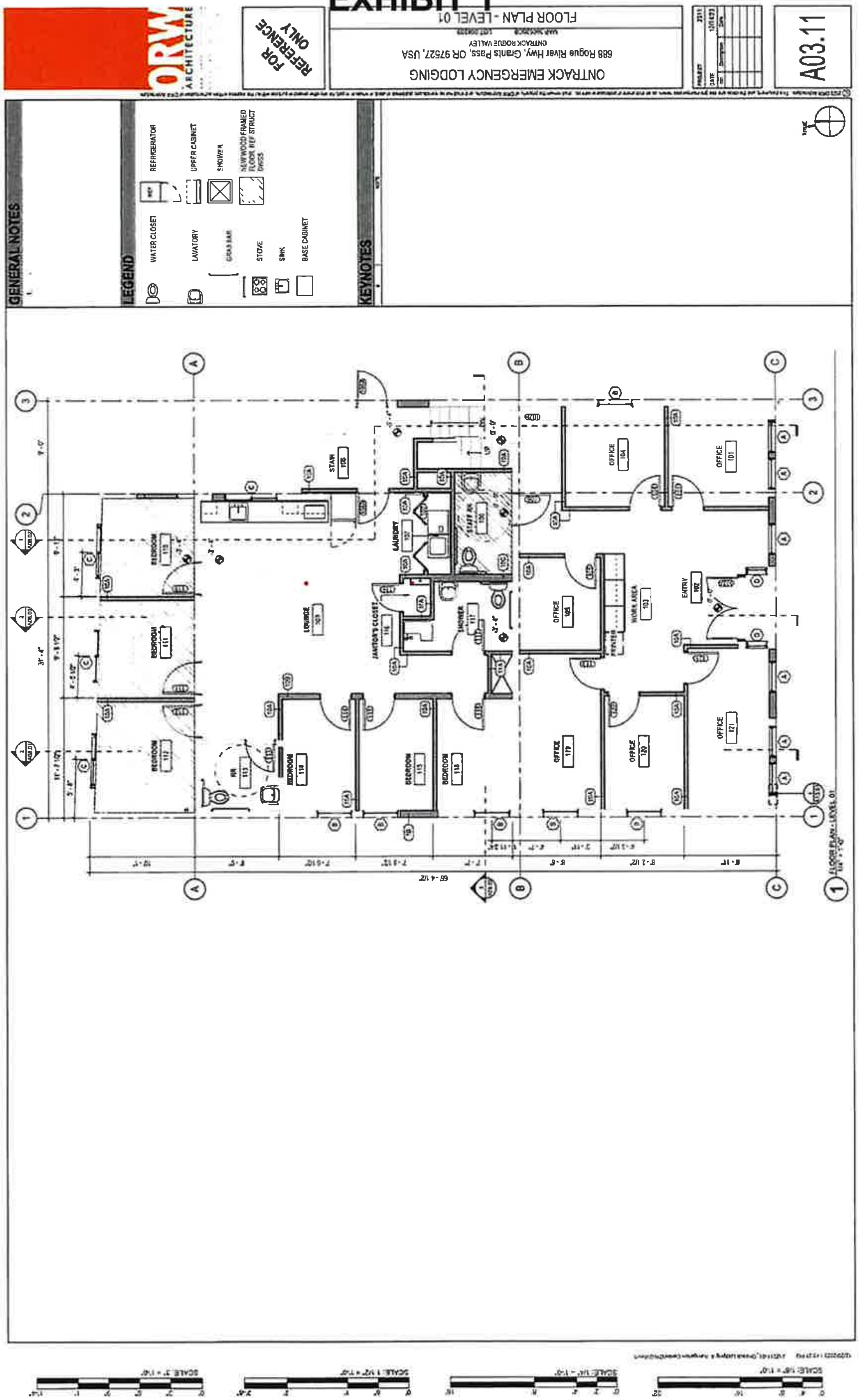

ONTRACK EMERGENCY LODGING/
OUTPATIENT CLINIC
688/690 ROGUE RIVER HIGHWAY, 418 MAPLE LANE, GRANTS PASS
OREGON
GEC
PRELIMINARY
30% SD
SITE PLAN
C1.0
PROJECT LOCATION
SITE INFORMATION:
KEYED NOTES:
MAPLE LANE
ROGUE RIVER HIGHWAY

# EXHIBIT 1

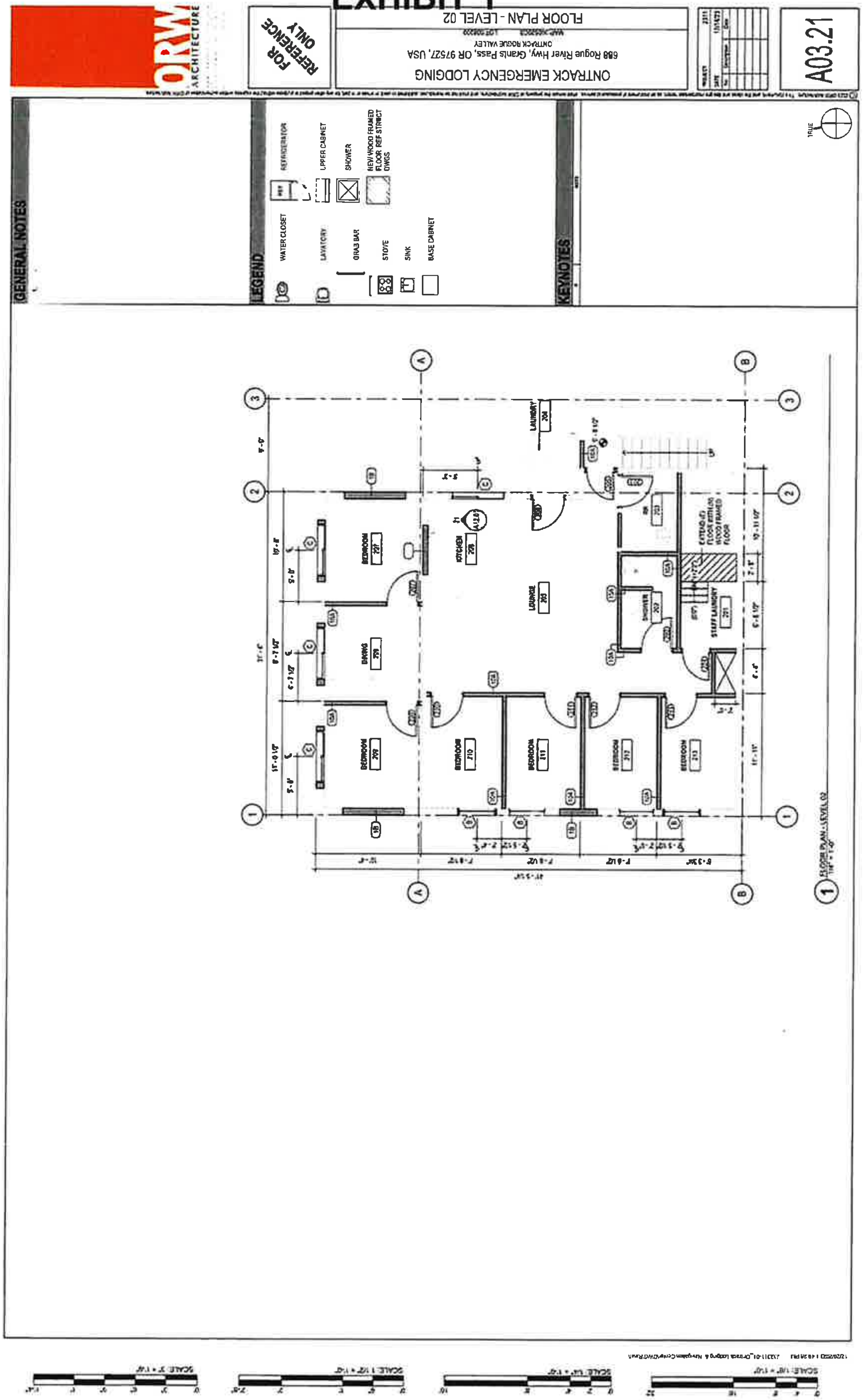


ONTRACK EMERGENCY LODGING/
OUTPATIENT CLINIC
688/690 ROGUE RIVER HIGHWAY, 418 MAPLE LANE, GRANTS PASS
OREGON
GEC
PRELIMINARY
30% SD
CONCEPTUAL
LANDSCAPE PLAN
C1.1
MAPLE LANE
ROGUE RIVER HIGHWAY
KEYED NOTES:
GENERAL NOTES:

# EXHIBIT 1


ONTRACK EMERGENCY LODGING
688 Rogue River Hwy, Grants Pass, OR 97527, USA
FLOOR PLAN - LEVEL 01
A03.11
FOR REFERENCE ONLY
ORW ARCHITECTURE
GENERAL NOTES
LEGEND
KEYNOTES
WATER CLOSET
LAVATORY
GRAB BAR
STOVE
SINK
BASE CABINET
REFRIGERATOR
UPPER CABINET
SHOWER
LOUNGE
BEDROOM
OFFICE
WORK AREA
ENTRY
STAIR
LAUNDRY
JANITOR'S CLOSET
SHOWER

# EXHIBIT 1


ORW ARCHITECTURE
FOR REFERENCE ONLY
ONTRACK EMERGENCY LODGING
688 Rogue River Hwy, Grants Pass, OR 97527, USA
ONTRACK ROGUE VALLEY
FLOOR PLAN - LEVEL 02
A03.21
GENERAL NOTES
LEGEND
WATER CLOSET
LAVATORY
GRAB BAR
STOVE
SINK
BASE CABINET
REFRIGERATOR
UPPER CABINET
SHOWER
NEW WOOD FRAMED FLOOR REF STRUCT DWGS
KEYNOTES
BEDROOM
KITCHEN
LOUNGE
DINING
LAUNDRY
SHOWER
STAFF LAUNDRY
FLOOR PLAN - LEVEL 02

# EXHIBIT 1

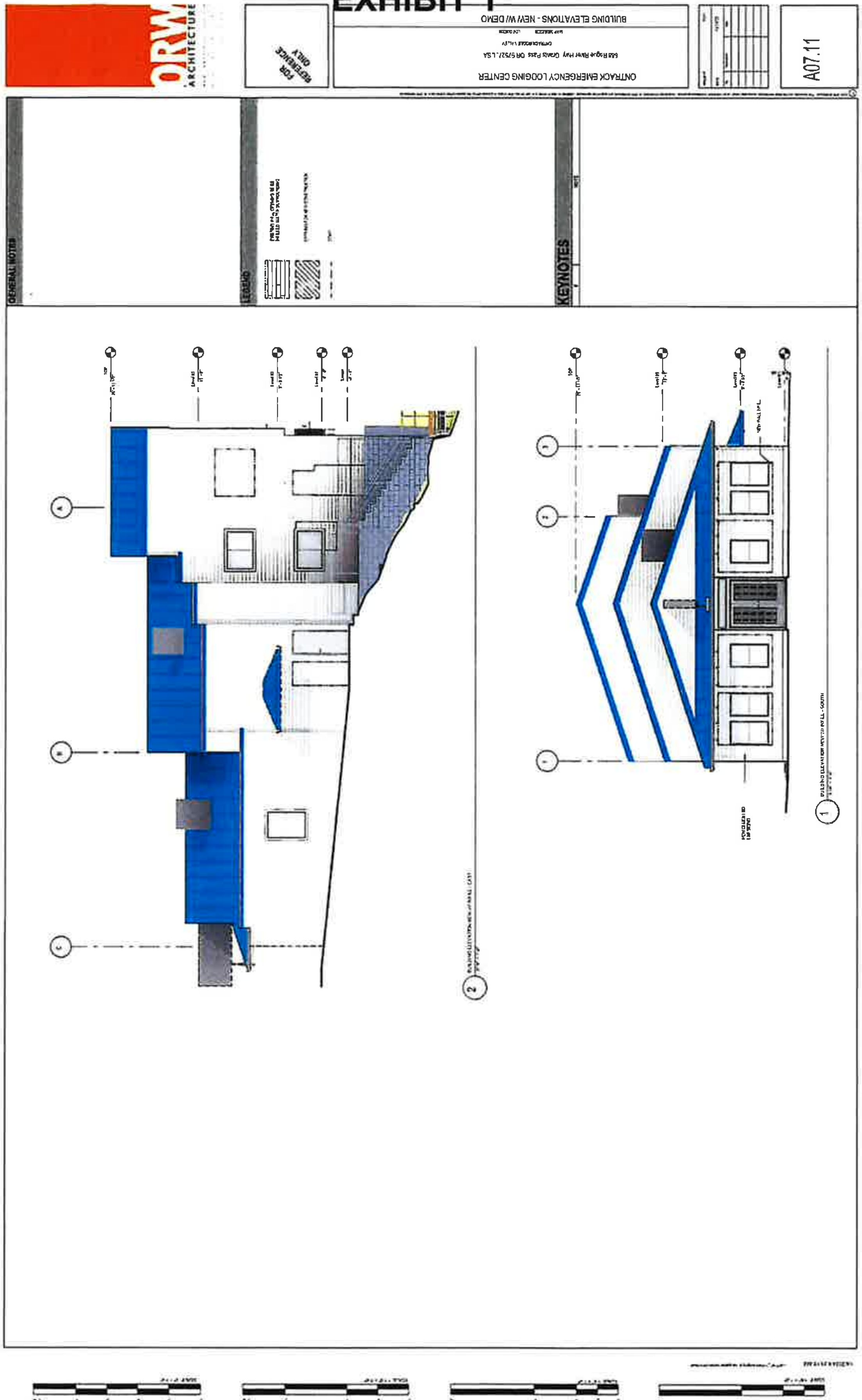
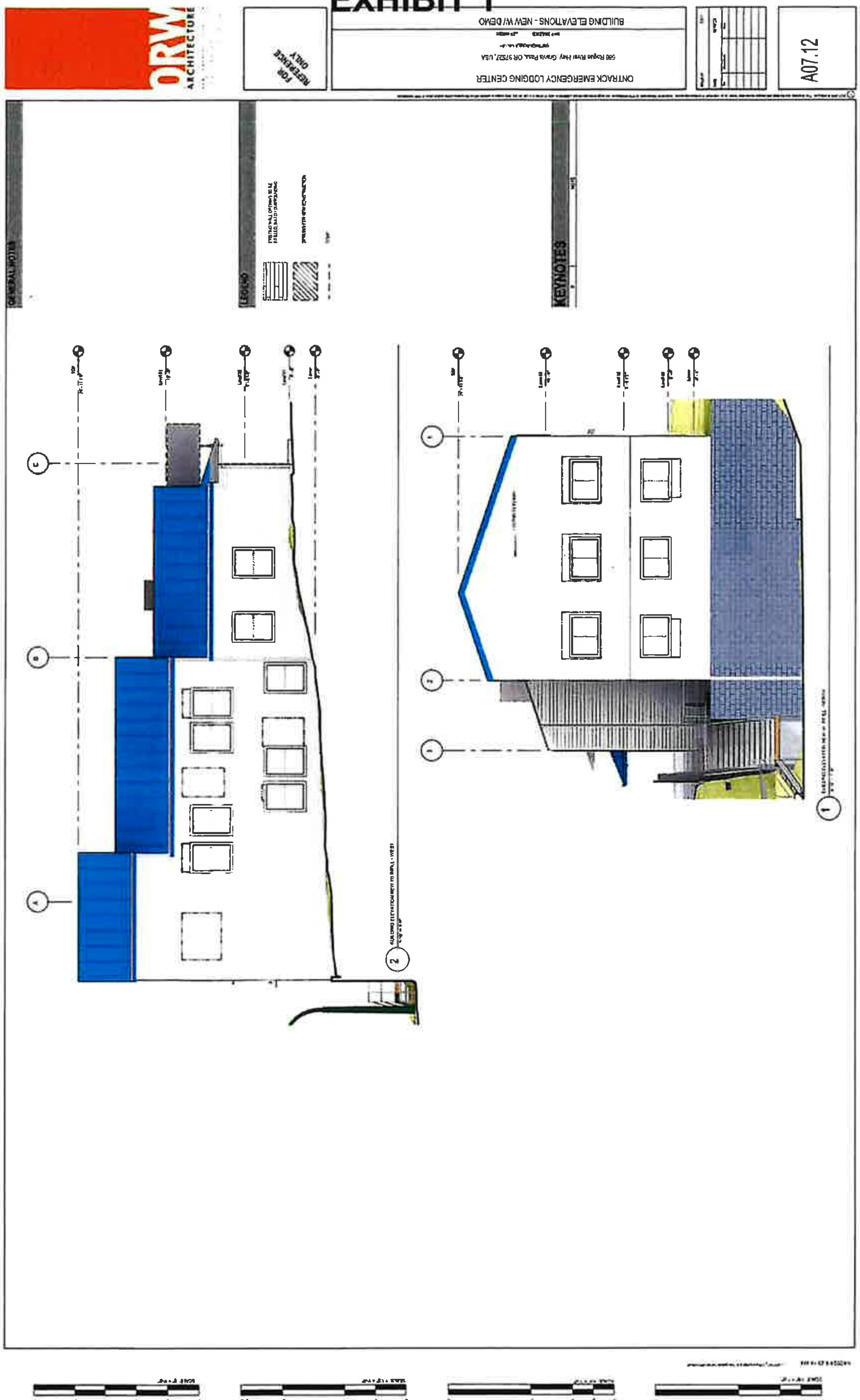

ORW ARCHITECTURE
FOR REFERENCE ONLY
BUILDING ELEVATIONS - NEW W/ DEMO
ONTRACK EMERGENCY LODGING CENTER
A07.11
GENERAL NOTES
LEGEND
KEYNOTES

EXHIBIT 1


ORW ARCHITECTURE
FOR REFERENCE ONLY
BUILDING ELEVATIONS - NEW W/ DEMO
ONTRACK EMERGENCY LODGING CENTER
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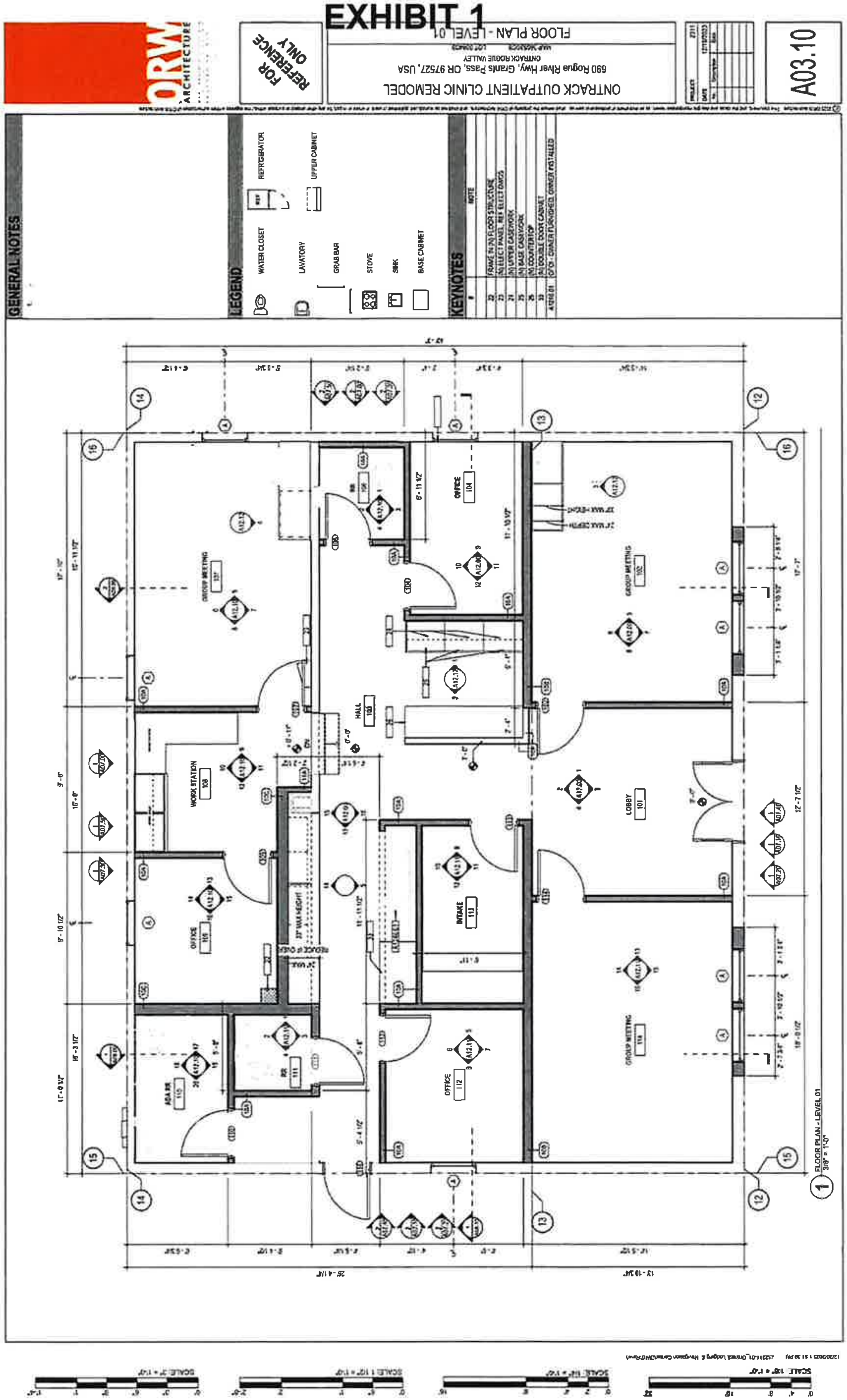
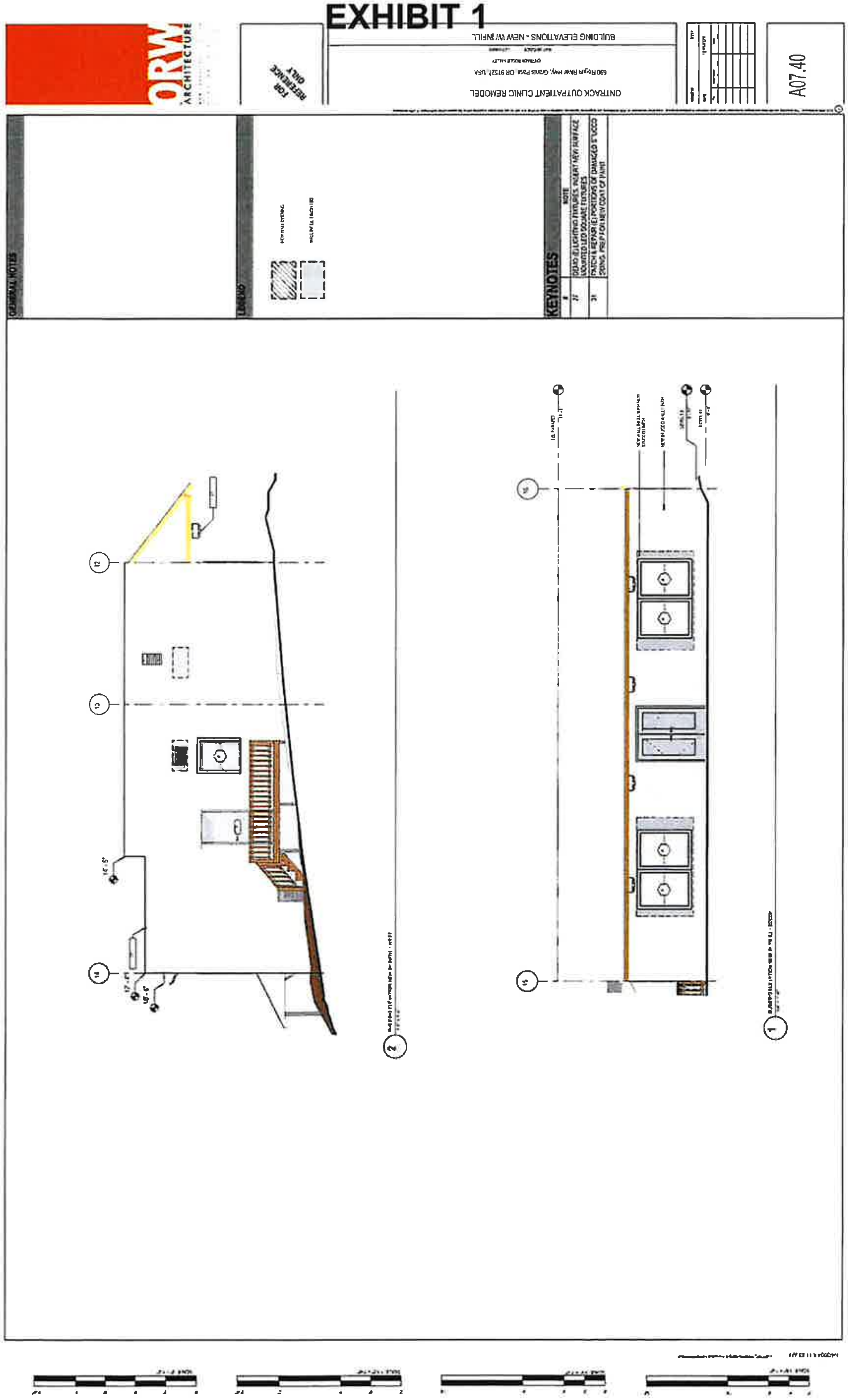
A07.12
GENERAL NOTES
LEGEND
KEYNOTES

# EXHIBIT 1

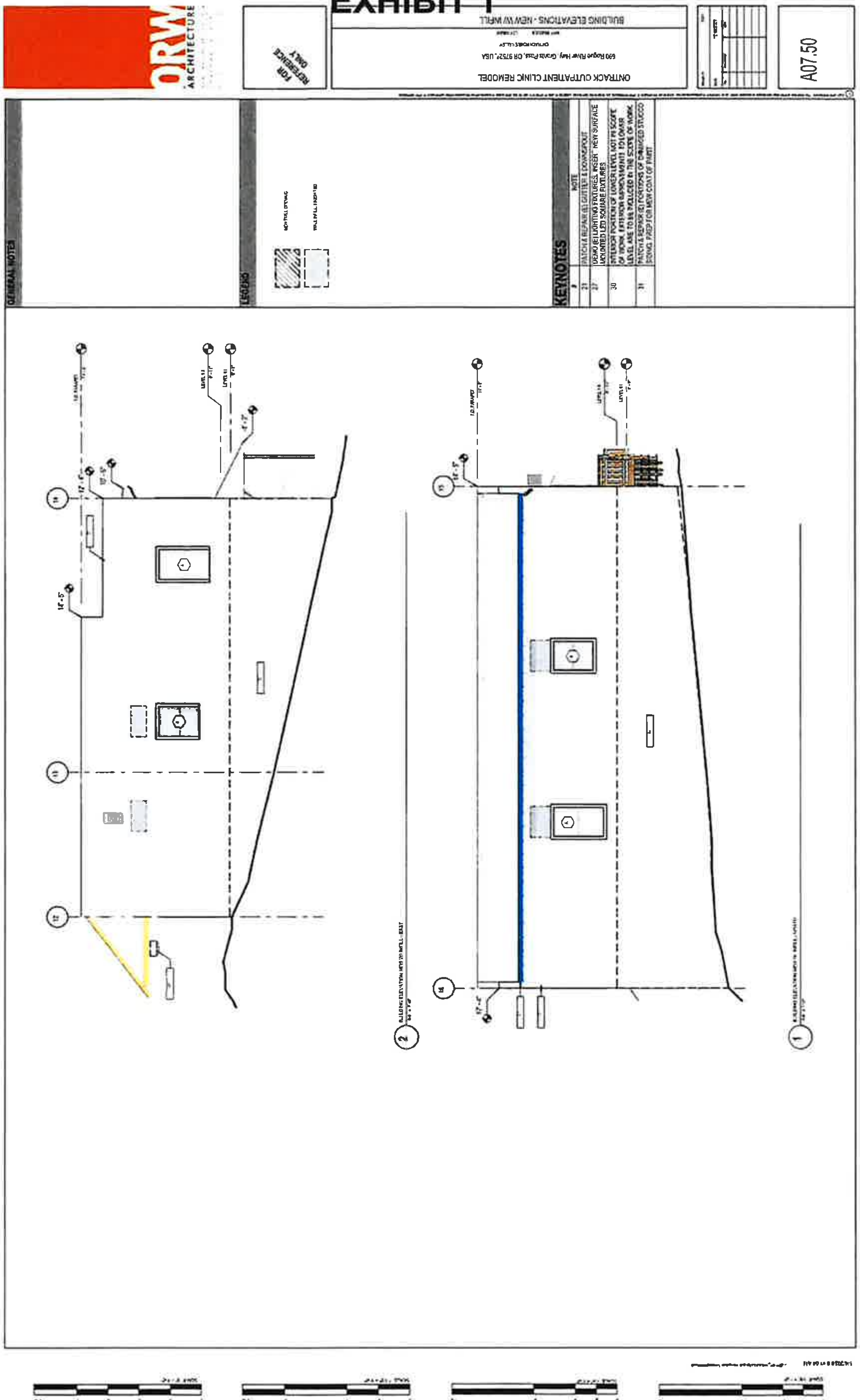

ONTRACK OUTPATIENT CLINIC REMODEL
690 Rogue River Hwy, Grants Pass, OR 97527, USA
ONTRACK ROGUE VALLEY
FLOOR PLAN - LEVEL 01
FOR REFERENCE ONLY
A03.10
GENERAL NOTES
LEGEND
KEYNOTES

# EXHIBIT 1



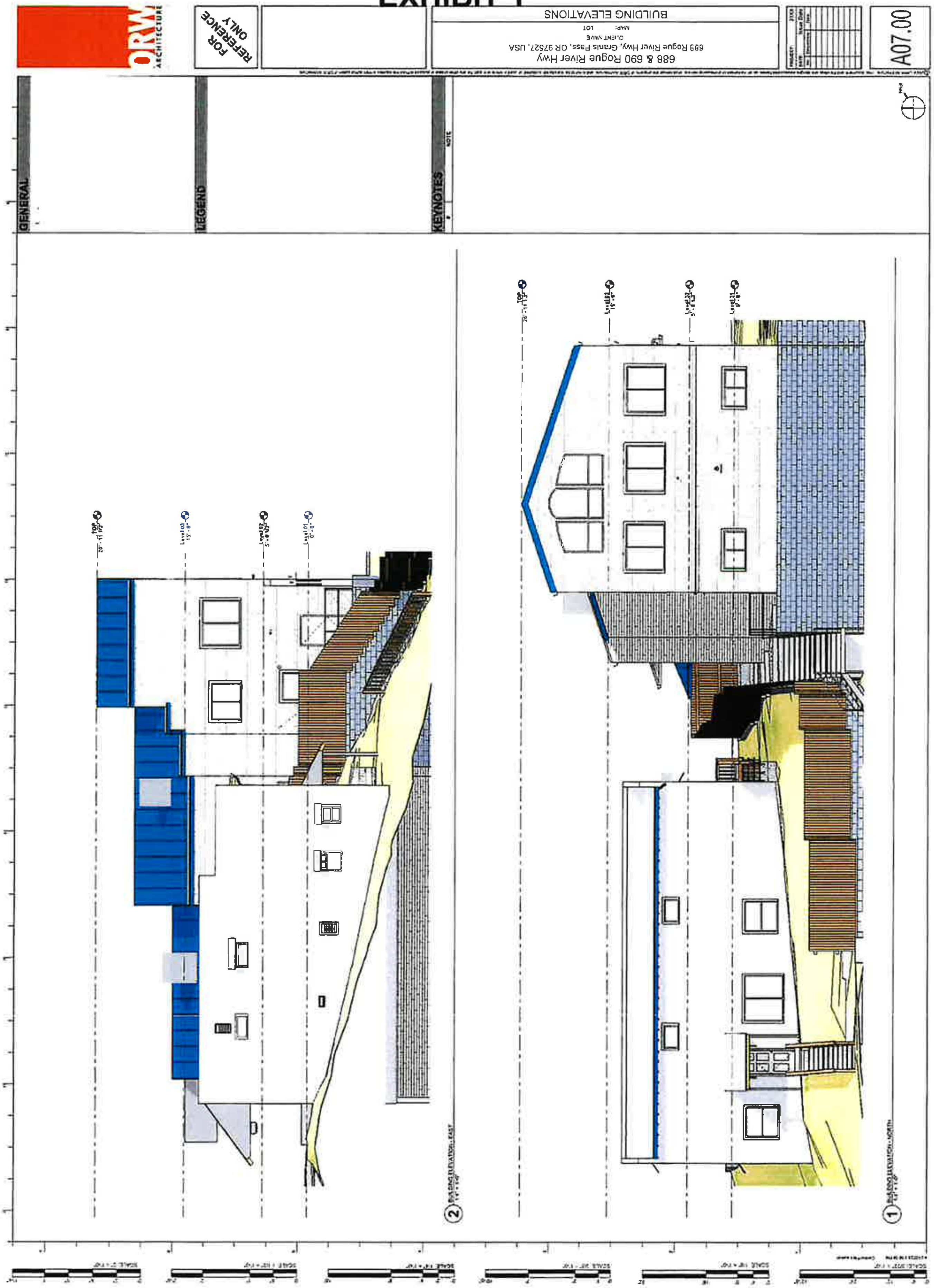
ORW ARCHITECTURE
FOR REFERENCE ONLY
BUILDING ELEVATIONS - NEW W/ INFILL
ONTRACK OUTPATIENT CLINIC REMODEL
A07.40
GENERAL NOTES
LEGEND
KEYNOTES

# EXHIBIT 1



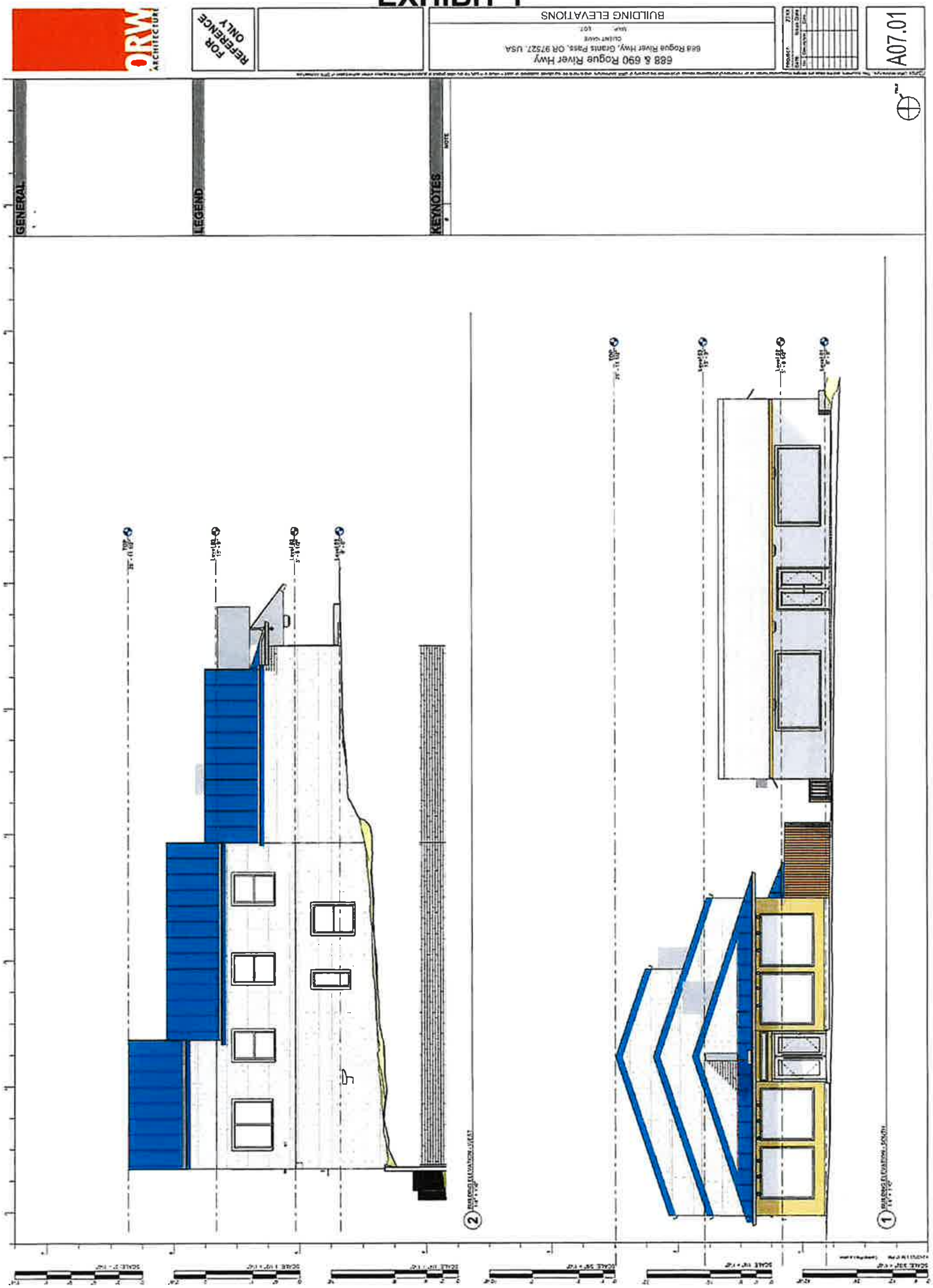
ORW ARCHITECTURE
FOR REFERENCE ONLY
ONTRACK OUTPATIENT CLINIC REMODEL
BUILDING ELEVATIONS - NEW WALL
A07.50
GENERAL NOTES
LEGEND
KEYNOTES

# EXHIBIT 1

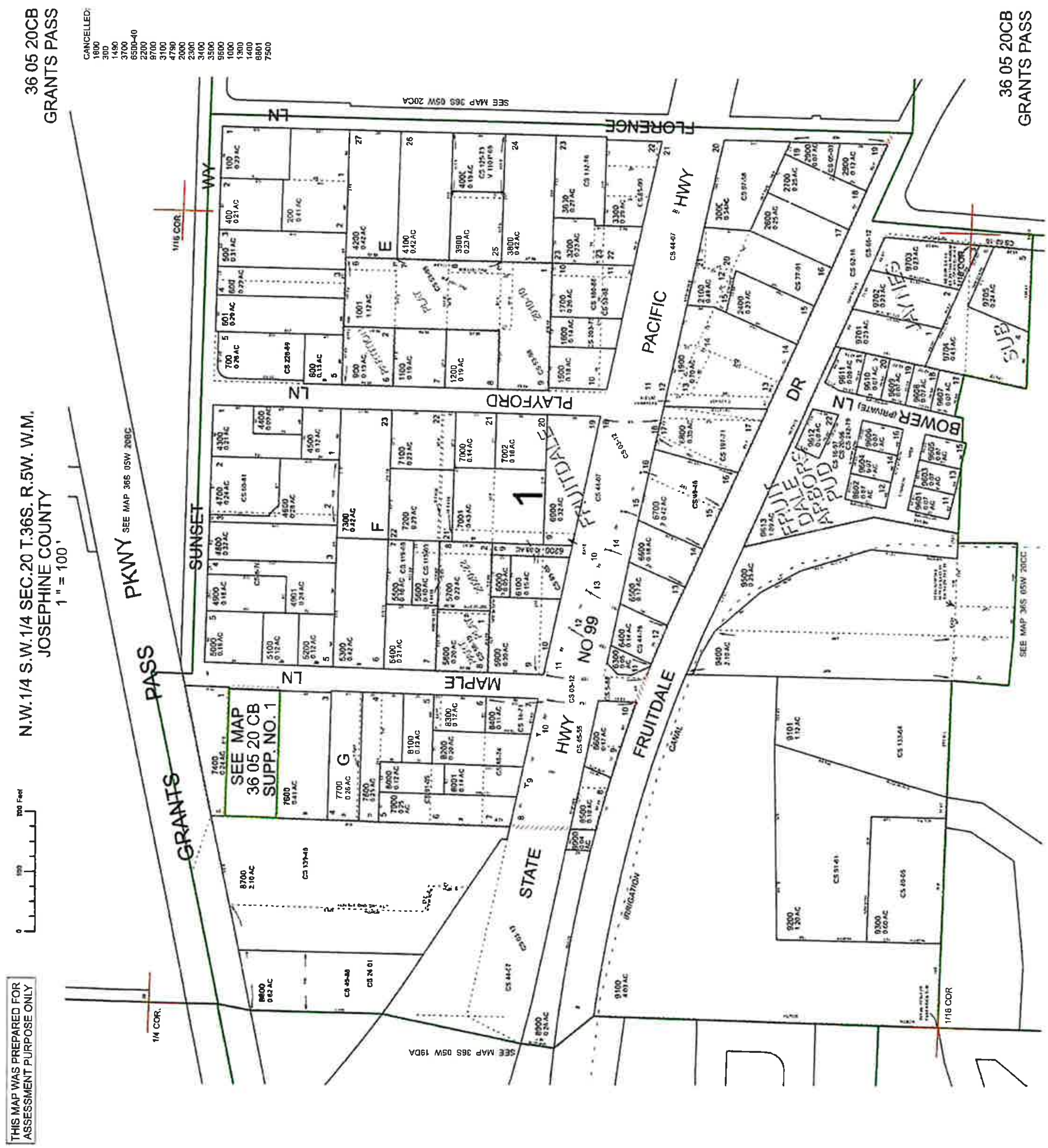


DRW ARCHITECTURE
FOR REFERENCE ONLY
688 & 690 Rogue River Hwy
689 Rogue River Hwy, Grants Pass, OR 97527, USA
BUILDING ELEVATIONS
A07.00
GENERAL
LEGEND
KEYNOTES

# EXHIBIT 1


ORW ARCHITECTURE
FOR REFERENCE ONLY
BUILDING ELEVATIONS
688 & 690 Rogue River Hwy
688 Rogue River Hwy, Grants Pass, OR 97527, USA
A07.01
GENERAL
LEGEND
KEYNOTES

# EXHIBIT 1



36 05 20CB
GRANTS PASS
N.W.1/4 S.W.1/4 SEC.20 T.36S. R.5W. W.M.
JOSEPHINE COUNTY
1 " = 100 '
THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY
GRANTS PASS PKWY
SUNSET WY
FLORENCE LN
PLAYFORD LN
MAPLE LN
PACIFIC HWY
STATE HWY NO 99
FRUITDALE DR
BOWER LN (PRIVATE)
IRRIGATION CANAL
SEE MAP 36 05 20 CB SUPP. NO. 1
SEE MAP 36S 05W 20CA
SEE MAP 36S 05W 20BC
SEE MAP 36S 05W 20CC
SEE MAP 36S 05W 19DA
1/16 COR
1/4 COR.
CANCELLED:

# EXHIBIT 1

# OnTrack Rogue Valley Emergency Lodging Access Protocol

Created: 1/2023 Updated: 8/2023, 12/2023

## REFERRAL

### For Individuals Referred to OnTrack Residential Programs

1. When an individual is accepted to an OnTrack waitlist for residential treatment, the Access Manager will determine whether the person is also a candidate for Emergency Lodging.
   a. The Access Manager will complete the "Emergency Lodging" form attached to the referral encounter in Dr. Cloud.
   b. If the referred person meets criteria and is interested in lodging, the Access Manager will proceed with placement after adding them to the residential program waitlist. If there are no available units, the individual will be placed on the Emergency Lodging waitlist.
   c. The Access Manager is responsible for notifying the individual and/or referring party.

### For Emergency Lodging Referrals

1. The Access Department will also receive Emergency Lodging referrals from individual persons and internal and outside providers. Upon receipt of a referral for Emergency Lodging, the Access Manager will open or create the candidate's chart in Dr. Cloud and admit them to the Referral – Emergency Lodging facility.
2. The Access Manager will open and complete an Emergency Lodging Referral encounter in the candidate's clinical chart.
3. The Access Manager will verify that the individual is currently on one or more official waitlists for detox and/or residential treatment, OR that the individual meets the pregnancy exception criteria (see last section).
4. If the referred person meets criteria and is interested in lodging, the Access Manager will conduct notifications and proceed with placement. If there are no available units, the individual will be placed on the Emergency Lodging waitlist.
5. The Access Manager will complete, sign and close the referral encounter and will discharge the individual from the Emergency Lodging Referral facility.
   a. If the individual is accepted, the manager will either admit them to the Emergency Lodging facility or to the Emergency Lodging Waitlist facility.

## WAITLIST

1. When there are no available units available, accepted guests will be added to the Emergency Lodging Waitlist.
2. The Access Manager will update, review, and maintain the waitlist.

## ENTRY

1. When a unit becomes available, the Access Manager will verify that the individual still needs lodging and is still on an official waitlist for detox or inpatient treatment (or meets the pregnancy exception criteria). After verifying these criteria are met, the Access Manager will notify the Housing Director and the individual seeking lodging to schedule an entry appointment.
2. The individual will attend an appointment with the Clinical Housing Manager and/or Women's Coordinator to review the requirements and expectations for Emergency Lodging guests.

# EXHIBIT 1

3. The Access Manager will admit the new guest to the Emergency Lodging facility in Dr. Cloud. If the guest was previously on the waitlist, the Access Manager will also discharge them from the Emergency Lodging Waitlist facility and will update the waitlist on SharePoint.
4. The intensive case manager, Women's Coordinator, or Clinical Housing Coordinator will meet the client at their assigned unit to conduct a walk-through and complete the guest paperwork.
5. The Access Manager will complete an encounter called "Emergency Lodging Entrance" in the guest's chart under the Emergency Lodging facility. Access will upload/save the guest's completed paperwork to this encounter.
6. Within 24 hours or as soon as possible following the guest's entry, the peer support specialist and/or intensive case manager will review the guest's information and initiate an in-person check in with them.

**Pregnancy Exception Criteria**

1. If a referred individual is pregnant and not yet on a waiting list for residential treatment or detox, they may be granted prioritized access to any available unit with the following requirements:
    a. The individual must complete all necessary steps to get on a waiting list for residential treatment or detox within 72 hours of entry to Emergency Lodging.
    b. If the individual is not officially placed on a waiting list within 72 hours, an emergency team meeting will be held to determine whether the individual needs to leave the unit or whether there is a plan to resolve the barrier.
    c. If it is determined that the individual needs to leave the unit, OnTrack will notify and assist in finding alternative housing.
2. If the individual is not ready to commit to treatment but is 35+ weeks pregnant, the waiting list requirement may be waived to grant prioritized access to an OnTrack/Oasis unit.
    a. The individual must be informed and sign a document indicating that they will not be able to remain in OnTrack/Oasis Emergency Lodging after giving birth.

# EXHIBIT 1

## OnTrack Rogue Valley Emergency Lodging Guidelines

Created: 1/2023 Updated: 8/2023, 11/2023, 12/2023

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**See Also:** Emergency Lodging Access Protocol

**New Guest Orientation**

1. New admissions to Emergency Lodging are limited to Monday – Thursday, 9am – 5pm and Friday, 9am – 2pm.
2. The Access Manager will notify the Clinical Housing Coordinator, intensive case manager, and peer support specialist when a new guest is scheduled for intake and orientation.
3. The new guest orientation is conducted by the Clinical Housing Coordinator or other designee.
4. The new guest orientation, which is documented in the guest's record in Dr. Cloud. involves the following components:
    a. OnTrack Rogue Valley (OTRV) Emergency Lodging Guest Paperwork & Agreement
    b. Tour of the unit and on-site staff office if present
    c. Naloxone training
    d. Issue unit key code

**Guest Rules**

1. All guests must complete the new guest orientation process prior to entering a unit.
2. The following behaviors are prohibited and will result in immediate termination from placement:
    a. On-site use of alcohol, drugs, or unauthorized medications
    b. On-site participation in illegal activities
    c. Violence
    d. Damage/destruction to the unit or other OnTrack property
3. Bringing any of the following items into any Emergency Lodging unit is prohibited and will result in immediate termination from placement:
    a. Alcohol, drugs, or paraphernalia of any kind
    b. Cannabidiol (CBD) products
    c. Weapons of any kind
4. No visitors or animals are allowed inside Emergency Lodging units.
5. Curfew is at 6:00pm. To maintain placement at Emergency Lodging, guests are required to be on-site from 6:00pm – 6:00am. Overnight outings are not allowed.
6. Guests are not permitted to enter another person's unit/room.
7. Guests must participate in a verbal check-in with a member of their care team five days a week.
8. Guests must transition to detox or residential treatment as soon as it is available. If the guest is on multiple waitlists and a less ideal bed becomes available first, the decision must be made in a care team meeting.

**Food Services at OnTrack/Oasis Units**

- Oasis will provide new guests with three days' worth of food (see unit restocking list in under "Room Turnover").
- An OnTrack peer support specialist will take the guest to Food 4 Less with a $25 gift card at each 72-hour reauthorization for continued stay.
    - If the guest is included in the SAMHSA grant, the food costs are charged to SAMHSA.

- If the guest is not included in this grant, the food costs are charged to Measure 110 Operational Supports.
- On OnTrack peer will also take the guest to the Access food pantry once per week.
- If a guest requests special food accommodations and/or has a special diet, the OnTrack Housing Director and Oasis Executive Director will collaborate to identify a reasonable solution.

**Dogs at OnTrack/Oasis Units**

- One OnTrack/Oasis Emergency Lodging unit will be designated for a guest with a dog.
- Prior to move-in, there must be a confirmed plan and date for the dog's placement within the first 72 hours. This plan must include allowing the guest to take the first treatment bed that becomes available to them. Guests with dogs and no plan or place for the dog to go will not be allowed entry.
- If a guest has a dog, they will be the only occupant in the unit and will not have a roommate, regardless of how friendly the dog may be.
- Guests must verify that their dog is house-trained and has never been aggressive towards people.
- Guests with dogs must agree to:
  - Lock the dog in the provided kennel if it is going to be left unattended at the unit for any time.
  - Lock the dog in the provided kennel if a visitor, staff, or any other person is entering the unit.
  - Keep the dog on a leash while outside of the unit.
  - Clean up after the dog and properly dispose of waste.
  - Follow through with any safe placement found for the dog.
  - Sign a document indicating that they understand and agree to all requirements.

**Care Team Check-In**

- OnTrack provides case management and peer support for all aspects of the guest's housing and SUD treatment needs.
- At the OnTrack/Oasis units, Oasis employees provide peer services related to medical care.
- An OnTrack peer support specialist, case manager, or other OnTrack employee assigned to the guest's care team will schedule a daily check-in time with the guest. Daily check-ins occur Monday-Friday.
  - The check-in will include a unit walk-through to confirm that the guest is following the Emergency Lodging Guest Rules.
  - The staff member and guest will obtain confirmation that the guest is still on an official waiting list for a detox or residential treatment facility.

**Internal Communication**

A designated staff member will submit a daily report to the Emergency Lodging Team via E-mail on Monday-Friday in the following format:

| Emergency Lodging Daily Report | | | |
|---|---|---|---|
| **Date:** | | | |
| **Entrances Today:** | | | |
| **Departures Today:** | | | |
| **Current Guests** | **Entrance Date:** | **Waitlisted for:** | **Est. Departure Date:** |

# EXHIBIT 1

| | | | |
|---|---|---|---|
| Unit # | | | |
| Unit # | | | |
| Unit # | | | |
| | | | |
| **Other Info:** | | | |

On Mondays, the staff member will also report on the previous weekend in the following format:

| **Emergency Lodging Weekend Report** | | | |
|---|---|---|---|
| **Dates (Sat & Sun):** | | | |
| **Entrances Today:** | | | |
| **Departures Today:** | | | |
| **Current Guests** | **Entrance Date:** | **Waitlisted for:** | **Est. Departure Date:** |
| Unit # | | | |
| Unit # | | | |
| Unit # | | | |
| | | | |
| **Other Info:** | | | |

**Guest Departures**

1. Guests are instructed to notify a member of the Emergency Lodging team prior to or upon departure. The contact information is posted in each unit for guests' reference.
2. Departures will be documented in the internal communication form referenced in the section above.
3. If the guest was expected to admit to detox or a residential facility, the Access Department will attempt to confirm whether the guest followed through with admission.
4. The Access Department will complete an encounter called "Emergency Lodging Exit" in the guest's chart and discharge them from the Emergency Lodging facility.
5. Staff will complete room turnover (see next section).

**Room Turnover**

1. OnTrack's Building & Maintenance team will repair and clean units within one business day of a unit becoming vacant. This includes:
    a. Resetting the unit's key code.
    b. Disposing of spoiled and/or opened food.
    c. Hiring outside biohazard cleaners when needed.
2. Any illicit substances found during room turnover will be destroyed with Drug Buster by a member of the Housing Department.
3. Sharps containers will be emptied during each room turnover. This step is completed by an Oasis employee at the OnTrack/Oasis units, and by an OnTrack employee at all other Emergency Lodging locations.
4. If a guest admits to directly to an OnTrack residential program and leaves behind personal items at Emergency Lodging, OnTrack staff will transport the items to the client's new location.
    a. Any medications found in their original packaging or in a prescription bottle in the client's name will be transported by staff to the residential facility in a locking medication bag.

   b. Any illicit substances, unlabeled medications, or drug paraphernalia will be disposed of.
5. Other personal property left behind will be held by the OnTrack Housing Department for no more than 14 days. If during that time the property is not claimed by the guest, the item(s) will be disposed of at OnTrack's discretion. OnTrack is not financially responsible for any items left at an Emergency Lodging unit.
6. After the unit is cleaned, a member of the Housing Department will conduct a walk-through.
   a. The staff member will utilize the Emergency Lodging Unit Checklist to identify any needs.
   b. Requests for repairs or furniture replacement will be sent to the Building & Maintenance Team.
7. A member of the Housing Department will restock the unit with the following supplies:
   a. Disposable eating utensils (forks and spoons)
   b. Disposable plates, bowls, and cups
   c. 1 bottle of water
   d. 3 days of food (supplied by Oasis at the OnTrack/Oasis units)
   e. Clean bedding with mattress cover
   f. Paper towels and toilet paper
   g. Towels
   h. Hygiene kits
   i. Wound care/first aid supplies
   j. Naloxone
   k. 1 storage tote per guest

# EXHIBIT 1

OnTrack ROGUE VALLEY

## Emergency Lodging Guest Agreement

If your demeanor (mannerisms) during the orientation and agreement process is overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who cannot follow the program rules, we may deny your access to emergency lodging.

**As a guest of OnTrack Emergency Lodging, I agree to abide by the following rules:**

1. I must be on an official waitlist for detox or residential treatment to remain in emergency lodging.

2. Any of the following prohibited behaviors will result in my immediate termination from lodging:
    a. On-site use of alcohol, drugs, or unauthorized medications
    b. On-site participation in illegal activities
    c. Violence
    d. Damage/destruction to the unit or to other OnTrack property

3. Bringing any of the following items into the unit is prohibited and will result in my immediate termination from lodging:
    a. Alcohol, drugs, or paraphernalia of any kind
    b. Cannabidiol (CBD) products
    c. Weapons of any kind

4. No visitors or animals are allowed inside the emergency lodging units.

5. Curfew is at 6:00pm. I must remain on-site between the hours of 6:00pm and 6:00pm.

6. Smoking indoors is prohibited. Smoking must be limited to designated, outdoor areas only.

7. I must maintain sanitary conditions throughout the unit and will keep the inside and outside of the unit free from any hazards or debris. I understand that management or other OnTrack personnel may enter my unit without prior agreement in case of emergency or in the event my health or safety appears to be in jeopardy. Scheduled inspections will be conducted by the peer support or other staff member.

8. I am prohibited from entering another person's unit/room.

9. I must participate in a verbal check-in with a member of my care team every Monday-Friday.

10. I must transition to detox or residential treatment as soon as it is available to me.

11. I will not share my key code with others.

Guest Name (Print): ______________________________

Guest Signature: ______________________________ Date: ____________

OnTrack Representative Signature: ______________________________ Date: ____________

# EXHIBIT 1

OnTrack

**Policy Title: Emergency Lodging Entry & Transition Policy**

Created: January 2023
Revised: December 2023

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**PURPOSE STATEMENT:**
To define placement criteria, operational guidelines, and safety procedures for OnTrack's emergency lodging program.

**POLICY:**
OnTrack Rogue Valley offers emergency lodging to adults who are awaiting admission to an inpatient facility for alcohol and drug (A&D) detoxification and/or residential treatment services. OnTrack will consider all adults for placement without regard to race, ethnicity, sex, gender, sexual orientation, disability, religion, creed, national origin, age, or familial/marital status. Individuals who are referred to OnTrack Emergency Lodging will be offered placement in the timeliest manner feasible consistent with presenting circumstance.

**PROCEDURE:**

Emergency Lodging units are furnished, single bedrooms with shared kitchenettes. Unit contents and room turnover procedures are detailed in the OnTrack Emergency Lodging Guideline.

**Qualifying Criteria**
To qualify for OnTrack emergency lodging, individuals must meet the following standard criteria:

1. The individual is currently on an official waitlist for A&D detoxification and/or residential treatment services OR the individual meets criteria for the Pregnancy Exception.
2. The individual is currently unhoused and/or reports that their current living environment is unsafe or unstable.

**Pregnancy Exception Criteria:** If a referred individual is pregnant and not yet on a waiting list for residential treatment or detox, or if the individual is not ready to commit to treatment but is 35+ weeks pregnant, they may be granted prioritized access to a Women's Emergency Lodging unit (see "OnTrack Rogue Valley Emergency Lodging Access Protocol").

OnTrack maintains waitlists for three emergency lodging locations. Waitlist order is based on (1) individuals who are currently waitlisted for an OnTrack residential facility and (2) chronological order of referral unless the individual meets criteria for prioritized placement described below. Waitlists are reviewed and updated at least weekly by the Access Department or other designee.

**The Women's Emergency Lodging Program** accommodates up to six guests with no more than two guests per unit. Unless the individual qualifies for the Pregnancy Exception Criteria, all individuals will be waitlisted and admitted into these units in the following order:

1. Women who are pregnant and using fentanyl and/or substances intravenously.

2. Women who are pregnant.
3. Women who meet the standard criteria for entry, in chronological order.

**The OnTrack Jackson County Multiplex** is comprised of four pods. The pods are gender-specific and house up to four individuals each with no more than one guest per unit. Two pods are reserved for women. Individuals will be waitlisted and admitted into these pods in the following order:

1. Women who are pregnant and using fentanyl and/or substances intravenously.
2. Women who are pregnant.
3. Women who are using fentanyl and/or substances intravenously.
4. Women who meet the standard criteria for entry, in chronological order.

Two pods are reserved for men. Individuals will be waitlisted and admitted into these pods in the following order:

1. Men who are using fentanyl and/or substances intravenously.
2. Men who meet the standard criteria for entry, in chronological order.

**OnTrack's emergency lodging in Josephine County** is comprised of approximately 12 units with no more than one guest per unit. Individuals will be waitlisted and admitted into these units in the following order:

1. Women who are pregnant and using fentanyl and/or substances intravenously. \
2. Women who are pregnant.
3. Individuals who are using fentanyl and/or substances intravenously.
4. Individuals who meet the standard criteria for entry, in chronological order.

## Exclusion Criteria

An individual may be excluded from OnTrack's emergency lodging for any of the following reasons:

- The individual requires 24-hour medical or skilled nursing care
- The individual requires 24-hour supervision and support due to the severity of their symptoms or behaviors,
- The individual is unable to evacuate a building without assistance
- The individual is categorized as a high-risk sex offender

A past Emergency Lodging guest may be denied reentrance for meeting any exclusion criteria listed above, or for violating terms of the guest agreement during their previous stay. A guest who violated terms of the guest agreement may be either:

1. required to attend an in-person meeting with Housing staff and complete a safety plan to address program staff's concerns prior to being admitted reentrance, or
2. flagged as "no-return" for a period of 6 months from the date of their last departure.

# EXHIBIT 1

OnTrack

**Policy Title: Emergency Lodging Entry & Transition Policy**

Created: January 2023
Revised: December 2023

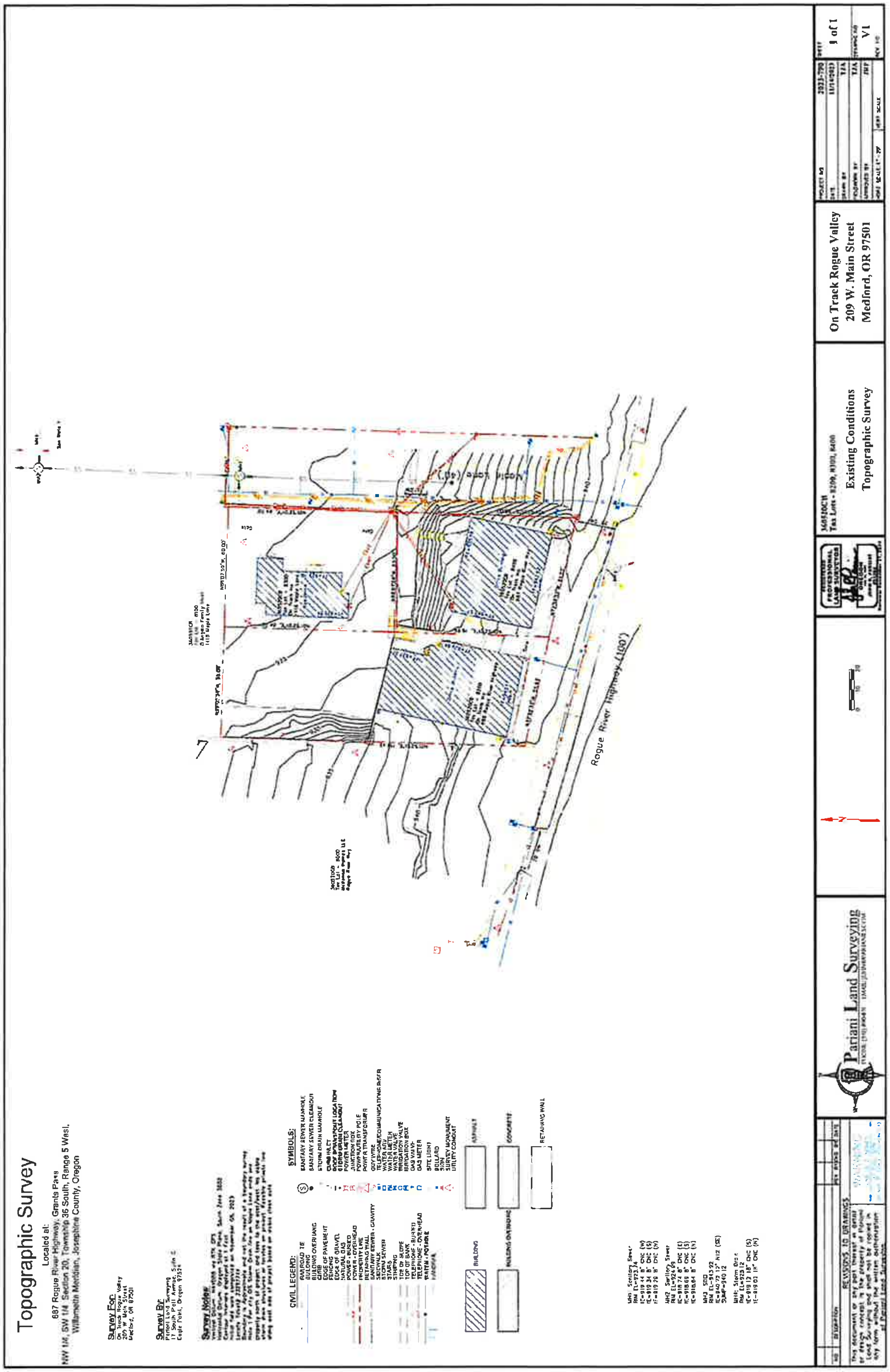
---

Whether a returning guest is held to outcome 1 or 2 is based on the severity of the guest's prior offense. This determination is made by Program Leadership.

**Operational Requirements**

- New admissions to Emergency Lodging are limited to Monday – Thursday, 9am – 5pm and Friday, 9am – 2pm.
- On-site use of alcohol, drugs or unauthorized medications is strictly prohibited at all Emergency Lodging locations and will result in immediate termination from placement.
- Bringing any of the following items into any Emergency Lodging unit is prohibited and will result in immediate termination from placement:
    1. Alcohol, drugs, or paraphernalia of any kind
    2. Cannabidiol (CBD) products
    3. Weapons of any kind
- No visitors are allowed at any Emergency Lodging unit.
- Dogs are only allowed in one designated unit at Women's Emergency Lodging (see "OnTrack Rogue Valley Emergency Lodging General Guidelines").
- The Emergency Lodging guest's plan for exit or continued stay is reviewed/updated every 72 hours. If the 72 hours falls on a Saturday, the review will occur on the preceding Friday. If the 72 hours falls on a Sunday, the review will occur on the following Monday. The review and reauthorization process may be expedited based on need including reports of unsafe or disruptive incidents. This process is detailed in the Emergency Lodging General Guidelines.
- All new guests must receive naloxone training facilitated by the case manager and/or peer support specialist as part of the intake and orientation process.
- All current guests must participate in a verbal check-in with a member of their care team five days a week.
- Guests must transition to detox or residential treatment as soon as it is available. If the guest is on multiple waitlists and a less ideal bed becomes available first, the decision will be made in a care team meeting.

# EXHIBIT 1


Topographic Survey
Located at:
687 Rogue River Highway, Grants Pass
NW 1/4, SW 1/4 Section 20, Township 36 South, Range 5 West,
Willamette Meridian, Josephine County, Oregon
Survey For:
Survey By:
Survey Notes:
CIVIL LEGEND:
SYMBOLS:
Rogue River Highway (100')
On Track Rogue Valley
209 W. Main Street
Medford, OR 97501
Existing Conditions
Topographic Survey
Pariani Land Surveying
1 of 1


Document Path: O:\GISUserProjects\Users\CarolynNealon\hearing_notice_map.aprx

## AERIAL UTILITY MAP
## 688 & 690 ROGUE RIVER HWY
## 1418 MAPLE LN
## 36-05-20-CB, TL 8200, 8300, 8400

0 30 60 120 Feet

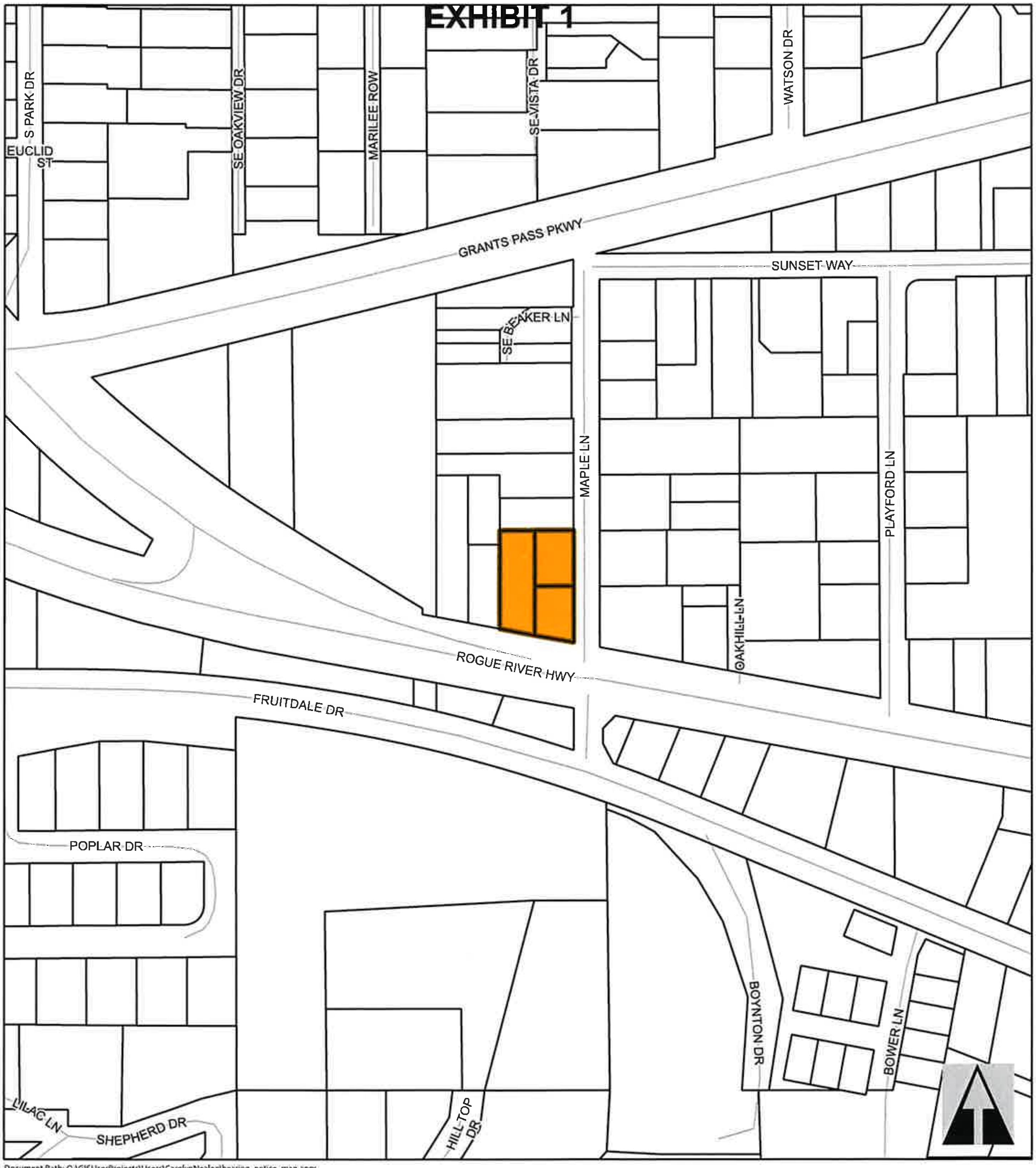
LEGEND
- Tax Parcels
- Subject Parcels
- Active Water Main
- Active Stormwater Main
- Sewer Gravity Mains
- Sewer Force Mains


CITY OF GRANTS PASS
Public Works Department
GIS Division
101 Northwest "A" Street
Grants Pass, OR 97526
Phone: (541) 450-6067
Web: www.grantspassoregon.gov


CD Staff: cnealon

Date: 1/9/2024

EXHIBIT 1




Document Path: O:\GISUserProjects\Users\CarolynNealon\hearing_notice_map.aprx

**VICINITY MAP**
**688 & 690 ROGUE RIVER HWY**
**1418 MAPLE LN**
**36-05-20-CB, TL 8200, 8300, 8400**

0 125 250 500 Feet

LEGEND

Tax Parcels

Subject Parcels

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CD Staff: cnealon

Date: 1/9/2024

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO APPROVE A SPECIAL USE PERMIT FOR ONTRACK, INC TO OPERATE AN EMERGENCY LODGING AND OUTPATIENT CLINIC FACILITY TO BE LOCATED AT 688 AND 690 ROGUE RIVER HIGHWAY.**

**WHEREAS:**

1. An unprecedented drug abuse and opioid epidemic is ravaging communities across the United States; and

2. States and communities across the nation are overwhelmed by the current epidemic of opioid abuse and addiction and are struggling to respond to and better the problem; and

3. Addiction should be treated as a chronic illness rather than a criminal act, removing the negative stigma and opening the door for treatment and recovery; and

4. Millions of patients suffering from addiction are unable to access the care they need due to extreme shortages of providers, beds, funding and treatment options; and

5. OnTrack sought and obtained a funding award of $890,000 in Department of Administrative Services Funds from the City; and

6. The Special Use Permit to OnTrack will provide 10-15 beds for temporary shelter for homeless or housing-burdened individuals to receive substance abuse treatment.

**NOW, THEREFORE, BE IT RESOLVED** the Council of the City of Grants Pass authorizes the City Manager to approve the Special Use Permit, attached as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024.

**SUBMITTED** to and _____________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February 2024.

_________________________
Sara Bristol, Mayor

**ATTEST:**

Date submitted to Mayor: ________

_________________________
Karen Frerk, City Recorder

Approved as to Form, Augustus C. Ogu, City Attorney

Exhibit A

# CITY OF GRANTS PASS
# COMMUNITY DEVELOPMENT DEPARTMENT
# SPECIAL USE PERMIT

208 - Special Use Permit

| Map & Tax Lot Number | Street Address | Zoning |
|---|---|---|
| 360520CB008400 360520CB008300 360520CB008200 | 688/690 ROGUE RIVER HWY | GC |

| Procedure Type | Project Number | Project Type |
|---|---|---|
| Type IV-A | 208-00001-24 | 208 - Special Use Permit |

| Owner Information | Applicant Information |
|---|---|
| Name: ONTRACK INC | Name: ONTRACK INC |
| Addr: 300 W MAIN<br>MEDFORD, OR 97501 | Addr: 300 W MAIN<br>MEDFORD, OR 97501 |
| Phone: (541) 772-1777 | Phone: (541) 772-1777 |

| Planner Assigned: | Maki, Jason | Date Findings Signed: | Not stored for this case |
|---|---|---|---|

**Project Description:**

ONTRACK INC SPECIAL USE PERMIT FOR SUPPORTIVE HOUSING TYPE A

**Acknowledgement:**

I have read the land use decision for this application. In my capacity as owner, or as authorized representative on behalf of the owner, I understand and agree to comply with all of the terms and conditions of this Special Use Permit, which are contained in the staff report/findings of fact and in the Development Code. I also understand that this permit will expire and become null and void if development is not completed, including all required final inspections, or a request for extension is not granted prior to:

Applicant: ______________________ Date: __________

1st Extension granted until: __________ 2nd Extension granted until: __________

Issued By: ______________________ Date: __________

Note: Planning approval authorizes applicant to proceed for additional permits that may be necessary, including:

_____ Building Permit
_____ Sign Permit
_____ Demolition Permit
_____ Grading Permit
_____ Removal/Fill (DSL)

_____ Encroachment Permit
_____ City
_____ County
_____ State
_____ Engineering Pre-Construction Meeting

Copies: _____ File _____ Building _____ Engineering _____ Public Safety _____ Public Works

The above project has been installed according to approved plans.

______________________ Planning Final Sign-Off

______________________ Date of Completion

| | | |
|---|---|---|
| Item: | Ordinance creating a Developer Installed Reimbursement District (CC6560) for the River Mist PUD Waterline. | Date: February 21 2024 |

SUBJECT AND SUMMARY:

This project will extend approximately 362 lineal feet of water main on Shady Lane north to Molly Lane, and 345 lineal feet of water main west on Molly Lane to the end of the street for a total combined distance of 707 lineal feet. The developer, Consolidated Land Holdings, LLC, has requested this reimbursement district to recover a portion of their installation costs.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand **INFRASTRUCTURE** to meet community needs by ensuring our water infrastructure needs are met in a fiscally-sound, efficient, and regulatory-compliant manner.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council's discretion.

BACKGROUND:

Staff recommends that Council adopt an ordinance for water improvements installed on Shady Lane and Molly Lane. Costs for improvements have been allocated using a per-dwelling unit basis for properties zoned residential. There are no properties zoned as non-residential within this district.

In accordance with Chapter 9.40 of the Municipal Code, the City gave regular notice of the hearing to property owners on the adopting of Reimbursement District No. CC6560 and estimated assessments to be levied in the district. This hearing allows for public comment and questions. A public hearing must be held prior to adoption of the creating ordinance.

After the public hearing, staff recommends that Council adopt the ordinance for water improvements to be installed on Shady Lane and Molly Lane.

Water is being installed on these streets for the new River Mist PUD project. Properties that will receive benefit from these improvements will be required to pay as listed below.

Reimbursement for water improvements shall be due and payable upon application to connect to the installed water line.

Staff has prepared estimated costs for the Reimbursement District and notified the existing property owners.

Staff Report (continued):

## COST IMPLICATION:

The funds collected under this ordinance will be issued to the developer, Consolidated Land Holdings, LLC.

Per Section 9.40.120 of the Municipal Code, "Reimbursements shall be increased by an annual Construction Index rate equal to the average of the previous three years annual CPI for West Coast cities, calculated on an annual basis November through October. This rate shall be established each January and shall be used for all Districts created in that calendar year. The rate shall be set forth by Council in the final Reimbursement District Ordinance. The Construction Index shall be calculated from the date the Council adopts the final Reimbursement District Ordinance to the date of payment of the reimbursement."

---

## ALTERNATIVES:

1. Approve the ordinance allowing the developer to recover a portion of the costs associated with the water improvements;
2. Revise the ordinance as Council deems appropriate; or
3. Reject the ordinance and not allow the developer to recover a portion of the costs associated with the water improvements.

---

## RECOMMENDED ACTION:

It is recommended the Council adopt the ordinance creating a Developer Installed Reimbursement District (CC6560) for the River Mist PUD project.

---

## POTENTIAL MOTION:

I move to adopt the ordinance creating the Developer Installed Reimbursement District (CC6560) for the River Mist PUD waterline and have it read by title only, first reading.

I move to adopt the ordinance creating the Developer Installed Reimbursement District (CC6560) for the River Mist PUD waterline and have it read by title only, second reading.

## ORDINANCE NO.

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS CREATING A DEVELOPER INSTALLED REIMBURSEMENT DISTRICT (CC6560) FOR THE RIVER MIST PUD WATERLINE.**

**WHEREAS:**

1. Ordinance No. 5439, adopted April 7, 2008, amended Municipal Code Chapter 9.40 to allow for the creation of Reimbursement Districts for public improvements and the methodology for calculation of reimbursements; and

2. Ordinance No. 17-5726, adopted October 17, 2017, amended Municipal Code Chapter 9.40 changing the terms of interest accrual for Reimbursement Districts to 10 years, removing the 500 square feet expansion limitation on single-family dwellings; and aligning the maximum density factors for residential development in accordance with the Development Code; and

3. Ordinance No. 23-5882, adopted December 6, 2023, further amended Municipal Code Chapter 9.40 revising the definition of "Intervening Property" and the conditions required for reimbursement, aligning maximum density factors for residential development in accordance with the Grants Pass Development Code, and specifying "City Manager, or their designee" throughout the document.

4. In accordance with Chapter 9.40, Consolidated Land Holdings, LLC, filed an application, and the City gave regular notice of the hearing on the formation of Reimbursement District No. CC6560, which pertained to the installation of water improvements on Shady Lane and Molly Lane and the estimated assessments proposed to be levied in the District; and

5. A public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. A Street, Grants Pass, February 21, 2024; and

6. The Council has determined in accordance with Section 9.40.050 that the proposed Reimbursement District met all of the criteria set forth in Section 1 below.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The City Council hereby finds and determines the developer installed water improvements installed on Shady Lane and Molly Lane are recognized as a Reimbursement District and a portion of the costs thereof are reimbursable by those properties benefitting by said improvements.

**Section 2.** The Council hereby determines Reimbursement District No. CC6560 includes all of the properties described on the map marked Exhibit 'A', which is attached hereto and incorporated herein.

**Section 3.** The amount of reimbursement for those properties which have specific benefit shall be as set forth in Exhibit 'B', which is attached hereto and incorporated herein.

**Section 4.** The Council does hereby levy and impose a special assessment on each property in the District and in the estimated amounts as described and set forth in Exhibit 'B'.

**Section 5.** The Council hereby determines the properties to be specially benefited by water improvements shall be those applying to connect to the installed water line. The amount of reimbursement is set forth in Exhibit 'B' which reflects the estimated costs for the installation of water improvements, which exhibit is attached hereto and incorporated herein.

**Section 6.** The Council hereby determines that repayment from the benefited properties shall be increased by an annual Construction Index Rate calculated from the date the Council adopts the final ordinance to the date of payment of the reimbursement pursuant to 9.40.120 of the Municipal Code. The rate established for the reimbursement district shall accrue for the first 10 years and then run at 0% thereafter.

**Section 7.** The Council further determines that this District shall be continued for 15 years from the date of adoption of the final ordinance unless terminated by the Council, per Ordinance No. 23-5882 and Section 9.40 of the Grants Pass Municipal Code.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024, with the following specific roll call vote.

**AYES:**

**NAYS:** **ABSTAIN:** **ABSENT:**

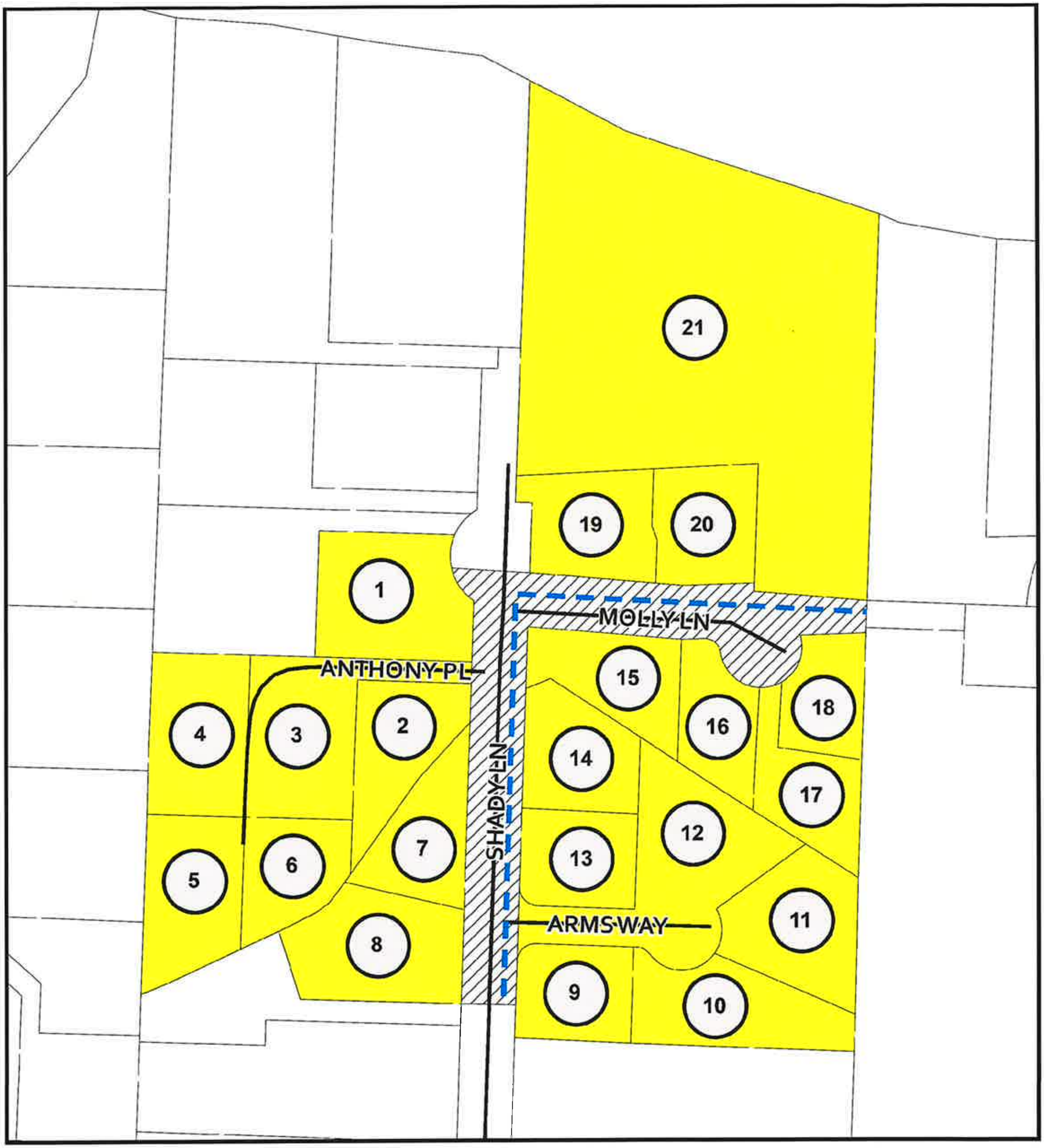
**SUBMITTED** to and ______________________ by the Mayor of the City of Grants Pass, Oregon, this ______ day of February 2024.

______________________________
Sara Bristol, Mayor

**ATTEST:**

______________________________ Date submitted to Mayor: ____________
Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney ______________________




**RIVER MIST PUD Reimbursement District**

**EXHIBIT "A"**

**LEGEND**

- Tax Parcels
- Streets
- Water Improvements
- Reimbursement District Improvements Area
- Reimbursement District Boundary

0 30 60 120 Feet

N

**CITY OF GRANTS PASS**
Community Development Department
101 Northwest "A" Street
Grants Pass, OR 97526
**Phone:** (541) 450-6060
**Fax:** (541) 476-9218
**Web:** www.grantspassoregon.gov

ewade
1/31/2024

Exhibit B

**RIVER MIST PUD WATERLINE**
**DEVELOPER INSTALLED REIMBURSEMENT DISTRICT (RD)**
**PROJECT NO. CC6560**
**WATER IMPROVEMENTS (~707 LF)**

Exhibit "B"

| | PROPERTY OWNER / MAILING ADDRESS | MAP & TAX LOT # / SITUS | ZONING | FRONT FOOTAGE | ACREAGE | CALCULATED DWELLING UNITS | ESTIMATED WATER IMPROVEMENTS ASSESSMENT | ESTIMATED TOTAL IMPROVEMENTS ASSESSMENT |
|---|---|---|---|---|---|---|---|---|
| 1 | ROBERT & PATRICIA BARGER TRUST<br>1334 SHADY LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-001101<br>1334 SHADY LN | R-1-8 | 56 | 0.39 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 2 | TYLER MCEVOY<br>1352 SHADY LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-001000<br>1352 SHADY LN | R-1-8 | 34 | 0.25 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 3 | MCAULEY LIVING TRUST<br>1601 ANTHONY PL<br>GRANTS PASS, OR 97527 | 36-06-24-CA-001001<br>1601 ANTHONY PL | R-1-8 | 20 | 0.41 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 4 | DELVA WOLFE & VICKI WOLFE-MEIDINGER & MICHAEL MEIDINGER<br>1600 ANTHONY PL<br>GRANTS PASS, OR 97527 | 36-06-24-CA-001002<br>1600 ANTHONY PL | R-1-8 | 0 | 0.31 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 5 | TIMOTHY & DEDRA GARCELL<br>1614 ANTHONY PL<br>GRANTS PASS, OR 97527 | 36-06-24-CA-001004<br>1614 ANTHONY PL | R-1-8 | 0 | 0.30 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 6 | CHARLENE & JOEL HAZEN<br>1615 ANTHONY PL<br>GRANTS PASS, OR 97527 | 36-06-24-CA-001003<br>1615 ANTHONY PL | R-1-8 | 0 | 0.21 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 7 | SOUTHERN OREGON RESTORATION INC<br>1110 SE MILBANK RD<br>GRANTS PASS, OR 97526 | 36-06-24-CA-000801<br>1390 SHADY LN | R-1-8 | 172 | 0.23 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 8 | JEREMY WADE<br>1396 SHADY LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000802<br>1396 SHADY LN | R-1-8 | 87 | 0.35 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 9 | SUSAN REID TRUST<br>1399 SHADY LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000402<br>1399 SHADY LN | R-1-8 | 74 | 0.22 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 10 | SAUVE LIVING TRUST<br>1523 ARMS WAY<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000404<br>1523 ARMS WAY | R-1-8 | 0 | 0.32 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 11 | DANIEL & SALLY JOHNSON<br>1512 ARMS WAY<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000406<br>1512 ARMS WAY | R-1-8 | 0 | 0.32 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 12 | CAROLE MOORE & KAREN VARIZ<br>1524 ARMS WAY<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000405<br>1524 ARMS WAY | R-1-8 | 0 | 0.50 | 2.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |

**RIVER MIST PUD WATERLINE**
**DEVELOPER INSTALLED REIMBURSEMENT DISTRICT (RD)**
**PROJECT NO. CC6560**
**WATER IMPROVEMENTS (~707 LF)**

**Exhibit "B"**

| | PROPERTY OWNER / MAILING ADDRESS | MAP & TAX LOT # / SITUS | ZONING | FRONT FOOTAGE | ACREAGE | CALCULATED DWELLING UNITS | ESTIMATED WATER IMPROVEMENTS ASSESSMENT | ESTIMATED TOTAL IMPROVEMENTS ASSESSMENT |
|---|---|---|---|---|---|---|---|---|
| 13 | TIMOTHY & DEDRA GARCELL<br>1614 ANTHONY PL<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000403<br>1375 SHADY LN | R-1-8 | 74 | 0.21 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 14 | ROBERT & JANET KLOEPFER FAMILY TRUST<br>191 HIMRICH DR<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000400<br>1361 SHADY LN | R-1-8 | 110 | 0.24 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 15 | DUANE & JANET ALSTROM<br>PO BOX 450<br>MERLIN, OR 97532 | 36-06-24-CA-000301<br>1355 SHADY LN | R-1-8 | 201 | 0.25 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 16 | ABIGAIL REYNOLDS<br>1517 MOLLY LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000302<br>1517 MOLLY LN | R-1-8 | 77 | 0.19 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 17 | THOMAS & DEBRA WILSON FAMILY TRUST<br>PO BOX 1491<br>MERLIN, OR 97532 | 36-06-24-CA-000303<br>1505 MOLLY LN | R-1-8 | 21 | 0.23 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 18 | CHACE & WHITNEY CARDIFF<br>1501 MOLLY LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000300<br>1501 MOLLY LN | R-1-8 | 81 | 0.18 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 19 | DUCKWORTH LOVING TRUST<br>1318 DARNEILLE LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000201<br>1311 SHADY LN | R-1-8 | 118 | 0.27 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 20 | DUCKWORTH LOVING TRUST<br>1318 DARNEILLE LN<br>GRANTS PASS, OR 97527 | 36-06-24-CA-000202<br>1520 MOLLY LN | R-1-8 | 92 | 0.24 | 1.00 | $4,207.50<br>per dwelling unit | **$4,207.50**<br>**per dwelling unit** |
| 21 | CONSOLIDATED LAND HOLDINGS LLC<br>PO BOX 1586<br>GRANTS PASS, OR 97528 | 36-06-24-CA-000100<br>1301 SHADY LN | R-1-8 | 104 | 2.70 | 11.00 | $4,207.50<br>per dwelling unit | **$0.00**<br>**Developer Installed** |
| | **WATER IMPROVEMENTS PROJECT COST** | | | | | | | |
| | **Residential Property Totals (Water)** | | | **1,321** | **8.32** | **32** | **NA** | NA |
| | **Non-Residential Property Totals (Water)** | | | **0** | **0.00** | **NA** | | |

***Per Ordinance No. 23-5882 and Section 9.40.110 Calculation of Reimbursement - Intervening Properties, Item E, of the City of Grants Pass Municipal Code:***
***"In no event will each tax lot listed within the reimbursement district be required to pay more than the total number of calculated dwelling units used for creation of the district."***

**RIVER MIST PUD WATERLINE**
**DEVELOPER INSTALLED REIMBURSEMENT DISTRICT (RD)**
**PROJECT NO. CC6560**
**WATER IMPROVEMENTS (~707 LF)**

**Exhibit "B"**

| PROPERTY OWNER / MAILING ADDRESS | MAP & TAX LOT # / SITUS | ZONING | FRONT FOOTAGE | ACREAGE | CALCULATED DWELLING UNITS | ESTIMATED WATER IMPROVEMENTS ASSESSMENT | ESTIMATED TOTAL IMPROVEMENTS ASSESSMENT |
|---|---|---|---|---|---|---|---|

| | | |
|---|---|---|
| **ESTIMATED WATER IMPROVEMENTS PROJECT COST** | **$0.00** | **NON-RESIDENTIAL CALCULATION** |
| 1/2 cost per Front Foot for Non-Residential | $0.00 | |
| 1/2 cost per Acre for Non-Residential | $0.00 | |
| **ESTIMATED WATER IMPROVEMENTS PROJECT COST** | **$134,640.00** | **PER DWELLING UNIT CALCULATION** |
| Total Calculated Dwelling Units | 32 | |
| **TOTAL REIMBURSEMENT DISTRICT COSTS** | **$134,640.00** | |

## SUMMARY

| | | |
|---|---|---|
| **Total District Acreage (Water)** | **8.32** | |
| **Total District Front Footage (Water)** | **1,321** | |
| **Total Calculated Dwelling Units** | **32** | |
| **Maximum Density Determined by Zoning Classification (R-1-8)** | **6.22** | |
| **Water Improvements Residential Cost Per Dwelling Unit =**<br>Total Water Improvements Residential Cost / Calculated Dwelling Units ($134,640.00 / 32) | **$4,207.50** | **per dwelling unit** |
| **Water Improvements Non-Residential Cost =**<br>Total Water Improvements Approved Cost - Total Water Improvements Residential Cost ($134,640.00 - $134,640.00) | **$0.00** | |

| Item: | Ordinance amending Grants Pass Municipal Code by creating Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property. | Date: February 21, 2024 |
|---|---|---|

## SUBJECT AND SUMMARY:

This ordinance will amend the Grants Pass Municipal Code by adding Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property to create a registration process for individuals, non-profits, or other charitable organizations to use City parks and public places for such events, and prohibiting individuals, non-profits, and/or charitable organizations to engage in the dissemination of drug paraphernalia and compressed combustible materials.

## RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goals of **LEADERSHIP** and **INFRASTRUCTURE** by reasonably balancing the competing uses of City parks and public property.

## CALL TO ACTION SCHEDULE:

Call to action schedule: February 21, 2024.

## BACKGROUND:

To address ongoing incompatible uses in City parks and public property, Council directed staff to collaborate with local stakeholders to explore measures for tracking non-profits engaging in events that disseminate food, clothing, and other materials to homeless individuals currently staying in City parks and on public property. At present, the City does not have regulations that govern such events and does not have the information to know what events are taking place and where.

Collaboration with stakeholders was extensive. Staff met with stakeholders from the Mobile Integrated Navigational Team (M.I.N.T.) and the HIV Alliance on November 8, 2023, to discuss the ordinance concept. The meeting yielded an updated written concept after receiving and integrating initial feedback from stakeholders. Staff received additional comment from M.I.N.T. on December 5, 2023. The copy integrating the additional comment from M.I.N.T. was disseminated to stakeholders and sent to Council on December 8, 2023, via memo. Staff recirculated the concept ordinance on January 24, 2024. A representative from HIV Alliance proposed a change that same day, the change was integrated into the most recent iteration of the concept ordinance, and a final copy was recirculated on January 31, 2024.

Staff Report (continued):

The Code amendments have three main objectives. First, the Code amendments provide for a "shall-issue" registration process to track which organizations are holding Humanitarian Service Events in parks or on public property. The application will be subject to a $25 administration fee, with re-registration processed for no additional cost. Proof of registration will be held by City Administration and the Police Department. It requires registrants to indemnify and defend the City from any claims arising from any Humanitarian Service Events held on public property. It also limits the duration of Humanitarian Service Events, and subjects Humanitarian Service Events to the same buffer regulations for portable structures.

Second, the Code amendments expressly prohibit events that disseminate drug paraphernalia and compressed combustible materials (i.e., propane tanks), or Humanitarian Service Events without being registered.

Finally, the Code amendments provide due process for registrants whose registrations are either revoked or denied. Appeals will be heard in a timely manner before a hearings officer. The decision of the hearings officer will be final.

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COST IMPLICATION:

Staff resources will be required to update the Municipal Code, necessary forms, and website links.

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ALTERNATIVES:

1. Adopt the ordinance creating Grants Pass Municipal Code Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property;

2. Modify the ordinance creating Grants Pass Municipal Code Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property;

3. Delay adopting the ordinance creating Grants Pass Municipal Code Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property;

4. Advance to a Council workshop;

5. Take no action.

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RECOMMENDED ACTION:

This action is at Council's discretion.

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Staff Report (continued):

POTENTIAL MOTION:

I move to adopt the ordinance creating Grants Pass Municipal Code Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property, and have it read by title only, first reading.

I move to adopt the ordinance creating Grants Pass Municipal Code Chapter 5.58, Regulation of Humanitarian Service Events on Publicly Owned Property, and have it read by title only, second reading.

## ORDINANCE NO.

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS CREATING GRANTS PASS MUNICIPAL CODE CHAPTER 5.58, REGULATION OF HUMANITARIAN SERVICE EVENTS ON PUBLICLY OWNED PROPERTY.**

**WHEREAS:**

1. The City has identified a need to create reasonable time, place, and manner regulations for service providers who want to utilize City parks and public property for Humanitarian Service Events; and

2. Creating a new Municipal Code Chapter is necessary to reflect and implement these regulations.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

The Grants Pass Municipal Code Chapter 5.58, Regulation of Humanitarian Service Events on Public Property, is attached as Exhibit 'A' and incorporated herein by reference.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024, with the following specific roll call vote:

**AYES:**

**NAYS:** **ABSTAIN:** **ABSTAIN:**

**SUBMITTED** to and _______________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February 2024.

_____________________________
Sara Bristol, Mayor

**ATTEST:**

_____________________________
Karen Frerk, City Recorder

Date submitted to Mayor: ____________

Approved as to Form, Augustus Ogu, City Attorney ____________

Exhibit A

## Chapter 5.58

## REGULATION OF HUMANITARIAN SERVICE EVENTS ON PUBLICLY OWNED PROPERTY

Section:



### 5.58.010 Findings

A. Humanitarian Service Events take place in City parks and on publicly owned property, serving homeless and precariously housed individuals. Private persons, non-profits, and other organizations have engaged in Humanitarian Service Events on publicly owned property to those in need without oversight, having to obtain permits or operate under regulations that control the time, place, and manner of such events.

B. There is a lack of data regarding homeless individuals served by such Humanitarian Service Events, particularly in city parks, and their effect.

### 5.58.020 Purpose

The purposes of this Chapter are to:

A. Protect public health, safety, and welfare by requiring all private persons, non-profits, or any other organization, charitable or otherwise, that sponsor, promote, or engage in Humanitarian Services Events in City parks and on publicly owned property to register with the City prior to engaging in such activity in order to better accommodate competing interests and uses for City park space, to protect the City from potential associated liability, and to ensure that the events are consistent with the intended uses of City parks and publicly owned property.

B. Assist the Registrants and City in obtaining relevant and actionable data to better understand the homeless population in the City, their needs, the effectiveness of Humanitarian Service Events, and to inform evidence-based policies and strategies to address homelessness effectively in an ethical and legal manner that protects the dignity, privacy, and rights of homeless individuals.

5.58.030 Definitions

"Humanitarian Service Event" means a non-social gathering that is planned, organized, promoted, or advertised by private persons, non-profits, or any other organization, charitable or otherwise, at a City park or on publicly owned property where the dissemination of goods and services including, but not limited to, clothing, food, and navigation services, are provided for charitable purposes at no cost, or for a nominal charge, to any member of the public. For the purposes of this Chapter, "Clothing" shall include, but not be limited to, sleeping bags, bedding, and portable structures as defined in GPMC 6.46.041.

"Compressed combustible materials" means flammable materials in liquid or gaseous form, including, but not limited to, propane, kerosene, gasoline, butane, hydrogen, methane, or similar materials, compressed in tanks for personal or commercial use as fuel.

"Drug Paraphernalia" has the meaning given in GPMC 5.57.150.

"Navigation services" means services provided by private persons, non-profits, and other charitable organizations designed to support homeless individuals and families that includes connection to employment, public benefits, healthcare, substance abuse services, permanent housing, or other shelter accommodations at no cost.

"Needle exchange event" means a non-social gathering that is planned, organized, promoted, or advertised by private persons, non-profits, and other charitable organizations where the distribution or exchange of hypodermic syringes, needles and other similar objects used or designed for injecting substances into the human body takes place. "Needle exchange event" shall not include events where the sole purpose is to collect used hypodermic syringes, needles, or other similar objects used or designed for injecting substances into the human body, for proper disposal.

"Registrant" means private persons, non-profits, and other organizations, regardless of their type, who have enrolled with the City to hold Humanitarian Service Events.

5.58.040 Unlawful Activity

A. It shall be unlawful for any private persons, non-profits, or any other organization, charitable or otherwise, to sponsor, promote, or engage in a needle exchange event at any City park or publicly owned property at any time.

B. It shall be unlawful for any private persons, non-profits, or any other organization, charitable or otherwise, to hand out, distribute, exchange, or otherwise make available at any drug paraphernalia at any City park or publicly owned property at any time.

C. It shall be unlawful for any private persons, non-profits, or any other organization, charitable or otherwise, to hand out, distribute, exchange, or otherwise make available at any compressed combustible materials or any other flammable materials in any form at any City park or publicly owned property at any time.

D. Violations of this section shall be punishable by citation and park exclusion for 30 days pursuant to GPMC 6.46.350.

5.58.050 Registration Procedure for Humanitarian Service Events; Regulations

A. Any private persons, non-profits, or other organizations sponsoring, promoting, or engaging in a Humanitarian Service Event must register with Community Development. Such registration shall be valid for four (4) months from the date of registration, with an option to re-register with the City at the end of each registration period.

B. The registration application shall be submitted on a form provided by the City that states the nature of the event, the location(s) of the event(s), and the estimated duration of the event(s). Each registration shall be subject to a $25 administrative fee. Re-registration shall be processed at no additional cost.

C. The Registrant(s) shall agree to indemnify, hold harmless and defend the City from any and all claims arising from negligent acts, omissions or reckless or willful conduct of the Registrant or Registrant's employees, agents or volunteers related to Registrant's activities.

D. Registration under this Chapter shall be approved if all conditions of this section are fulfilled. Proof of registration shall be submitted to City Administration and the Police Department.

E. Humanitarian Service Events shall not be permitted on any other publicly owned or controlled property except for the City park or public property for which the registration was issued.

F. No combined or individual Humanitarian Service Event at a City park or on publicly owned property shall exceed four (4) hours at any time. This 4 hour time limit does not include reasonable set-up and tear down time.

G. The prohibition on the erection of portable structures under GPMC 6.46.041 within those established buffer zones shall have full force and effect under this Chapter.

H. Registrants shall adhere to each provision in this chapter and all other laws regarding City parks or public property under GPMC 5.57 and GPMC 6.46. Any violation of GPMC 5.57, GPMC 5.58, and/or GPMC 6.46 shall be punishable by citation and may result in a park exclusion for 30 days pursuant to GPMC 6.46.350.

5.58.060 Denial

City shall provide written notice of any registration denial. A denial may be appealed pursuant to GPMC 5.58.090.

5.58.070 Revocation of Registration

A. Any registration may be revoked by the City Manager or City Manager's designee for any violation of this Chapter, any applicable provision of the Grants Pass Municipal Code, or any other federal, state, or local laws and regulations.

B. Revocation shall be made only after written notice of the City's decision to revoke has been provided to the Registrant and upon a hearing granted to the Registrant a as specified in this Chapter. A Registrant may not sponsor, promote, or engage in a Humanitarian Service Event once written notice of the revocation has been issued.

5.58.080 Appeal

A. An applicant or Registrant may appeal the denial of a registration application or revocation of a registration by completing a written notice of appeal to the City Manager's office within five (5) business days from the date of being notified of the denial of the application or revocation of the registration.

B. The City Manager's office shall forward the notice to a hearings officer upon receipt. The applicant or Registrant shall be entitled to a hearing pursuant to the provisions of this Chapter.

C. The hearings officer shall decide the denial or revocation of a registration under this Chapter. The hearings officer shall conduct the hearing within a reasonable time not to exceed 10 business days of written notice of the appeal from the City Manager's office. Failure to request the hearing in a timely manner constitutes a waiver of the right to challenge the denial or revocation of the registration. At the hearing the City has the burden of establishing by a preponderance of the evidence that a basis existed for the decision. The hearings officer may admit any reliable and relevant evidence, but the rules of evidence shall not be strictly applied. If the hearings officer finds that the denial or revocation is supported by a preponderance of the evidence, the denial or revocation shall be sustained. The hearing officer's decision is final and may not be appealed.

5.58.090 Exemptions

The provisions of this Chapter do not apply to permitted farmer's markets or special events/activities where commercial food distribution takes place or to events on private property.

5.58.100 Data Collection

A. Any private persons, non-profits, or other organizations sponsoring, promoting, or engaging in Humanitarian Service Events shall submit to the City Council a report at least twice a year detailing the following information:

    1. The number of individuals served.

    2. The number of supplies or items disbursed, including food items.

    3. The number of individuals who have been placed from City parks or publicly owned property into transitional, semi-permanent or permanent housing.

    4. Any other relevant data consented to be collected by individuals served by Humanitarian Service Events to be used by Registrant(s).

B. Any data collected under this Chapter shall not be used as a pretext by the City for any civil or criminal investigations of any kind.

C. Any data collection performed under this Chapter shall not include any personally identifying information and shall adhere to any federal, state, or local data protection laws, including the Health Insurance Portability and Accountability Act (HIPAA).

D. Registrants shall collect the data required by this Chapter and shall submit a written report to the City Council detailing the data's findings at least twice a year. All data presented to the City Council shall be reported in an aggregated and anonymous manner to protect individual identities.

| | | |
|---|---|---|
| Item: | Ordinance amending Grants Pass Municipal Code by adding Chapter 4.03 – Public Safety Food and Beverage Tax. | Date: February 21, 2024 |

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SUBJECT AND SUMMARY:

This ordinance would establish a Public Safety Food and Beverage Tax and establish the basis for the implementation and administration of the prepared food and beverage tax.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **ENHANCE COMMUNITY SAFETY** by the provision of Public Safety services for the City's inhabitant and visitors, and to protect and enhance their health, safety and welfare.

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CALL TO ACTION SCHEDULE:

Call to action schedule: February 21, 2024.

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BACKGROUND:

For the last several years, City Council has attempted several different avenues to provide additional funding for Public Safety services. Cost increases are continuing to outpace revenue increases for Public Safety. Current estimations are expecting an approximate $3.3 million gap in estimated resources required to continue current Public Safety services. For the FY'24 Budget, approximately $1.9 million was cut to preserve a balanced budget. Some of these cuts were temporary in nature, but given no further funding, these could allude to be permanent.

As presented on February 7, 2024, and previous, there is a need to retain current Public Safety and General Fund services, as well as increase the level of full time equivalent (FTE) staff due to current service level needs. Decreased contributions over the last several years to maintenance and replacement of City assets was not addressed at this meeting. Council has directed staff to initiate an ordinance for a Public Safety Food and Beverage Tax at its earliest convenience.

This ordinance sets the tax rate on prepared food and beverages that would help provide the resources to continue providing Public Safety services for exclusive City use. The ordinance merely establishes the Public Safety Food and Beverage Tax, the basis and restrictions for the tax, and sets the overall administrative responsibilities related to the tax. The actual tax rate would be three percent. The following are the key terms of the Public Safety Food and Beverage Tax ordinance:

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Staff Report (continued):

- The calculation method, administration, and most other Municipal Code terms are modeled after a regional comparator, the City of Ashland, Oregon's own Food and Beverage Tax.

- Revenues under this Public Safety Food and Beverage Tax would be restricted for providing public safety services, including but not limited to services provided by the Grants Pass Police Department and Grants Pass Fire Rescue as well as the operating, non-operating, debt service, and capital requirements for other public safety-related facilities, programs, and/or services.

Exhibit 'A' to this ordinance provides the full draft of the new Municipal Code Chapter 4.03 for the Public Safety Food and Beverage Tax.

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COST IMPLICATION:

The estimated cost of continuing public safety services for FY'24 is approximately $7 million above current public safety resources. The Public Safety Food and Beverage Tax ordinance does not specify how public safety services are to be provided, it merely restricts the revenues under this prepared food and beverage tax to be used for the provision or costs directly related to public safety services.

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ALTERNATIVES:

Council has the ability to:

1. Approve the ordinance as written;
2. Amend the terms of the ordinance:
   - As an example, the catering services cap in the 4.03.030 Exemptions can be modified and/or removed; or
3. Disapprove the ordinance and direct staff to provide other financial means to provide resources for the ongoing provision of public services.

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RECOMMENDED ACTION:

If the Council chooses to continue the current provision of public safety services beyond June 30, 2024, it is recommended the Council pass this ordinance to help provide for the financial resources to cover the ongoing costs of public safety services. Without identifying the proper resources to cover these ongoing costs, the City's General Fund will be out of compliance with financial policies by the end of the fiscal year due to the lack of funding for all General Fund services, public safety included.

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POTENTIAL MOTION:

I move to amend the Grants Pass Municipal Code by adding Chapter 4.03 Public Safety Food and Beverage Tax, and have it read by title only, first reading.

I move to amend the Grants Pass Municipal Code by adding Chapter 4.03 Public Safety Food and Beverage Tax, and have it read by title only, second reading.

ORDINANCE NO.

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING GRANTS PASS MUNICIPAL CODE BY ADDING CHAPTER 4.03 – PUBLIC SAFETY FOOD AND BEVERAGE TAX.**

**WHEREAS:**

1. The City's resources to support public safety services, including but not limited to services provided by the Grants Pass Police Department and Grants Pass Fire Rescue as well as the operating, non-operating, debt service, and capital requirements for other public-safety-related facilities, programs, and/or services, continue to be insufficient to effectively provide those services to the City's residents and visitors based on the City's need for those services; and

2. The Council has requested staff provide new language to the Municipal Code regarding a Public Safety Food and Beverage Tax that would continue providing the revenues for services needed for exclusive City public safety use.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

The Grants Pass Municipal Code Chapter 4.03, Public Safety Food and Beverage Tax, is attached as Exhibit 'A' and incorporated herein by reference.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024, with the following specific roll call vote:

**AYES:**

**NAYS:** **ABSTAIN:** **ABSENT:**

**SUBMITTED** to and _______________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February 2024.

______________________________
Sara Bristol, Mayor

**ATTEST:**

______________________________
Karen Frerk, City Recorder

Date submitted to Mayor: __________

Approved as to Form, Augustus Ogu, City Attorney

## Chapter 4.03

## FOOD AND BEVERAGE TAX

Sections:



### 4.03.010 Definitions

The following words and phrases whenever used in this Chapter shall be construed as defined in this Section unless from the context a different meaning is intended:

A. “Caterer” means a person who prepares food at a business site, for compensation, for consumption on or off the business premises but within the corporate limits of the City.

B. “Combination facility” has the same meaning as defined in OAR 333-150-0000(4)(i) which the State of Oregon Department of Agriculture licenses or inspects under OAR 333-158-0000.

C. “Director” means the Director of Finance of the City of Grants Pass, or his/her designee.

D. “Food” includes all prepared food items and beverages, excluding alcoholic beverages, served in a restaurant including “takeout,” “to go” or delivered orders.

E. “Operator” means the person who is proprietor of the restaurant, whether in the capacity of owner, lessee, sub-lessee, mortgagee in possession, licensee or any other capacity. Where the Operator is a corporation, the term “Operator” shall also include each and every member of the Board of Directors of such corporation for the time involved.

F. “Public Safety Services” includes but is not limited to services provided by the Grants Pass Police Department and Grants Pass Fire Rescue as well as the operating, non-operating, debt service, and capital requirements for other public safety-related facilities, programs, and/or services.

G. “Restaurant” means any establishment required to be licensed as a restaurant, mobile unit or pushcart by the State of Oregon Health Division and includes any establishment where food or beverage is prepared for consumption by the public or any establishment where the public obtains food or beverage so prepared in form or quantity consumable then and there, whether or not it is consumed within the confines of the premises where prepared, and also includes establishments which prepare food or beverage in consumable form for service outside the premises where prepared. The term “restaurant” includes, but is not limited to, grocery store delis, coffee shops, and caterers; it also includes establishments where such food or beverage is prepared in a combination facility. The term “restaurant” does not include a restaurant licensed by the State of Oregon Health Division as a limited-service restaurant.

4.03.020 Tax Imposed

A. Except for exempt or tax-capped activities specified in GPMC 4.03.030, the City imposes and levies, in addition to all other taxes, fees and charges of every kind, a tax upon:

1. All food and beverages sold by restaurants located within the City to the public, except for whole cakes, pies, and loaves of bread if purchased for consumption off premises, and for alcoholic beverages;

2. All food and beverages sold by a caterer for an event located within the City, except alcoholic beverages and exempt events as defined in GPMC 4.03.030.K;

3. The following items sold by combination facilities:

   a. Salads from salad bars;

   b. Dispensed soft drinks and coffee;

   c. Sandwiches or hot prepared foods ready for immediate consumption;

   d. The following items, including toppings or additions, scooped or otherwise placed into a cone, bowl or other container for immediate consumption whether or not they are consumed within the confines of the premises where scooped or placed: any frozen dessert regulated by the Oregon State Department of Agriculture under

ORS 621.311 and any ice cream, ice milk, sherbet or frozen yogurt. No tax shall be imposed under this Subsection, however, on any item whose volume exceeds one-half (1/2) gallon or more.

e. Any other food mixed, cooked, or processed on the premises in form or quantity for immediate consumption whether or not it is consumed within the confines of the premises where prepared; and

4. The following items sold by combination facilities that are bakeries:

a. All those items listed in Subsections A.3.a-d of this Section;

b. All bakery products sold for consumption on the premises; and

c. All "takeout" or "to go" orders of bakery products prepared on the premises except for whole cakes, pies, and loaves of bread and any order consisting of six or more bakery products.

5. Use of a delivery service for any activity under this Section, whether an independent delivery service or Operator provided delivery service, does not excuse the Operator from the requirement to collect and remit the tax on the food and beverages sold.

B. Such tax shall be imposed at a rate of three percent (3%) on the total amount charged by the seller for the food and beverages, or for the meal. In the computation of this tax any fraction of one-half (1/2) cent or more shall be treated as one cent.

C. The taxes collected by the City under this Chapter shall be used to provide for Public Safety Services.

D. The Council may decrease the rate of the tax or eliminate the tax described in Subsections A and B of this Section after a public hearing. Notice of the hearing shall be given by publication in a newspaper of general circulation in the City at least ten days prior to the date of the public hearing.

4.03.030 Exemptions

The tax levied by Section 4.03.020 shall be capped, at the amount specified, or shall not be collected or assessed on food or beverages:

A. Sold by public or private schools or colleges except that food sold by independent contractor Operators at such schools or colleges shall be subject to the tax imposed by this Chapter;

B. Sold on hospitals; grounds;

C. Provided by bed and breakfast establishments to their guests;

D. Sold in vending machines;

E. Sold in temporary restaurants including food stands, booths, street concessions and similar type operations, operated by non-profit organizations or service clubs.

F. Served in connection with overnight or residential facilities--including, but not limited to, convalescent homes, nursing homes, retirement homes and motels--if the food and beverage are provided as part of the cost of sleeping accommodations.

G. Provided by nonprofit tax-exempt organizations to citizens over 60 years of age as a part of a recognized senior citizen nutritional program.

H. Sold for resale to the public.

I. Sold in bulk to the public for non-immediate consumption off the premises including but not limited to ice cream packed in a container of one-half gallon or more.

J. Which are candy, popcorn, nuts, chips, gum, or other confections but not including ice cream, frozen yogurt, cakes, pies, or other desserts.

K. Sold by an Operator at a single food service event located within the City in which restaurant or catering services, (exclusive of alcohol) exceed $5,000.00, in which case, the applicable food and beverage tax shall not be excused but shall be capped at $150.00.

4.03.040 Operator's Duties

Each Operator shall collect the tax imposed by this Chapter, to the same extent and at the same time as the amount for the food or beverage is collected from every purchaser. The amount of tax need not be separately stated from the amount of the food or beverage. Every Operator required to collect the tax imposed in this Chapter shall be entitled to retain 5% of all taxes collected to defray the costs of collections and remittance.

4.03.050 Reporting and Remitting

A. Reporting. Every Operator shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October, and January), make a return to the Director, on forms provided by the City, specifying the total sales subject to this Chapter and the amount of tax collected under this Chapter. The Operator may request, or the Director may establish, shorter reporting periods for any Operator if the Operator or Director deems it necessary in order to ensure collection of the tax and the Director may require further information in the return relevant to payment of the liability. A return shall not be considered filed until it is actually received by the Director.

B. Remitting. At the time the return is filed, the full amount of the tax collected shall be remitted to the Director. Payments received by the Director for application against existing liabilities will be credited toward the period designated by the taxpayer under conditions which are not prejudicial to the interest of the City. A condition which is considered prejudicial is the imminent expiration of the statute of limitations for a period or periods.

C. Order of Payments. Non-designated payments shall be applied in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax. The Director, when in the Director's discretion determines that it will be in the best interest of the City, may specify that a different order of payment credit should be followed with regard to a particular tax or factual situation. The Director may establish shorter reporting periods for any Operator if the Director deems it necessary in order to ensure collection of the tax and the Director may require further information in the return relevant to payment of the liability. When a shorter return period is required, penalties and interest shall be computed according to the shorter return period. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by Operators pursuant to this Chapter shall be held in trust for the account of the City until payment is made to the Director. A separate trust bank account is not required in order to comply with this provision.

## 4.03.060 Penalties and Interest

A. Any Operator who fails to remit any portion of any tax imposed by this Chapter within the time required, shall pay a penalty of 10% of the amount of the tax, in addition to the amount of the tax.

B. Any Operator who fails to remit any delinquent remittance on or before a period of 60 days following the date on which the remittance first became delinquent, shall pay a second delinquency penalty of 10% of the amount of the tax in addition to the amount of the tax and the penalty first imposed.

C. If the Director determines that the nonpayment of any remittance due under this Chapter is due to fraud, a penalty of 25% of the amount of the tax shall be added thereto in addition to the penalties stated in Subparagraphs A and B of this Section.

D. In addition to the penalties imposed, any Operator who fails to remit any tax imposed by this Chapter shall pay interest at the rate of 1% per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

E. Every penalty imposed, and such interest as accrues under the provisions of this Section shall become a part of the tax required to be paid.

F. All sums collected pursuant to the penalty provisions in Paragraphs A, B and C of this Section shall be utilized pursuant to Subsection 4.03.020.C.

G. Waiver of Penalties. Any Operator who fails to remit the tax pursuant to Subsection 4.03.050 may petition the Council for waiver and refund of the penalty or any portion of it. The Council may, if good cause is shown, direct a refund of the penalty or a portion of it.

## 4.03.070 Failure to Collect and Report Tax--Determination of Tax by Director

If any Operator should fail to make, within the time provided in this Chapter, any report of the tax required by this Chapter, the Director shall proceed in such manner as deemed best to obtain facts and information on which to base the estimate of tax due. As soon as the Director shall procure such facts and information as is able to be obtained, upon which to base the assessment of any tax imposed by this Chapter and payable by any Operator, the Director shall proceed to determine and assess against such Operator the tax, interest and penalties provided for by this Chapter. In case such determination is made, the Director shall give a notice of the amount so assessed by having it served personally or by depositing it in the United States mail, postage prepaid, addressed to the Operator so assessed at the last known place of address. Such Operator may make an appeal of such determination as provided in Section 4.03.080. If no appeal is filed, the Director's determination is final, and the amount thereby is immediately due and payable.

## 4.03.080 Appeal

Any Operator aggrieved by any decision of the Director with respect to the amount of such tax, interest, and penalties, if any, may appeal. The appeal shall be filed with the City Manager and signed by the Operator, within 30 days of the serving or mailing of the determination of tax due. All appeals shall be heard by a hearings officer. The hearings officer shall hear and consider any records and evidence presented bearing upon the Director's determination of amount due, and make findings affirming, reversing, or modifying the determination. The findings of the hearings officer shall be final and conclusive and shall be served upon the appellant in the manner prescribed above for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice.

4.03.090 Records

It shall be the duty of every Operator liable for the collection and payment to the City of any tax imposed by this Chapter to keep and preserve, for a period of three years, all such records as may be necessary to determine the amount of such tax. The Director shall have the right to inspect all records at all reasonable times.

4.03.100 Refunds

A. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously or illegally collected or received by the City under this Chapter, it may be refunded as provided in Subparagraph B of this Section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Director within one year of the date of payment. The claim shall be on forms furnished by the Director.

B. The Director shall have 20 calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Director shall notify the claimant in writing of the Director's determination. Such notice shall be mailed to the address provided by claimant on the claim form. In the event a claim is determined by the Director to be a valid claim, an Operator may claim a refund, or take as credit against taxes collected and remitted, the amount overpaid, paid more than once or erroneously or illegally collected or received in a manner prescribed by the Director. The Operator shall notify Director of claimant's choice no later than 15 days following the date Director mailed the determination. In the event claimant has not notified the Director of claimant's choice within the 15-day period and the Operator is still in business, a credit will be granted against the tax liability for the next reporting period, if the Operator is no longer in business, a refund check will be mailed to claimant at the address provided in the claim form.

L. No refund shall be paid under the provisions of this Section unless the claimant established the right by written records showing entitlement to such refund and the Director acknowledged the validity of the claim.

4.03.110 Actions to Collect

Any tax required to be paid by any Operator under the provisions of this Chapter shall be deemed a debt owed by the Operator to the City. Any such tax collected by an

Operator which has not been paid to the City shall be deemed a debt owed by the Operator to the City. Any person owing money to the City under the provisions of this Chapter shall be liable to an action brought in the name of the City for the recovery of such amount. In lieu of filing an action for the recovery, the City, when taxes due are more than 30 days delinquent, can submit any outstanding tax to a collection agency. So long as the City has complied with the provisions set forth in ORS 697.105, in the event the City turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of $50 or 50% of the outstanding tax, penalties and interest owning.

4.03.120 Violations

All violations of this Chapter are punishable as set forth in applicable state law. It is a violation of this Chapter for any Operator or other person to:

A. Fails or refuses to comply as required herein;

B. Fail or refuse to furnish any return required to be made;

C. Fail or refuse to permit inspection of records;

D. Fail or refuse to furnish a supplemental return or other data required by the Director;

E. Render a false or fraudulent return or claim;

F. Fail, refuse or neglect to remit the tax to the City by the due date.

Violation of Subsections A-D and F above shall be considered a Class A violation, subject to a fine outlined in ORS 153.018(2)(a). Filing a false or fraudulent return shall be considered a Class C misdemeanor. The remedies provided by this Section are not exclusive and shall not prevent the City from exercising any other remedy available under the law, nor shall the provisions of this Chapter prohibit or restrict the City or other appropriate prosecutor from pursuing criminal charges under state law or City ordinance.

4.34.130 Confidentiality

Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Chapter. Nothing in this Section shall prohibit:

A. The disclosure of the names and addresses of any person who are operating a restaurant; or

B. The disclosure of general statistics in a form which would prevent the identification of financial information regarding an individual Operator; or

C. Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim or an appeal for amount due the City under this Chapter.

D. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures.

E. The disclosure of records related to a business's failure to report and remit the tax when the report or tax is in arrears for over six months, or the tax exceeds $5,000.00. The City Council expressly finds and determines that the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

### 4.03.140 Examining Books, Records, or Persons

The City, for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due, may examine or may cause to be examined by an agent or representative designated by it for that purpose, any books, papers, records, or memoranda, including copies of Operator's state and federal income tax return, bearing upon the matter of the Operator's tax return.

SUBJECT AND SUMMARY:

This ordinance would establish a Public Safety Utility Fee and establish the basis for the implementation and administration of the utility.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **ENHANCE COMMUNITY SAFETY** by the provision of Public Safety services for the City's inhabitant and visitors, and to protect and enhance their health, safety and welfare.

CALL TO ACTION SCHEDULE:

Call to action schedule: February 21, 2024.

BACKGROUND:

For the last several years, City Council has attempted several different avenues to provide additional funding for Public Safety services. Cost increases are continuing to outpace revenue increases for Public Safety. Current estimations are expecting an approximate $3.3 million gap in estimated resources required to continue current Public Safety services. For the FY'24 Budget, approximately $1.9 million was cut to preserve a balanced budget. Some of these cuts were temporary in nature, but given no further funding, these could allude to be permanent.

As presented on February 7, 2024, and previous, there is a need to retain current Public Safety and General Fund services, as well as increase the level of full time equivalent (FTE) staff due to current service level needs. Decreased contributions over the last several years to maintenance and replacement of City assets was not addressed at this meeting. Council has directed staff to initiate an ordinance for a Public Safety Utility Fee at its earliest convenience.

This ordinance does not set the monthly utility fee rate that would provide the resources to continue providing Public Safety services for exclusive City use. The ordinance merely establishes the Public Safety Utility, the basis and restrictions for the fee, and sets the overall administrative responsibilities related to the fee. The actual fee rate for this utility would be set by a separate resolution. The following are the key terms of the Public Safety Utility Fee ordinance:

Staff Report (continued):

- The calculation method, administration, and most other Municipal Code terms are modeled after and are very similar to the City's existing Transportation Utility Fee ordinance. Fees are set separately by resolution just like other City utility rates and this new ordinance refers to the fee categories in the Transportation Utility Fee ordinance.

- Revenues under this utility fee would be restricted for providing public safety services, including but not limited to services provided by the Grants Pass Police Department and Grants Pass Fire Rescue as well as the operating, non-operating, debt service, and capital requirements for other public safety-related facilities, programs, and/or services.

- Similar to the terms of the Transportation Utility Fee, school district facilities, county government, city government and special districts formed under Oregon Law as local government would be exempted from paying the fee provided facilities owned by these agencies are used for governmental purposes.

Exhibit 'A' to this ordinance provides the full draft of the new Municipal Code Chapter 8.90 for the Public Safety Utility Fee.

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COST IMPLICATION:

The estimated cost of continuing public safety services for FY'24 is approximately $7 million above current public safety resources. The Public Safety Utility Fee ordinance does not specify how public safety services are to be provided, it merely restricts the revenues under this utility fee to be used for the provision or costs directly related to public safety services.

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ALTERNATIVES:

Council has the ability to:

1. Approve the ordinance as written;
2. Amend the terms of the ordinance:
   - As an example, a COLA would not be applied to the fee, like other City utility rates in January of each year; or
3. Disapprove the ordinance and direct staff to provide other financial means to provide resources for the ongoing provision of public services.

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RECOMMENDED ACTION:

If the Council chooses to continue the current provision of public safety services beyond June 30, 2024, it is recommended the Council pass this ordinance to help provide for the financial resources to cover the ongoing costs of public safety services. Without identifying the proper resources to cover these ongoing costs, the City's General Fund will be out of compliance with financial policies by the end of the fiscal year due to the lack of funding for all General Fund services, public safety included.

Staff Report (continued):

POTENTIAL MOTION:

I move to amend the Grants Pass Municipal Code by adding Chapter 8.90 Public Safety Utility Fee, and have it read by title only, first reading.

I move to amend the Grants Pass Municipal Code by adding Chapter 8.90 Public Safety Utility Fee, and have it read by title only, second reading.

| COMMERCIAL USES | Examples of Uses | Trips per area Trips per day per square feet (sq ft) | Commercial A Up to 250 trips | Commercial B 251-500 trips | Commercial C 501-1,000 trips | Commercial D 1,001-1,500 trips | Commercial E 1,501-2,000 trips | Commercial F 2,001-3,000 trips | Commercial G 3,001-5,000 trips | Commercial H Over 5,001 trips |
|---|---|---|---|---|---|---|---|---|---|---|
| **General Office** | General office, corporate office | 10 trips per 1,000 sq ft | 25,000 sq ft | 50,000 sq ft | 100,000 sq ft | 150,000 sq ft | 200,000 sq ft | 300,000 sq ft | 500,000 sq ft | More than 500,000 sq ft |
| **Non-Profit** | Offices, church, day care | 6 trips per 1,000 sq ft | 41,667 sq ft | 83,333 sq ft | 166,667 sq ft | 250,000 sq ft | 333,333 sq ft | 500,000 sq ft | 833,333 sq ft | More than 833,333 sq ft |
| **Medical office** | Medical/dental clinic | 24 trips per 1,000 sq ft | 10,417 sq ft | 20,833 sq ft | 41,667 sq ft | 62,500 sq ft | 83,333 sq ft | 125,000 sq ft | 208,300 sq ft | More than 208,300 sq ft |
| **Hospital** | Hospital | 16 trips per 1,000 sq ft | 15,625 sq ft | 31,250 sq ft | 62,500 sq ft | 93,750 sq ft | 125,000 sq ft | 187,500 sq ft | 312,500 sq ft | More than 312,500 sq ft |
| **Minor traffic retail** | Furniture, toy, whole sale market, nursery, recreational facility | 6 trips per 1,000 sq ft | 41,667 sq ft | 83,333 sq ft | 166,667 sq ft | 250,000 sq ft | 333,333 sq ft | 500,000 sq ft | 833,333 sq ft | More than 833,333 sq ft |
| **General retail** | Shopping center, home improvement, electronic, clothing, pharmacy, lumber, specialty retail, paint store | 36 trips per 1,000 sq ft | 6,944 sq ft | 13,889 sq ft | 27,778 sq ft | 41,667 sq ft | 55,556 sq ft | 83,333 sq ft | 138,889 sq ft | More than 138,889 sq ft |
| **Moderate traffic retail** | Bank, grocery, video, restaurant, convenience, movie theatre, gas station | 48 trips per 1,000 sq ft | 5,208 sq ft | 10,417 sq ft | 20,833 sq ft | 31,250 sq ft | 41,667 sq ft | 62,500 sq ft | 104,167 sq ft | More than 104,167 sq ft |
| **High traffic retail** | Fast food, drive through bank, drive through beverage | 96 trips per 1,000 sq ft | 2,604 sq ft | 5,208 sq ft | 10,417 sq ft | 15,625 sq ft | 20,833 sq ft | 31,250 sq ft | 52,083 sq ft | More than 52,083 sq ft |
| **Automobile sales** | New or used car sales, recreational vehicle sales | 24 trips per 1,000 sq ft | 10,417 sq ft | 20,833 sq ft | 41,667 sq ft | 62,500 sq ft | 83,333 sq ft | 125,000 sq ft | 208,330 sq ft | More than 208,330 sq ft |
| **Motel, hotel** | Motel, hotel | 9 trips per room/unit | 28 rooms | 56 rooms | 111 rooms | 167 rooms | 222 rooms | 333 rooms | 556 rooms | More than 556 rooms |
| **Industrial** | Heavy, light, industrial park, manufacturing, warehouse, mini-warehouse | 4.5 trips per 1,000 sq ft | 55,556 sq ft | 111,111 sq ft | 222,222 sq ft | 333,333 sq ft | 444,444 sq ft | 666,667 sq ft | 1,111,111 sq ft | More than 1,111,111 sq ft |

## ORDINANCE NO.

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING GRANTS PASS MUNICIPAL CODE BY ADDING CHAPTER 8.90 – PUBLIC SAFETY UTILITY FEE.**

**WHEREAS:**

1. The City's resources to support public safety services, including but not limited to services provided by the Grants Pass Police Department and Grants Pass Fire Rescue as well as the operating, non-operating, debt service, and capital requirements for other public-safety-related facilities, programs, and/or services, continue to be insufficient to effectively provide those services to the City's residents and visitors based on the City's need for those services; and

2. The Council has requested staff provide new language to the Municipal Code regarding a Public Safety Utility Fee that would continue providing the revenues for services needed for exclusive City public safety use.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

The Grants Pass Municipal Code Chapter 8.90, Public Safety Utility Fee, is attached as Exhibit 'A' and incorporated herein by reference.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024, with the following specific roll call vote:

**AYES:**

**NAYS:** **ABSTAIN:** **ABSENT:**

**SUBMITTED** to and _______________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February 2024.

_______________________________
Sara Bristol, Mayor

**ATTEST:**

_______________________________
Karen Frerk, City Recorder

Date submitted to Mayor: __________

Approved as to Form, Augustus Ogu, City Attorney

CHAPTER 8.90

PUBLIC SAFETY UTILITY FEE

Sections:



8.90.010 Title

This Chapter shall be titled "Public Safety Utility Fee."

8.90.020 Findings

A. The Public Safety Utility Fee established herein is intended to assist the City in providing adequate public safety services for the City's inhabitants and visitors, and to protect and enhance their health, safety and welfare.

B. The fee imposed in this Chapter is not a tax on property or on the property owner as a direct consequence of ownership of property within the meanings of Section II.b., Article XI of the Oregon Constitution or the legislation implementing that section. The fee does not supplant any property tax-based system as envisioned in Article XI of the Oregon Constitution.

C. If the Public Safety Utility Fee herein imposed is viewed under Section II.b., Article XI of the Oregon Constitution as a tax against property or against a property owner as a direct consequence of ownership of that property, it is an incurred charge with the meaning of that Section and the statutes implementing it because:

1. It allows the owner to control the quantity of the service by determining the extent of development to occur upon the property.

2. It allows the owner to determine when the service is to be initiated or increased by controlling when the development occurs.

3. State law and the ordinances of Grants Pass require the owner to provide certain basic services to the property when it is developed for human occupancy. The provision of these basic services is a routine obligation of the owner of the affected property and essential to the health and safety of the community.

D. Among the basic services required of every developed property are public safety and other-related facilities.

E. The fee imposed is based upon the actual cost of providing the required service.

F. The Public Safety Utility Fee is separate from and in addition to any applicable tax, assessment, charge, "fee-in-lieu-of" assessment, or fee otherwise provided by law or imposed as a condition of development.

G. In accordance with these findings, no public vote is required for the adoption of the Public Safety Utility Fee.

8.90.030 Definitions

The following definitions apply to this Chapter.

A. "City Manager" means the City Manager or the Manager's designee.

B. "Developed Property" means property on which improvements have been constructed. "Improvements" include but are not limited to buildings, parking lots, landscaping and outside storage. Developed property owned, leased or rented by state and federal governments and other property that otherwise may be entitled to exemption from or deferral of ad valorem property taxation are subject to this fee unless specifically exempted as in Section 8.90.150 of this Chapter or by City Council resolution.

C. "Gross Square Footage" means the calculated gross floor area of all structures located on a site, measured along the exterior walls of such structures, including but not limited to enclosed courtyards, stairwells, and square footage on each level of multi-story structures.

D. "Incidental Uses" shall be any use, which generates no more than 25% of the traffic to the building.

E. "ITE Manual" means Institute of Transportation Engineers Trip Generation Manual, latest edition.

F. "Public Water or Wastewater System" means water and wastewater systems that are owned and operated by a public agency.

G. "Responsible Party" means the person(s) who by usage, occupancy or contractual agreement is responsible for paying the utility bill for an improved premise or property or the owner of the property.

H. "Public Safety Services" includes but is not limited to services provided by the Grants Pass Police Department and Grants Pass Fire Rescue as well as the operating, non-operating, debt service, and capital requirements for other public safety-related facilities, programs, and/or services.

I. "Trips" means average trips per day as reported in the ITE Manual.

8.90.040 Creation of Utility; Purpose

The City Council hereby finds, determines and declares the necessity of providing for the continued operation of public safety services that serve the City of Grants Pass and its residents and visitors. There is hereby created a Public Safety Utility Fee for the purpose of undertaking such activities as are necessary in order to maintain public safety that serves the City of Grants Pass.

8.90.050 Administrative Officer Designated

The City Manager shall be responsible for the administration of this Chapter. The City Manager shall be responsible for developing administrative procedures for the administration of the fees, developing programs, establishing standards for the operation of specific public safety services or contracts to provide public safety services that serve the City and all other activities related to the purpose of the utility fee.

8.90.060 Establishment and Revision of Public Safety Utility Fee

A. Establishment: A Public Safety Utility Fee is hereby established to be paid by the responsible party for each developed property within the corporate limits of the City and for each developed property within the urbanizing area that is subject to an annexation agreement signed after August 1, 2001. Developed property that is subject to an annexation agreement entered into prior to August 1, 2001, shall not be subject to this fee until such time as the property is annexed into the City of Grants Pass. Such fee shall not be imposed in amounts greater than authorized by law, to provide sufficient funds to properly maintain City streets and provide safety improvements.

B. Fees: Fees for individual properties shall be based upon the developed use of the property and the direct and indirect benefit of public safety services. Collection of the fee for each property shall be made by a monthly charge, which shall commence on the first day of June 2024. If there is neither public water or public wastewater, service to the improved property governed by this Code, a monthly bill shall be issued and shall become due and payable with 15 days of issuance.

## 8.90.065 Cost-of-Living Adjustment

Notwithstanding any cost-of-living increase provisions to the contrary or absence thereof, user rates for public safety shall be increased annually on January 1st of each year beginning January 1, 2025. Any prior cost-of-living increases shall be incorporated in the charges prior to calculating the updated rates.

The cost-of-living increase shall be determined by averaging the 12-month cost-of-living figures beginning with the immediately previous October and averaging it with the prior 11 months (e.g., January 1, 2025, cost-of-living increase would be determined by averaging the cost-of-living figures for each month from November 2023, through October 2024). The cost-of-living figures noted herein shall be the U.S. Bureau of Labor and Statistics, Cost-of-Living Index, CPI-U, All Cities publication for each month, November through October.

## 8.90.070 Public Safety Utility Fee Restricted for Use

All fees collected by the City under the Public Safety Utility Fee shall be restricted for use in providing such public safety services and other public safety capacities. To the extent that the fees collected are insufficient to properly provide public safety services, the cost of the same may be paid from such other City funds as may be determined by the City Council, but the City Council may order reimbursement to such fund if additional fees are thereafter collected. All amounts on hand in the public safety programs shall be invested by the City Manager in investments proper for City funds.

## 8.90.080 City to Maintain Other Public Safety-Related Facilities

The City intends to maintain all public safety-related facilities within City-owned land, City rights of way and City easements, and may maintain other publicly accepted public safety-related facilities within the City and Urban Growth Boundary where agreements for annexation have been obtained or where the City receives funding from the county for public safety. The City Manager shall develop and implement a maintenance plan for City public safety-related facilities that shall be properly maintained, and that the City's investment therein shall be preserved, insofar as possible to do so with the funds available and in accordance with policies adopted by the Council.

## 8.90.090 Imposition of Utility Fee

There is hereby imposed upon the responsible party for each and every developed lot or parcel of land within the City that uses City streets, water, wastewater, or stormwater service, a Public Safety Utility Fee billed monthly. For all residential uses, the fee shall be a set monthly fee, depending on the use and number of dwelling units of the building. All commercial /industrial uses shall pay a fee based on the category of the use, the size of the building and the rate per group. These categories and rates shall be adopted by resolution. This fee is deemed reasonable and is necessary to pay for the operation of Public Safety services within the City.

The categories of development for the administration of the Public Safety Utility Charge shall match the categories, description, and calculation methodology maintained in Chapter 8.60 Transportation Utility Fee and are as follows:

A. Single Family Residential
B. Multi-family Residential
C. Condominium and Mobile Home Park
D. Elderly Care Facilities
E. Major Home Occupation
F. General Office
G. Medical Office
H. Hospital
I. Minor Traffic Retail/Commercial
J. General Retail/Commercial
K. Moderate Traffic Retail/Commercial
L. High Traffic Retail/Commercial
M. Automobile sales
N. Hotel/Motel
O. Non-Profit
P. Industrial

## 8.90.100 Principles of Categorization

Each building is categorized based on the methodology established in Chapter and Section 8.60.100 of the Transportation Utility Fee Ordinance.

## 8.90.110 Determination of Utility Fee

The City Manager shall determine the fee for each utility account in accordance with the group designation as set forth in Table A, Chapter 8.60 of the Transportation Utility Fee Ordinance. The group designation is based on:

A. The categories of use, which shall be assigned according to the principles and definitions contained in this Code and includes uses which generate similar amount of traffic based on the ITE Manual.

B. The size of the building measured by the gross square footage of the development.

8.90.120 Appeals of Determination of Fee

A. Appeal Petition: Any responsible party who disputes the classification of the use of the property or the gross square footage, may petition the City Council for reclassification of the use or alteration of the gross square footage. An appeal of a decision regarding the determination of the category of use or the gross square footage shall be filed in writing with the City Manager within 45 days after the mailing of the first utility bill that is sent following any initial classification or any new classification. Such petitions may be made only once in connection with any specific fee or determination, except upon showing of changed circumstances.

B. Burden of Proof: The petitioner shall have the burden of proof. For a dispute of the classification, the petitioner must demonstrate the category was not the best fit as defined in this Code. For a dispute of the size, the petitioner must demonstrate the gross square footage of the building was incorrect.

C. Decision: Within 45 days of the filing of a petition under this section, the City Council shall make findings of fact based upon relevant information, shall make a determination based upon such findings, and if found appropriate, shall modify such fee or determination accordingly. Such determination by the City Council shall be considered a final order. Every decision or determination by the City Council in response to a written petition shall be in writing and notice thereof shall be mailed or served upon the petitioner within a reasonable time from the date of such action.

D. Continued Payment: During the appeal, the petitioner is responsible for payment of the assessed Public Safety Utility Fee. If it is determined the assessed fee was too high, a credit shall be provided for the charges.

8.90.130 Billing and Collection of Public Safety Utility Fee

A. Responsible Party: The responsible party for any improved premises governed by this Code shall pay a monthly Public Safety Utility Fee according to the rates set forth in this Chapter. The person(s) paying the public water (or public wastewater if only wastewater service is provided); or the Transportation Utility fee shall pay the Public Safety Utility Fees.

B. Commencement: Public Safety Utility Fee for new development will commence upon connection to the public water or wastewater system, or completion, occupancy or use of the improvements, or commencement of transportation utility billing to a property, whichever comes first. Areas that are annexed to the City or under contract to annex shall become subject to the Public Safety Utility Fee on the date of annexation or the date of the annexation contract, whichever comes first. When it is determined the customer was eligible to be billed for the Public Safety Utility Fee, but never billed, the customer will be billed retroactively for each respective month for which they were eligible to be billed. There will be no limitation to period of time.

C. Unified Billing: The Public Safety Utility Fee shall be billed and collected by the City in the same manner and at the same time as water, wastewater, stormwater and/or transportation user service charges. Partial payments on utility bills shall be allocated first to the Public Safety charge, second to the transportation charge, third to the water charge, fourth to the stormwater charge, and lastly to the wastewater charge. The customer shall not be allowed to specify a different allocation.

D. Monthly Bills: Bills will be rendered monthly. Opening or closing bills, or bills that for any other reason cover a period of time more or less than the normal billing period, shall be prorated.

E. Delinquent Accounts: An account is delinquent 21 calendar days after the billing date. After an account, billed for water service as well as Public Safety Utility, has become delinquent, it will receive written notice of the delinquency and be subject to service charges and water service discontinuation pursuant to the Municipal Code. Where the Public Safety Utility fees have become delinquent, an interest charge may be added to the unpaid balance, at a rate set by resolution.

8.90.140 Recovery of Unpaid Charges

A. Non-Payment Accounts: Non-payment of the Public Safety Utility Fee and any associated fees may be assigned to a collection agency and, if the City elects to do so, then a collection fee may be charged which shall be set by resolution.

B. Recovery: Any Public Safety Utility Fee, which is not paid when due may be recovered from the responsible party in an action at law by the City. In addition to any other remedies or penalties provided by this or any other provision of the Municipal Code, failure of any user of the City utilities governed by this Code to pay said charges promptly when due shall subject such user to measures as may be appropriate to obtain payment, and the City Manager is hereby empowered and directed to enforce this provision against delinquent users.

C. Enforcement: The employees of the City shall, at all reasonable times, have access to any premises served by the City for inspection for compliance with this Chapter.

## 8.90.150 Exemptions

The City Council may, by resolution, exempt any class of user when it determines the public interest deems it necessary.

The City will exempt school district, county government, city government and special districts formed under Oregon Law as local government, or any Chapter 190 combination governmental entity controlled by local governments, from paying a Public Safety Utility Fee for facilities owner/leased and operated by said entities provided such facilities are used for governmental purposes.

## 8.90.160 Severability

In the event any section, subsection, paragraph, sentence or phrase of this Chapter is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the Chapter shall continue to be effective.

| Item: | Resolution amending the Comprehensive Fee Schedule for adjustments. | Date: February 21, 2024 |
| --- | --- | --- |

## SUBJECT AND SUMMARY:

This resolution amends the Comprehensive Fee Schedule effective February 22, 2024, to acknowledge adjustments. The Public Safety Utility Fee would be effective as of June 1, 2024, as noted in the schedule.

## RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by effectively managing and communicating the fees and charges of the City, and by maintaining the fiscal health of the City.

## CALL TO ACTION SCHEDULE:

Call to action schedule: February 21, 2024. This action is to include a fee schedule for the potential new ordinance establishing a Public Safety Utility Fee and other adjustments.

## BACKGROUND:

Council has set fees and rates for services through a wide variety of resolutions and ordinances. As a reminder, certain ordinances were approved by Council to ensure fees and rates for utility and other services are annually adjusted by the CPI to keep pace with inflation over time. Those fees will occur again on January 1.

Specifically, this adjustment to the Comprehensive Fee Schedule is to include the newly approved ordinance for the Public Safety Utility Fee that would be effective June 1, 2024. The rate structure is included below. These may be adjusted by Council at a later date beyond the typical annual CPI adjustment.

| Rate Code Description | Per Month Cost |
| --- | ---: |
| Elderly Care Facility | 2.25 |
| Mobile Home Parks | 4.50 |
| Single Family Residential | 9.00 |
| Major Home Occupation | 9.00 |
| Multi-Family Residential | 5.94 |
| Commercial A | 29.97 |
| Commerical B | 90.00 |
| Commerical C | 180.00 |
| Commercial D | 270.00 |
| Commercial E | 450.00 |
| Commerical F | 900.00 |
| Commercial G | 1,800.00 |
| Commerical H | 2,700.00 |

Staff Report (continued):

Other adjustments include:

- Moving GIS from Building & Planning to Public Works
- Different rates based on annexation types more descriptive on types.
    - Annexation 1 – any application requiring public hearing and/or vote under ORS 222
    - Annexation 2 – multiple property owners; triple majority or other application not requiring public hearing or vote
    - Annexation 3 – single property owner with written consent
- Fixed amounts in Public Works to reflect current rates:
    - Service Truck from $12 to $16.68
    - Dump Truck from $20 to $55.98
    - Jet Rodder from $45 to $107.72
    - T.V. Unit from $45 to 104.82
    - Service Worker $47.50 to Utility Worker $53.84
    - Single Small Sign (<12" x 18") from $25 to $40
    - Single Large Sign (>18" x 24") from $50 to 60
    - Stop Sign remained the same at $85
    - Street Name Sign remained the same at $50
    - Private Street Sign from $100 to $50
    - Pole and Installation from $100 to $200
    - Stop Sign Pole and Installation from $115 to $285
- Bulk Water per unit rate from $4.86 to $9 per unit (748 gallons)

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COST IMPLICATION:

Staff time for programming and implementation into the utility billing system, as well as communication to the public for the Public Safety Utility Fee. Other adjustments are minor.

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ALTERNATIVES:

Council has the discretion to amend most of the fees in the Comprehensive Fee Schedule.

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RECOMMENDED ACTION:

It is recommended the Council adopt the resolution amending the Comprehensive Fee Schedule to acknowledge the inclusion of the Public Safety Utility Fee and other minor adjustments.

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POTENTIAL MOTION:

I move to approve the resolution to amend the Comprehensive Fee Schedule.

## RESOLUTION NO.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR ADJUSTMENTS.**

**WHEREAS:**

1. The City of Grants Pass finds it necessary and reasonable to adopt fees in order to provide City services; and

2. The City Council has the authority to establish, amend, and update fees and charges imposed by the City; and

3. The City has previously adopted many fees and charges through: Changes to the City Code, through ordinances, by various resolutions, other means; and

4. It should be understood that these fees and charges are an important part of the resources required for the operation of the City, and in many cases do not cover the costs involved; and

5. Staff has reviewed City fees and charges imposed by the City and has compiled these fees and charges into a Comprehensive Fee Schedule; and

6. It is desirable to improve the City's ability to communicate its fees and charges to its citizens and customers through a consolidated schedule; and

7. The City will be better able to manage and track the City's fees and charges through the use of a Comprehensive Fee Schedule with regular amendments as needed.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass:

**Section 1.** The Comprehensive Fee Schedule is amended for the changes to rates, as detailed in Exhibit 'A'.

**Section 2.** The amended fees and charges included in the Comprehensive Fee Schedule are effective for all billings and charges after February 21, 2024.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024.

**SUBMITTED** to and _______________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February 2024.

Sara Bristol, Mayor

**ATTEST:**

Date submitted to Mayor: __________

Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR ADJUSTMENTS.

Comprehensive Fee Schedule

Effective: 2/22/2024

Grants Pass

LIVE ROGUE

Oregon

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# Table of Contents by Department

## Administration



## Building and Planning



## Engineering



## Finance



## Parks and Recreation

## Table of Contents by Department continued

| Administration | |
|---|---|
| Parade Permit | $800.00 |
| **Public Records Requests** | |
| Black and White first 10 pages | no charge |
| 11 or more pages per page charge | $0.10 |
| Color photocopy first 4 pages | no charge |
| 5 or more pages per page charge | $0.25 |
| Staff time first hour | no charge |
| Staff time exceeding 1 hour limit per hour billed in quarter hour increments | $40.00 |
| Copy of DVD - televised public meeting/DVD data | $15.00 |
| Annual Comprehensive Financial Report (ACFR) | $8.00 |
| Annual Budget Document | $8.00 |
| **Council Chambers - Rental and Public Use** | |
| (Fee may not be charged for admission) Refundable Deposit | $100.00 |
| Non-refundable fee - Nonprofit | $25 for 1-4 hours |
| Non-refundable fee - Nonprofit | $40 up to 8 hours |
| Non-refundable fee - For Profit | $40 for 1-4 hours |
| Non-refundable fee - For Profit | $60 up to 8 hours |
| Call back charge for afterhours Council Chamber key request | $50.00 |
| **Human Resources - Job Testing Fees** | |
| Job applicant - testing fee (only if invited to test) | $15.00 |
| Cobra Administrative Fee | 2% |

| Building and Planning | |
|---|---|
| **Publications Resale** | |
| Development Code | $100.00 |
| Comp Plan | $100.00 |
| Master Transportation Plan | $100.00 |
| Wetlands Plan | $50.00 |
| **B & W Printouts** | |
| per page | $0.25 |
| **Color Printouts** | |
| per page | $1.00 |
| **Mailing Fees** | |
| For Copies (up to 100) | $1.00 |
| For Publications | $3.00 |
| Job Card Placement | $25.00 |
| **Blueprint/Plan Copy** | |
| In-House Copies (per page) | $8.00 |
| Archive Retrieval | $25.00 |
| Print Shop Service (plus copy charges) | $30.00 |
| **Photocopies** | |
| Black & White per page | $0.10 |
| Color per page | $0.25 |
| **Planning Application Fees** | |
| Annexation (Type 1)[1] | $1,103.50 |
| Annexation (Type 2)[2] | $551.75 |
| Annexation (Type 3)[3] | $267.25 |
| Appeal of Type I | $487.50 |
| Appeal of Type II, Type III, or System Development Charge | $1,272.50 |
| Appeal of Sign Code | $200.00 |
| Conditional Uses | $1,379.25 plus $34.50/1,000 sq.ft. plus HC |
| County Joint Review | $184.25 |
| Development Permit | $267.25 |
| Land Use Compatibility Statement | $71.50 |
| Addressing (Minor) 3 or under | $71.50 |
| Addressing (Major-Sub) 4 or more | $143.25 |
| Floodplain Review | $349.25 |

[1]Any application requiring public hearing and/or vote under ORS 222

[2]Multiple property owners; triple majority of other application not requiring public hearing or vote

[3]Single property owner with written consent

| Planning Application Fees cont. | |
|---|---|
| Extension Letters (for Land Use Decisions and Development Permits) | $126.00 |
| Expedited Land Division | $3,937.75 plus $26.75/lot |
| Hearing Charge (HC) | $520.00 |
| Historical Buildings & Sites Review | $260.00 |
| Home Occupation (Minor) | $69.25 |
| Home Occupation (Major) | $1,179.00 |
| Interpretation of Code by Director | $260.00 |
| Urban Growth Boundary Amendment | $3,280.50 |
| Comprehensive & Zone Map Amendment | $2,758.75 |
| Zone Map Amendment | $2,315.75 |
| Special Purpose District Amendment | $2,315.75 |
| Designation of Historic Landmark Amendment | $893.75 |
| Non-Conforming Use Development Code | $1,445.50 |
| Optional Review Procedure for Type I-EX, I-AU, or I-A | $397.25 |
| Partitions | $2,299.25 |
| Performance Parking | $520.00 |
| Pre-Application | $461.00 |
| Planned Unit Developments (Preliminary) | $1,179 plus $67.75/lot or du plus HC |
| Planned Unit Developments (Final Plat) | $1,179.00 |
| Property Line Adjustment | $774.50 |
| Property Line Vacation | $397.25 |
| Remand from Land Use Board of Appeals (LUBA) | $920.50 |
| Re-noticing Fee | $255.25 |
| Removal of Service and Annexation Agreements | $119.75 plus $119.75/lot |
| Revise/Remove Deferred Development Agreement | $595.75 plus $236.25/lot |
| Sidewalk Café Permit[1] | No Charge |
| Signs | $127.50 plus $2.70/s.f. |
| Site Plan Review (Minor) | $922.00 plus $36.25/1000 s.f. or $67.75/du plus HC |
| Site Plan Review (Major) | $2,786.00 plus $36.25/1000 s.f. or $67.75/du plus HC |
| Site Plan Review - Minor Modification | $128.75 |
| Site Plan Review - Major Modification | $520.00 |
| Solar Access Permit | $920.50 |
| Special Use Permit | $925.00 |
| Street Name Change | $472.75 |

[1] Requests that do not include reconstruction, alteration - other than approved barriers, tables, chairs, and accoutrements - or any other destruction or modification of the public right of way, including the sidewalk.

| Planning Application Fees cont. | |
|---|---|
| Subdivision (Tentative Plan) | $2,299.25 plus $67.75/lot plus HC |
| Subdivision (Final Plat) | $1,179.00 |
| Text Amendment (If noticing requirements are increased to comply with Ballot Measure 56, then a $1.00 per notice fee shall be added to the application) | $2,230.50 |
| Variance (Major and Minor) | $1,795.00 |

Building permit fees shall be charged based on the total valuation of the work to be performed. The valuation shall be based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or determined by the building official with the input from the applicant. See below table for fee schedule.

| Total Valuation of Work Performed | |
|---|---|
| $1 to $500 | $12.48 |
| $501 to $2,000 | $12.48 for the first $ 500 plus $1.87 for each additional $100 or fraction thereof, to and including $2,000 |
| $2,001 to $25,000 | $40.56 for the first $2,000 plus $7.49 for each additional $1,000 or fraction thereof, to and including $25,000 |
| $25,001 to $50,000 | $212.78 for the first $25,000 plus $5.62 for each additional $1,000 or fraction thereof, up to $50,000 |
| $50,001 to $100,000 | $353.18 for the first $50,000 plus $3.74 for each additional $1,000 or fraction thereof, up to $100,000 |
| $100,001 and up | $540.38 for the first $100,000 plus $3.12 for each additional $1,000 or fraction thereof. |

| Plan Review Fee for Commercial Structural and Residential Specialty Codes. | |
|---|---|
| Plan Review Fees[1] | 65% of permit fee |
| Fire Life Safety Plan Review Fee[2] | Additional 40% of permit fee |
| Administrative/Plan Review Fees[3] | 50% of above plan review fee |
| **Additional Plan Review Fees:** | |
| Fees required by changes, additions, or revisions to plans (minimum charge one hour). | $75.00/hour |
| Master Plan Administrative Fees | Fees specified in "plan review fees" above will be reduced by 50% when a residential Master Plan is used. |
| Reissue Administrative Fees | Fees specified in "plan review fees" above will be reduced by 50% when a residential plan is reissued. (within same code cycle). |

[1] A plan review fee equal to 65% of the permit fee shall be added to each permit fee for every permit issued. Payment of the plan review fee shall be made at the time of application except that the 65% will be calculated from a preliminary assessed valuation of $125,000 for 1&2 family dwellings.

[2] An additional 40% of the permit fee shall be added for a fire life safety plan review when it is required on commercial applications.

[3] When plan reviews are performed by a licensed plan reviewer pursuant to ORS 455.465 (and subsequent statutes) an administrative fee shall be charged for processing and recording the plan review pursuant to OAR 918-050-000. The Administrative/Plan Review Fee shall be equal to 50% of the Plan Review Fee specified above.

| Miscellaneous Fees for Commercial Structural and Residential Specialty Codes | |
|---|---|
| **Demolition of Structure** | |
| Residential | $50.00 |
| Commercial | $100.00 |
| Commercial Automatic Fire Sprinkler/Fire Suppression/Fire Alarm System. Permit fees shall be charged based on the total valuation of work to be performed as follows. | |
| **Total Valuation of Work to be Performed** | |
| $1 to $500 | $12.48 |
| $501 to $2,000 | $12.48 for the first $500 plus $1.87 for each additional $100 |

| Miscellaneous Fees for Commercial Structural and Residential Specialty Codes cont. | |
|---|---|
| $2,001 to $25,000 | $40.56 for the first $2,000 plus $7.49 for each additional $1,000 |
| $25,001 to $50,000 | $212.78 for the first $25,000 plus $5.62 for each additional $1,000 |
| $50,001 to $100,000 | $353.18 for the first $50,000 plus $3.74 for each additional $1,000 |
| $100,001 and up | $540.38 for the first $100,000 plus $3.12 for each additional $1,000 |
| Plan Review Fees for Fire Suppression and Fire Alarm[1] (Payment of the plan review fee shall be made at the time of application) | 65% of permit fee |
| **Residential Fire Sprinkler System** | |
| Residential fire sprinkler permits are based on square footage as indicated in the following table. The permit fee includes the costs of the plan review. OAR 918-050-0140 | |
| 0 - 2,000 sq. ft. | $200.00 |
| 2,001 - 3,600 sq. ft. | $263.00 |
| 3,601 - 7,200 sq. ft. | $317.00 |
| 7,201 - sq. ft. and up | $373.00 |
| Deferred Submittals OAR 918-050-0170[2] | 10% of permit fee; $250 minimum |
| Phased permits OAR 918-050-0160[3] | 10% of permit fee; not to exceed $1500 |

[1] A plan review fee, equal to 65% of the permit fee, shall be added to each permit fee for every permit issued. The plan review fee shall cover the cost of the plan and specification review, plan review processing and recording.

[2] The fee for processing and reviewing deferred plan submittals shall be 10% of the building permit fee calculated using the value of the deferred portion or portions of the project with a set minimum fee of $250.00 The fee is in addition to the project plan review fee based on the total project value.

[3] The plan review fee for a phased project is based on a minimum phasing fee of $250 for each separate phased portion of the project. In addition, there is a charge of 10% of the total project building permit fee not to exceed $1500 for each phase.

| Inspection Fees for Commercial Structural and Residential Specialty Code | |
|---|---|
| Inspections Outside of Normal Business Hours<br>(2-hour minimum callback charge) | $112.50/hour |
| Re inspection Fees | $22.00 per inspection |
| A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc. In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid. | |
| Inspections for Which No Fee is Specifically Indicated.<br>(minimum one hour) | $75.00/hour |
| Requested Inspection Fees[1] | $75.00/hour |

[1] Requested inspections that are not part of the regular inspection program will be made as soon as practical after payment to the Building Official of the fee specified. One hour min.

**Note**: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee equal to the permit fee that shall be in addition to the required permit fees.

**Exception**: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 10 business days.

| Mechanical Specialty Codes | |
|---|---|
| **Residential Specialty Code** | |
| Base Permit Issuance Fee | $30.00 |
| Forced air or gravity-type furnace | $9.00 |
| Floor furnace, vented wall furnace or recessed wall heater, room heater, unit heaters (fuel, not electric). In wall, in duct, suspended, etc.... | $9.00 |
| Wood stoves, pellet stoves, wood fireplace/insert (for the installation, relocation, or replacement of each woodstove, fireplace, stove, or factory-built fireplace, including hearth and wall shield. | $6.75 |
| Flue/vent/liner: for furnace, HVAC, boiler, unit heater, water heater, gas fireplace, chimney (for the installation, relocation, or replacement of each.) | $4.50 |
| Residential water heater for radiator or hydronic system. For the installation, relocation, or replacement of each water heater not exceeding 120 gallons, water temperature of 210F, or 200,000 BTU input. | $22.50 |
| Alteration of existing HVAC installation, relocation, or replace air handler, heat exchanger, furnace/burner. | $9.00 |
| Heat pumps for installation, relocation, or replacement of a ducted heat pump, including compressor, exchanger, and ducts attached thereto. | $22.50 |
| Air conditioning for the installation, relocation, or replacement of each condensing or evaporating air conditioner, except portable type. | $9.00 |
| Single duct exhaust (bathrooms, toilet compartments, utility rooms, clothes dryer.) For the installation, relocation, or replacement of each ducted ventilation fan. | $6.75 |
| Range hood/other kitchen equipment for | $6.75 |
| **Fuel Piping for the installation, relocation, or replacement of gas piping** | |
| One to four outlets | $3.00 |
| Each additional outlet | $3.00 |
| Gas water heater | $6.75 |
| Gas Fireplace | $6.75 |
| Log lighter, Gas Range/ BBQ | $6.75 |
| Attic/crawl space fans | $6.75 |

| Permit Fee for Mechanical (Commercial) Specialty Code | |
|---|---|
| Any equipment or system regulated by this code and not classified residential shall be assessed permit fees in accordance with the following: | |
| Valuation of work | |
| Minimum fee | $52.25 |
| $1 to $5,000 | $52.25 |
| $5,001 to $10,000 | $52.25 + $1.56 for each additional $100 over $5,000 |
| $10,001 to $100,000 | $198.63 + $10.69 for each additional $1,000 over $10,000 |
| $100,001 and up | $1,166.87 + $5.13 for each additional $1,000 over $100,000 |

| Inspection Fees for Commercial Mechanical and Residential Specialty Codes. | |
|---|---|
| Inspection outside of normal business hours: (2 hour minimum callback charge) | $112.50 |
| Re -inspection fees[1]: | $22.00 per inspection |

[1] A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc. In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid.

**Note**: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee equal to the permit fee that shall be in addition to the required permit fees. Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 10 business days.

| Electrical Specialty Codes | |
|---|---|
| **Permit Fee for Electrical Specialty Codes:** | |
| Each new residential single or multi-family dwelling unit: | |
| 1,000 sq. ft. or less (4 inspections per permit) | $106.00 |
| Each additional 500 sq. ft. or portion thereof | $19.00 |
| Limited energy installation, One and Two Family (2 inspections per permit) | $25.00 |
| Multi-family (2 inspections per permit) | $25.00 |
| Each manufactured home or modular dwelling service or feeder not included in Permit fees for manufactured home sitting permits. | $50.00 |
| **Service or Feeders Installation, alteration, or relocation** | |
| 200 amps or less (2 inspections per permit) | $63.00 |
| 201 amps to 400 amps (2 inspections per permit) | $75.00 |
| 401 amps to 600 amps (3 inspections per permit) | $125.00 |
| 601 amps to 1,000 amps (3 inspections per permit) | $163.00 |
| Over 1,000 amps or volts (4 inspections per permit) | $375.00 |
| Reconnect only (1 inspection per permit) | $50.00 |
| **Installation, alteration, or relocation of temporary services or feeders** | |
| 200 amps or less (2 inspections per permit) | $50.00 |
| 201 amps to 400 amps (2 inspections per permit) | $69.00 |
| 401 amps to 600 amps (2 inspections per permit) | $100.00 |
| Over 600 amps to 1,000 volts | See service or feeders installation, alteration or relocation above for applicable fees. |
| **Branch circuits: new alteration or extension per panel** | |
| Fees for branch circuits with purchase of service or feeder fee | $3.00 |
| Fee for branch circuits without purchase of service or feeder fee | $43.00 |
| Each additional branch circuit | $3.00 |
| **Miscellaneous (service or feeder not included)** | |
| Each pump or irrigation circle (2 inspections per permit) | $50.00 |
| Each sign or outline lighting | $50.00 |
| Signal circuits or a limited energy panel, alteration or extension (2 inspections per permit) | $50.00 |
| Each additional inspection over the allowable in any of the above, per inspection | $22.00 |

| Electrical Specialty Codes cont. | |
|---|---|
| **Renewable Electrical Energy** | |
| 5kva or less (2 inspections per permit) | $79.00 |
| 5.01 to 15 kva (2 inspection per permit) | $94.00 |
| 15.01 to 25 kva (2 inspections per permit) | $156.00 |
| Other inspection[1] | $75.00 |
| Inspections outside normal business hours: Minimum 2 hour for call back charge. (per hour charge) | $112.50 |

[1] Any requested inspection not otherwise specifically listed above shall be charged at the following rates per hour. Time spent traveling to and from the inspection site and any associated office time shall be included. Minimum one hour.

**Plan review fee for electrical specialty code payment shall be made at the time of application.**

A plan review fee, for an additional amount equal to 65% of the amount charged for the services itemized in permit fee for electrical specialty code, shall be added when the installation involves 1 or more of the following:

1) Sq. ft. more than 10,000 sq. ft;

2)Ampacity:

a) More than 320 amperes continuous rating metered through a self-contained metering device, for one and two family dwelling; or

b) More than 225 amperes for service and starting at 400 amperes for feeders for other than one and two family dwellings;

3)Voltage. More than 600 volts;

4) Height. More than three stories;

5) Occupancy. Four or more residential units in one structure, or occupancy rating of more than 99 persons;

6) Classified area. Any area or structure containing a special occupancy described in chapter 5 of the National Electrical Code adopted by the board by OAR 918-305-0100; or

7) Manufactured structures park or recreational vehicle park. A new manufactured park, a temporary manufactured structures park or recreation vehicle park, or any addition or alteration to an existing park.

| Electrical Specialty Codes cont. | |
|---|---|
| **Renewable Electrical Energy cont.** | |
| Re-inspection fees[1] | $22.00 per inspection |

[1] A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc.... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid.

**Note**: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee equal to the permit fee that shall be in addition to the required permit fees. Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 24 hours per OAR 918-309-0080 and ORS 479.550.

| Plumbing Specialty Codes | |
|---|---|
| Fees charged in this section related to individual building or structured systems. Multiple service, private plumbing, or sewer disposal systems, included but not limited to planned unit developments, shall be subject to plan review fees as set forth. | |
| Before a permit may be issued of a plumbing or drainage system, the following fees shall be paid: | |
| New construction for a single family dwelling, each unit with one bathroom and one kitchen | $235.38 |
| New construction for a single family dwelling, each unit with two bathrooms and one kitchen | $307.62 |
| New construction for a single family dwelling, each unit with three bathrooms and one kitchen | $341.72 |
| New construction for a single family dwelling, each unit with more than three bathrooms and one kitchen, each additional bath or kitchen | $95.76 |
| Existing dwelling, each unit fixture repair or remodel, each fixture | $17.33 |
| New construction: First 100 feet of water and storm drain are included. Each additional 100 feet shall be charged as follows. | Fees shall be in accordance with water service/sanitary/storm sewer. $27.56 |
| **Mobile home service connections that are not included with the manufactured home permit.** | |
| Sewer | $49.98 |

| Plumbing Specialty Codes cont. | |
|---|---|
| Water | $49.98 |
| Storm | $49.98 |
| Commercial/industrial. The following fee shall be per fixture, plus any water service, sanitary and storm fees as required by water/sanitary/storm sewer | $17.33 |
| **Water/storm/sanitary sewer** | |
| Water/storm/sanitary sewer (first 100 feet or fraction thereof excluding residential) shall be charged as follows: | $49.98 |
| Water/storm/sanitary sewer (existing, each additional 100 feet or portion thereof) shall be charged as follows: | $27.56 |
| **Miscellaneous** | |
| Sewer cap, catch basin, area drain, drywells, leach line, trench drain, manholes, back flow preventer, back water valve, ejectors, sump shall be charged as follows: | $17.33 |
| Replacement water heater: | $17.33 |
| Minimum permit fee | $30.00 |
| **Medical Gas System OAR 918-050-0150** | |
| Medical gas system permits shall be charged based on the total valuation of the work to be performed, as indicated below | |
| **Valuation of work** | |
| $1 to $2000 | $140.00 Minimum Fee |
| $2001 to $25,000 | $140.00 for the first $2,000 plus $18.00 for each additional $1,000 |
| $25,001 to $50,000 | $554.00 for the first $25,000 plus $15.00 for each additional $1,000 |
| $50,001 to $100,000 | $929.00 for the first $50,000 plus $9.00 for each additional $1,000 |
| $100,001 and up | $1379.00 for the first $100,000 plus $8.00 for each additional $1,000 |

Where an application is made and a plan is required, in addition to the above fees, the applicant shall pay an additional plan review fee equal to 65% of the permit fee. Per 918-780-0040 (complex structures).

| | |
|---|---|
| An hourly fee with a minimum one-half hour charge, shall be charged for additional plan reviews required by changes, additions or revisions to approved plans. | $75.00 per hour |

| Inspection fee for plumbing specialty code | |
|---|---|
| Requested inspections that are not part of the regular inspection program will be made soon as practical after payment to a building official of the fee specified below: (minimum one hour) | $75.00 per hour |
| An hourly fee, with a minimum charge of $75.00 for the first half hour or fraction thereof, shall be charged for re inspections for which no fee is specifically indicated. | $75.00 per hour |
| A fee shall be charged per hour or fraction thereof for inspections outside of normal business hours. (2 hour minimum) | $112.50 per hour |
| **Plumbing Minor Label Program** | |
| Minor installation inspections shall be conducted in accordance with Oregon Administrative Rules | |
| Re-inspection fees: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc.... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid. | $22.00 per inspection. |

Note: Work commencing before permit issuance. Any person who commences any work on a building or structure before obtaining necessary permits shall be subject to an investigation fee equal to the permit fee that shall be in addition to the required permit fees. Exception: Temporary repairs performed in an emergency on an existing structure. The authority having jurisdiction shall be notified of this work within 72 hours and permit application for the temporary work shall be submitted within the next 10 business days.

| Manufactured Dwelling and Park Specialty Code | |
|---|---|
| **Permit fees for Manufactured Homes[1]** | |
| Permit fee | $160.00 |
| Plan review fee | $104.00 |
| Re-inspection fees: A re-inspection fee may be assessed whenever additional inspections are required due to, but not limited to, failure to provide access to the equipment, work incomplete and not ready for inspection, failure to have approved plans on the job, deviations from the approved plans, etc.... In those instances where a re-inspection fee has been assessed, no additional inspection of the work will be performed, nor will the certificate of occupancy be issued, until required fees are paid. | $22.00 per inspection. |

[1] The permit fee is for installation and setup of a manufactured home. This single fee shall include the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling Standard, electrical feeder, plumbing connections, and all cross-over connections.

| Engineering Fees | |
|---|---|
| **Internally Billed Engineering Fees- applicable only to Right of Way work and Study Fees** | |
| per hour by job classification | |
| City Engineer | $170.25 |
| Utility Engineer | $131.75 |
| City Surveyor | $127.50 |
| Project Supervisor | $113.50 |
| Engineering Technician | $93.25 |
| Department Support Technician | $70.75 |
| Office Assistant I | $60.25 |
| Internal Service Fee - Bid Document Preparation (fixed fee) | $5,200.00 |
| GIS Fee (external inspections and internal engineering service billings) | 5% of Engineering Service Fee |
| **Inspector Services Estimated Construction Cost** | **Services Fee** |
| $100,000 or less | 5.00% |
| $200,000 | 4.60% |
| $300,000 | 4.30% |
| $400,000 | 4.10% |
| $500,000 | 3.90% |
| $600,000 | 3.80% |

| Engineering Fees cont. | |
|---|---|
| **Inspector Services Estimated Construction Cost cont.** | **Services Fee** |
| $700,000 | 3.70% |
| $800,000 | 3.60% |
| $900,000 | 3.50% |
| $1,000,000 or more | 3.40% |
| **Charges to City Capital Projects** | |
| Projects where Engineering provides services will be charged either the basic Services Fee or the Project Management Fee based on level of service | |
| **Estimated Construction Cost** | **Basic Service Fee** |
| $0 - $30,000 | 14.60% |
| $40,000 | 14.10% |
| $50,000 | 13.60% |
| $60,000 | 13.20% |
| $70,000 | 12.90% |
| $80,000 | 12.60% |
| $90,000 | 12.30% |
| $100,000 | 12.00% |
| $200,000 | 11.00% |
| $300,000 | 10.30% |
| $400,000 | 9.80% |
| $500,000 | 9.30% |
| $600,000 | 8.80% |
| $700,000 | 8.60% |
| $800,000 | 8.40% |
| $900,000 | 8.20% |
| $1,000,000 or more | 8.00% |
| **Estimated Construction Cost** | **Project Management Fee** |
| $0 - $30,000 | 7.30% |
| $40,000 | 7.05% |
| $50,000 | 6.80% |
| $60,000 | 6.60% |
| $70,000 | 6.45% |
| $80,000 | 6.30% |
| $90,000 | 6.15% |
| $100,000 | 6.00% |
| $200,000 | 5.50% |
| $300,000 | 5.15% |
| $400,000 | 4.90% |
| $500,000 | 4.65% |

| Engineering Fees Cont. | |
|---|---|
| **Estimate Construction Cost** | **Project Management Fee** |
| $600,000 | 4.40% |
| $700,000 | 4.30% |
| $800,000 | 4.20% |
| $900,000 | 4.10% |
| $1,000,000 or more | 4.00% |

| Encroachment, Grading, & Miscellaneous Fees | |
|---|---|
| **Encroachment Permit Fees (Right of Way Work)** | |
| Base Permit Fee | $88.00 |
| Excavation (100 Sq. Ft. or Less) | $27.25 |
| Excavation (101-1000 Sq. Ft.) | $116.50 |
| Excavation (1001-3000 Sq. Ft.) | $237.00 |
| Excavation (3001-5000 Sq. Ft.) | $296.50 |
| Excavation (5001Sq. Ft. & Over) | $296.50 |
| Driveway (per Sq. Ft.) | $0.47 / Sq. Ft. |
| Sidewalk (per Sq. Ft.) | $0.30 / Sq. Ft. |
| Pavement (per Sq. Ft.) | $0.30 / Sq. Ft. |
| Valley Gutter (per Sq. Ft.) | $0.30 / Sq. Ft. |
| Manhole or Catch Basis (each) | $296.50 |
| Fire Hydrant (each) | $446.75 |
| Installation of Pedestrian Benches (each) | $27.25 |
| Traffic Survey Counts (each) | $177.50 |
| Annual Blanket (each) | $109.00 |
| Tree/Stump Removal (each) | $27.25 |
| Deposit Material on Right of Way Construction | $54.50 |
| Curb/Gutter (Per Linear Foot) | $0.47/LF |
| Storm Drain (Per Linear Foot) | $1.50/LF |
| Water Laterals (Per Linear Foot) | $1.50/LF |
| Sewer Laterals (Per Linear Foot) | $1.50/LF |
| CenturyLink Maintenance (each) | $146.25 |
| **Wall & Fence Encroachment Permit Fees** | |
| **Walls** | |
| Less than 3 ft. in height (each) | $70.75 |
| More than 3 ft. in height (each) | $70.75 + $1.75/sq ft of wall |
| **Fences** | |
| Each | $70.75 |

| Encroachment, Grading, & Miscellaneous Fees cont. | |
|---|---|
| **Grading Permit Fees** | |
| Grading (50 CY or Less) | $88.25 each |
| Grading (51 Cubic Yards - 100 CY) | $132.00 each |
| Grading (101 CY - 1,000 CY) | $146.50 each |
| Grading (1,001 - 10,000 CY) | $296.75 each |
| Grading (10,001 - 100,000 CY) | $596.00 each |
| Grading (100,001 CY & More) charge each | $1,198.00 each |
| Each Additional 10,000 CY | $70.25 / 10,000 Yards |
| **Miscellaneous Fees** | |
| Inspections for On-Site Drainage, Water, Sewer, & Paving Projects | Hourly Rate |
| Plan Check Fee (Collected Up Front) | $672.25 + $70.50/Lot |
| **Plat Check Fees** | |
| Partitions | $186.00 |
| Property Line Adjustment | $173.25 |
| Subdivision, Pre-monumented | $376.75 + $34.50/Lot |
| Subdivision, Post-monumented | $567.50 + $53.50/Lot |
| Condominiums | $663.50 + $53.50/Lot |
| Reimbursement District (AFD) Fee (each) | $1,501.75 |
| Street Vacation Fee | $672.50 |
| Engineering GIS Fee on Capital Projects | 1% of Project |
| System Development Charges | |
| **Transportation System Development Charge** | |
| Rate per trip (Trips will be based on Institute of Transportation Engineers Trip Generation Report) | $142.30 |
| Single Family Residence (9.57 trips) | $1,361.81 |
| **Parks System Development Charge** | |
| The Parks SDC for residential development is based on number of units: | |
| Parkland Acquisition (per residence) | $590.51 |
| Park Development (per residence) | $474.32 |
| The Parks SDC for non-residential development is based upon the number of new parking spaces built to serve development | |
| Parkland Acquisition (per new parking space built) | $54.06 |
| Park Development (per new parking space built) | $42.22 |
| **Sewer System Development Charge*** | |
| Single-family, Manufactured Home, or Small Commercial/Multifamily* | |
| Small (<= 1700 sqft) | $2,973.00 |
| Standard (1701-2900 sqft & commercial/multifamily) | $4,374.00 |

| System Development Charges cont. | |
|---|---|
| **Sewer System Development Charge** | |
| Large (>2900 sqft) | $5,991.00 |
| *Contact Community Development for estimated charges on larger developments | |
| **Storm Drain System** | |
| Per Square Foot of Impervious Surface | $0.321 |
| **Water System Development Charge** | |
| Small (<= 1700 sqft) | |
| 3/4" | $3,236.00 |
| 1" | $8,095.00 |
| 1-1/2" | $16,190.00 |
| Standard (1701-2900 sqft & commercial/multifamily) | |
| 3/4" | $4,762.00 |
| 1" | $11,905.00 |
| 1-1/2" | $23,810.00 |
| 2" | $38,096.00 |
| 3" | $71,430.00 |
| 4" | $119,050.00 |
| 6" | $238,100.00 |
| For meter sizes in excess of 6" please contact Community Development | |
| Large (>2900 sqft) | |
| 3/4" | $6,522.00 |
| 1" | $16,308.00 |
| 1-1/2" | $32,619.00 |
| **Irrigation Meter SDC fee for non-residential water customer** | |
| SDC fee for irrigation meter when irrigation system is already in use for the non-residential property using the current domestic meter: | |
| Same size water meter is used for the new irrigation meter: | No SDC Fee |
| If a larger water meter is used for new irrigation meter: | Incremental SDC charge between current meter size and new meter size |

| Finance | |
|---|---|
| **Annual Business & Occupation Tax Certificate** | |
| 1 or 2 employees | $50.00 |
| 3 | $72.00 |
| 4 | $96.00 |
| 5 | $120.00 |
| 6 | $132.00 |
| 7 | $144.00 |
| 8 | $156.00 |
| 9 | $168.00 |
| 10 | $180.00 |
| 11-30 add | $6.00 per add. employee |
| 31 or more | $2.40 per add. employee |
| One Day Temporary | $5.00 |
| Non-Sufficient Funds Fee (Returned item) | $23.50 |
| **Right Of Way (Franchise) Privilege Tax** | |
| Electric, Natural Gas, Cable, Water, Sanitary Sewer | 5% of gross revenues |
| Telecommunications | 7% of gross revenues |
| Right Of Way Attachment Fee | $270 per attachment per year |
| **Small Wireless Facilities (SWF)** | |
| Single up-front application to include up to five SW | $500 |
| For each additional SWF beyond five | $100 |
| SWF per year for all recurring fees including any possible ROW fees | $270 |
| Non-Recurring fees for a new pole | $1,000.00 |
| **Municipal Electronic Lien Search Fee** | |
| Electronic Lien Search - Fee per each online search request | $25.00 |
| **Liquor License** | |
| Initial Application | $10.00 |
| Renewal or temporary application | $10.00 |
| Change in ownership, change in location, or change in privilege application | $10.00 |
| **Solicitors/Peddlers & Ice Cream Trucks** | |
| Background check performed by Police Department | $10.00 |
| Annual License & Application (July to June) | $20.00 |
| ½ Year License (January to June) | $10.00 |
| **Seasonal Sales (Allowed 90 days per year)** | |
| Background check performed by Police Department | $10.00 |

| Finance cont. | |
|---|---|
| **Seasonal Sales (Allowed 90 days per year) cont.** | |
| License & Application | $20.00 |
| No fees are required for Seasonal Sales if the person selling the products of the farm or orchard were produced by the seller. Background check, license and application are required. | |
| **Temporary Merchants** | |
| Background check performed by Police Department | $10.00 |
| License & Application | $20.00 |
| Card re-issuance fee | $10.00 |
| **Community Events** | |
| Background check performed by Police Department | $10.00 |
| License and Application | $20.00 |
| **Mobile Food Trucks, Mobile Vending Carts, and Mobile Vending Vehicles (located on the Grower's Market Lot)** | |
| Background check performed by Police Department | $10.00 |
| License & Application | $320.00 |
| Annual Renewal | $150.00 |
| **Special Events** | |
| Special Event License Fee | variable, see code 4.07.040 |
| **Special Event License Fee (if sponsor and all organizations involved are non-profit)** | |
| Event Sponsor Fee | $10.00 |
| Vendor Fee (per vendor/per day) | $5.00 |
| **Social Gaming Annual License Fee** | |
| Number of Owners and Employees engaged in the business in Grants Pass: | |
| 1 or 2 | $50.00 |
| 3 | $72.00 |
| 4 | $96.00 |
| 5 | $120.00 |
| 6 | $132.00 |
| 7 | $144.00 |
| 8 | $156.00 |
| 9 | $168.00 |
| 10 | $180.00 |
| 11 | $186.00 |
| 12 | $192.00 |
| 13 | $198.00 |
| 14 | $204.00 |
| 15 | $210.00 |

| Finance cont. | |
|---|---|
| **Downtown Parking Permits - Salmon Lot** | |
| 1/2 Year (October to March or April to September) | $60.00 |
| 1 Year Permit | $120.00 |
| **Downtown Parking Permits - All Other City Owned Lots Requiring Permits** | |
| 1/2 Year (October to March or April to September) | $120.00 |
| 1 Year Permit | $240.00 |
| **Electric Vehicle Parking Charges** | |
| **Charge per kWh** | |
| Charger connected, not charging per minute | $0.14 |
| **Reserved Parking Zones** | |
| Annual Charge (July to June) per 22 lineal feet of reserved space | $300.00 |
| **Parking Fines** | |
| Parking in 15 Min / 30 Min / 2 Hour / 3 Hour Lots and Streets, Method of Parking | $25.00 |
| Second Parking Violation within 30 Days | $50.00 |
| City Employee Parking | $25.00 |
| Other Parking Violations of Title 6 (GPUTC) | $50.00 |
| Late fee applied after 30th day | $20.00 |
| Nonelectric car parking in an electric vehicle space not charging | $25.00 |
| **Other Fines Under Title 6 - Grants Pass Uniform Traffic Code** | |
| Other Non-parking Violations of Title 6 (GPUTC) | $25.00 |
| **Collection Agency Fee** | |
| Amount added to delinquent bills or citations when turned over to a collection agency | 40% of the past due amount |
| **Vehicles For Hire Driver and Operator Licenses *** | |
| Taxi Company owner's license application and annual renewal fee | $100.00 |
| Transportation Network Company (TNC) license application and annual renewal fee | $1,000.00 |
| Driver's permit application and annual renewal fee (Taxi and TNC drivers) | $60.00 |
| Late fee per month for all renewals after annual due date of July 31st | 10% |

*Any operator or driver licensed under Vehicles for Hire does not need to maintain a separate business & occupation tax certificate with the City.

| Finance Cont. | |
|---|---|
| **Utility Right of Way Application Fee** | |
| 1 or 2 employees | $50.00 |
| 3 | $72.00 |
| 4 | $96.00 |
| 5 | $120.00 |
| 6 | $132.00 |
| 7 | $144.00 |
| 8 | $156.00 |
| 9 | $168.00 |
| 10 | $180.00 |
| 11-30 add | $6.00 per additional employee |
| 31 or more | $2.40 per additional employee |
| Utility Billing Fees (monthly unless stated otherwise) | |
| WATER UTILITY RATES | |
| **Base Monthly Meter Charges** | |
| 3/4 Inch Meter | $25.26 |
| 1 Inch Meter | $56.31 |
| 1 1/2 Inch Meter | $106.25 |
| 2 Inch Meter | $170.45 |
| 3 Inch Meter | $328.76 |
| 4 Inch Meter | $544.90 |
| 6 Inch Meter | $1034.97 |
| 8 Inch Meter | $1646.83 |
| 10 Inch Meter | $2550.99 |
| **Base Monthly Standby Meter Charges** | |
| 2 Inch Meter | $- |
| 3 Inch Meter | $46.26 |
| 4 Inch Meter | $72.26 |
| 6 Inch Meter | $144.54 |
| 8 Inch Meter | $231.24 |
| 10 Inch Meter | $332.41 |
| Additional Unit Charge (per additional dwelling unit) | $9.47 |
| **Water Treatment Plant Replacement Fee** | |
| 3/4 Inch Meter | $13.50 |
| 1 Inch Meter | $30.09 |
| 1 1/2 Inch Meter | $56.76 |
| 2 Inch Meter | $91.10 |

| Utility Billing Fees (monthly unless stated otherwise) cont. | |
|---|---|
| **Water Treatment Plant Replacement Fee** | |
| 3 Inch Meter | $175.71 |
| 4 Inch Meter | $291.22 |
| 6 Inch Meter | $553.15 |
| 8 Inch Meter | $880.16 |
| 10 Inch Meter | $1,365.35 |
| **Water Consumption Rates** | |
| Residential (per unit rates) | |
| 1-5 units | $0.79 |
| 6-10 units | $1.57 |
| 11-25 units | $1.96 |
| 26+ units | $2.36 |
| Multi-Family and PUD (per unit) | $1.33 |
| Commercial/Public (per unit) | $1.57 |
| Interruptible Irrigation for Public Parks & Schools | $1.33 |
| Standby - All Classes | $2.27 |
| Irrigation - All Classes | $2.27 |
| Bulk Water Rates per 1000 gallons | $12.00, not less than $10 per month |
| Bulk Water Rate Per Unit (748 gallons) | $9.00 |
| **Service Level Charges** | |
| Level 1 | $- |
| Level 2 | $0.15 |
| Level 3 | $0.35 |
| Level 4 | $0.49 |
| Level 5 | $0.64 |
| Cross Connection Fee | $2.00 |
| **Water Service Deposits** | |
| Minimum Residential Deposit | $100.00 |
| Maximum Residential Deposit | $200.00 |
| Residential Deposit | $200.00 |
| Multi-Family Service per dwelling unit | $75.00 |
| Commercial | 1/6 of estimated annual billing |
| Public | 1/6 of estimated annual billing |
| Each deposit may be charged up to double depending on credit history and credit offenses and is at the discretion of the Customer Service Supervisor. | |
| **Late Notice Fees** | |
| Courtesy Notice | $15.00 |

| Utility Billing Fees (monthly unless stated otherwise) cont. | |
|---|---|
| Shut Off Notice | $25.00 |
| **Service Charges** | |
| After Hours Call | $100.00 |
| Meter Tamper Charge | $100.00 |
| No Signed Application Service Charge | $20.00 |
| Turn on Charge[1] | $30.00 |
| Turn on Charge Afterhours | $100.00 |
| Extra Length Service Connection | actual cost over maximum plus 15% |
| Meter Testing Fee | $25.00 |
| Unauthorized Use of Fire Hydrant | $250 per day |

[1] A turn on charge will be assessed if the services are turned off then turned on within 30 days.

| WASTEWATER UTILITY RATES | |
|---|---|
| Wastewater Base Charge (includes first two units of consumption) | $21.33 |
| Residential Volume Charge per average winter water consumption | $4.37 |
| Multi-Family Volume Charge per average winter water consumption | $4.37 |
| Commercial and Public Volume Charge per actual water consumption | $4.37 |
| High Strength Volume Charge per actual water consumption | $6.13 |
| Redwood Zone per unit pumping zone volume charge | $0.85 |
| Webster Zone per unit pumping zone volume charge | $0.44 |

| Utility Billing Fees (monthly unless stated otherwise) cont. | |
|---|---|
| **TRANSPORTATION UTILITY RATES** | |
| Elder Care Facilities (per bed) | $1.12 |
| Condominiums, Mobile Home Park (per living unit) | $2.23 |
| Single Family Residential | $4.45 |
| Major Home Occupation | $4.45 |
| Multi-family Residential (per living unit) | $2.96 |
| **Commercial/Industrial Usage Rates (these rates vary by size and type of business see schedule for detail)** | |
| A | $14.86 |
| B | $44.59 |
| C | $89.19 |
| D | $133.81 |
| E | $223.00 |
| F | $446.01 |
| G | $892.02 |
| H | $1,338.03 |
| **PUBLIC SAFETY UTILITY RATES (EFFECTIVE JUNE 1, 2024)** | |
| Elderly Care Facility (per bed) | $2.25 |
| Condominiums, Mobile Home Park (per living unit) | $4.50 |
| Single Family Residential | $9.00 |
| Major Home Occupation | $9.00 |
| Multi-Family Residential (per living unit) | $5.94 |
| **Commercial/Industrial Usage Rates (these rates vary by size and type of business see schedule for detail)** | |
| A | $29.97 |
| B | $90.00 |
| C | $180.00 |
| D | $270.00 |
| E | $450.00 |
| F | $900.00 |
| G | $1,800.00 |
| H | $2,700.00 |
| **STORM WATER UTILITY RATES** | |
| **Equivalent Service Unit (ESU) = 3,700 ISF** | |
| Single Family Residential, 1 ESU | $8.41 |
| Rate Per ESU | $8.41 |

| Parks and Recreation | |
|---|---|
| **Facilities** | |
| Trevillian Pavilion (Riverside Park) | $77.50 |
| Riverside Pavilion (Riverside Park) | $200.00 |
| Centennial Gazebo (Riverside Park) | $65.00 |
| Upper Picnic Grove (Riverside Park) | $58.75 |
| Festival Area (Riverside Park) | $102.50 |
| Bank of America (Reinhart Volunteer Park) | $77.50 |
| DCS Shelter (Reinhart Volunteer Park) | $58.75 |
| Key Shelter (Reinhart Volunteer Park) | $46.25 |
| 4-Way Foundation (Reinhart Volunteer Park) | $46.25 |
| Pond Overlook (Reinhart Volunteer Park) | $52.50 |
| Harry & David Shelter (Reinhart Volunteer Park) | $133.75 |
| Home Valley Bank Shelter (Reinhart Volunteer Park) | $52.50 |
| Eckstein Park Shelter (Eckstein Park) | $46.25 |
| Croxton Memorial Park (Croxton Park) | $52.50 |
| Refundable Damage Deposit - Shelters | $75.00 |
| Large Group Reservation Fee (100+ people) | $75.00 |
| These facilities are maintained by the City of Grants Pass and city taxpayers will receive a $7.00 credit. | |
| **River Vista Site (Reinhart Volunteer Park)** | |
| All day rental of grounds | $500.00 |
| Refundable Damage Deposit - River Vista Grounds | $250.00 |
| Reservation Fee - Applied toward rental (Refundable if cancelled with 90 day notice) | $250.00 |
| **River Vista House (Reinhart Volunteer Park)*** | |
| Small Meeting Use | |
| Meeting charge (up to 4 hours) | $156.25 |
| Each additional hour | $43.75 |
| **Nightly Rental Use**** | |
| Nightly Rental Fee May 1st - September 30th | $250.00 / $375.00 |
| **Nightly Fee Breakdown: Sunday - Thursday $250 / Friday - Saturday $375** | |

| Parks and Recreation cont. | |
|---|---|
| Nightly Rental Fee October 1st - April 30th | $168.75 / $250.00 |
| **Nightly Fee Breakdown: Sunday - Thursday $168.75 / Friday - Saturday $250** | |
| Cleaning Fee (Non-refundable) | $120.00 |
| Refundable Damage Deposit - River Vista Nightly Rental | $375.00 |
| Reservation Fee - Applied toward rental (Refundable if cancelled with 7-day notice) | $125.00 |

*No smoking indoors and no pets

**Plus applicable taxes

| Parks and Recreation cont. | |
|---|---|
| **Platform (Portable platform measuring 12' x 24' / 28.5' from the ground)** | |
| Per day - Platform | $25.00 |
| Refundable Damage Deposit - Platform | $250.00 |
| Large Event Refundable Damage Deposit Calculations Based Upon Attendance | |
| 1 - 250 People | $187.50 |
| 251 - 500 People | $250.00 |
| 501 - 1000 People | $437.50 |
| 1001 - 5000 People | $625.00 |
| Over 5000 People | $1,250.00 |
| **Alcohol Permit Fees** | |
| Refundable Damage and cleaning deposits are based upon attendance and type of event: | |
| Private Party, up to 50 people, per day (public not invited and no flyers or advertisements) | $62.50 |
| Private Party, 51 to 250 people, per day (public not invited and no flyers or advertisements) | $125.00 |
| Private Party, more than 250 guests, per day (public not invited and no flyers or advertisements) | $312.50 |
| Public Event, per day | $312.50 |
| Vehicle Refundable Damage Deposits (Based upon potential off pavement vehicles damage to lawns, shrubs, and trees) | |
| Auto and Light Trucks*** | |
| 1 to 10 | $125.00 |
| 11 to 20 | $312.50 |
| 21 to 50 | $625.00 |
| Over 50 | $1,250.00 |
| Heavy trucks and vehicles charge per vehicle*** | $62.50 |

*** Vehicles driven off roadways may require lawn aeration after event at $62.50 per hour

| Parks and Recreation cont. | |
|---|---|
| **The fees are only for reserving the fields; all reservations are for 1.5 hours** | |
| General Field Reservation* (Baseball, Softball & Soccer fields) (No Lights) | |
| 1.5 hours | $5.00 |
| Local Nonprofit Youth League Reservations (No charge) | $0.00 |
| **If lights are used, an additional fee is required:** | |
| Riverside Park for 1.5 hours | $12.50 |
| Gilbert Creek Park for 1.5 hours | $12.50 |
| Reinhart Volunteer Park 1.5 hours | $11.25 |
| **Tournament Field Use Reservation** | |
| Per Day - Tournament | $25.00 |
| Refundable Damage Deposit - Tournament | $250.00 |
| *Excludes Dick Matti Synthetic Soccer Field | |
| **Dick Matti Synthetic Soccer Field Rental (Reinhart Volunteer Park)** | |
| Synthetic Field Rental - Per Hour | $30.00 |
| Power for Lights - Per Hour | $10.00 |
| Group Application Fee | $25.00 |
| Refundable Damage Deposit | $150.00 |
| **Court Reservation (Pickleball, Tennis, Basketball & Volleyball)** | |
| 1 hour | $5.00 |
| Local Nonprofit Youth League Reservations | No Charge |
| **Court Tournament Reservation** | |
| Per Facility/Per Day | $25.00 |
| Refundable Damage Deposit | $100.00 |
| **Key Deposit (Rental of key for field light access - limited to league directors or managers)** | |
| Refundable Key Deposit | $25.00 |
| **Pool Fees** | |
| Youth Admission | $5.00 |
| Adult Admission | $6.50 |
| Family Admission | $12.00 |
| Youth Annual Pass | $75.00 |
| Adult Annual Pass | $125.00 |
| Family Annual Pass* | $175.00 |

Note: Admission rates are for 2 to 3 hour use during open swim

*Family annual pass covers 4 members of the same household.

| Police | |
|---|---|
| Tow | $110.00 |
| Duplicate Citations | $11.00 |
| Copies of CAD reports or CAD incidents | $6.00 |
| Copies of traffic crash report or exchange of information | $11.00 |
| Copies of narrative police reports up to 10 pages | $10.00 |
| Each additional page | $0.25 |
| Address activity listing (per address) | $6.00 |
| Arrest summary for a person (per name) | $15.00 |
| Highway Solicitation Fine | $75.00 |
| Prohibited Activity on Bridges, Curfew for Minors, Drinking in Public Places | $75.00 |
| Sleeping on Sidewalks, Streets, Alleys, or Within Doorways Prohibited | $75.00 |
| Smoking Prohibited on Public Property, Garage Sales and Yard Sales | $75.00 |
| Storage of Seized Vehicle (lesser of per day or per 30 day charge) | $20 per day or $100/30 days |
| Use, possession, and discharge of fireworks | $75.00 |
| Signs prohibited by subsections 2, 3,4, 8, 10, and 11 of 9.21.500 | $75.00 |
| Temporary political signs under 9.21.620, 921.630, 9.21.640 and 9.21.650 | $75.00 |
| Third through sixth False Alarm in Calendar Year | $50.00 |
| Seventh through nineth False Alarm in Calendar Year | $100.00 |
| Ten or more False Alarms in Calendar Year | $200.00 |
| **911 Audio Tapes** | |
| Minimum fee | $75.00 |
| Additional charge for any increment of each 1/2 hour required to process beyond first hour | $25.00 |
| **911 Documents** | |
| Photocopies | $0.25 |
| Plus a minimum charge per each half hour or any increment thereof in excess of the first fifteen minutes required for research or processing request | $30.00 |
| **Crime Analyst Statistical Information Request** | |
| Minimum fee for 0.5 hour minimum | $30.00 |
| Additional charge for any increment of 1/2 hour required to process beyond first hour | $30.00 |
| **Body Worn and In-Car Video** | |
| Per State Law, Body Worn Camera videos are typically not released except by Court orders | |

| Police cont. | |
|---|---|
| **Body Worn and In-Car Video** | |
| Minimum fee | $85.00 |
| Additional charge for any increment of 1/2 hour required to process beyond first hour | $42.50 |
| **Evidence** | |
| Photo CD, or other data CD | $20.00 |
| **Request for Other Public Information** | |
| Black and White first 10 pages | no charge |
| 11 or more pages per page charge | $0.10 |
| Color photo copy first 4 pages | no charge |
| 5 or more pages per page charge | $0.25 |
| Staff time first hour | no charge |
| Staff time exceeding 1 hour limit per hour billed in quarter hour increments | $40.00 |
| **Code Enforcement** | |
| Cost for code enforcement action | $80.00 |
| Abatement costs | actual material and labor costs |
| Lien fee - liens sent to Finance for collection | 20% of lien admin charge |

| Public Works | |
|---|---|
| **GIS Products** | |
| Pre-printed Maps | $30.00 |
| Digitized Orthophotos (Aerial Photos) | $2,000.00 |
| Civil penalty - violation of Title 8 public utility services – max fee per day of violation | $500.00 |
| Service Truck (w/out operator) | $16.68 |
| Dump Truck (w/out operator) | $55.98 |
| Jet Rodder (w/out operator) | $107.72 |
| T.V. Unit (w/out operator) | $104.82 |
| Utility Worker | $53.84 |
| Single Small Sign (<12" x 18") | $40.00 |
| Single Large Sign (>18" x 24") | $60.00 |
| Stop Sign | $85.00 |
| Street Name Sign | $50.00 |
| Private Street Sign | $50.00 |
| Pole and Installation | $200.00 |
| Stop Sign Pole and Installation | $285.00 |
| **New Water Service Installation** | |
| New Service Install Fee - 1 inch meter size or less | $2,250.00 unpaved street / $3,185.00 paved |
| New Service Install Fee - 1 1/2 inch meter size | $4,000.00 unpaved street / $4,950.00 paved |
| New Service Install Fee - 2 inch meter size | $4,450.00 unpaved street / $5,400.00 paved |
| New Service Install Fee - greater than 2 inch meter size | actual cost plus 15% |

Grants Pass

LIVE ROGUE

Oregon

Item: Resolution consenting to Mark Bartholomew as temporary City Attorney. Date: February 21, 2024

---

SUBJECT AND SUMMARY:

This resolution is consenting to the temporary appointment of Mark Bartholomew as City Attorney.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of provide cooperative, shared **LEADERSHIP** involving council, staff and community.

---

CALL TO ACTION SCHEDULE:

Call to action schedule: February 21, 2024.

---

BACKGROUND:

On January 31, 2024, City Attorney Augustus Ogu gave notice of his resignation. Augustus's last day will be March 5, 2024. We will immediately begin a recruitment process to fill the upcoming vacancy.

Mark Bartholomew, with Hornecker Cowling, is willing to contract with the City until we have a new City Attorney.

The Grants Pass Charter, in Chapter V, Section 4, provides that the City Attorney shall be appointed by the City Manager, subject to the consent of the majority of the Council.

---

ALTERNATIVES:

1. Approve the temporary appointment of Mark Bartholomew as City Attorney;
2. Withhold consent of the temporary appointment.

---

COST IMPLICATION:

Revenue Source: General Fund Legal Services. Hourly rate for temporary City Attorney services is $235.

---

POTENTIAL MOTION:

I move to appoint Mark Bartholomew as temporary City Attorney.

---

ITEM: 4.a. RESOLUTION CONSENTING TO MARK BARTHOLOMEW AS TEMPORARY CITY ATTORNEY.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS CONSENTING TO MARK BARTHOLOMEW AS TEMPORARY CITY ATTORNEY.**

**WHEREAS:**

1. Augustus Ogu has resigned his position as City Attorney; and

2. We will immediately begin a recruitment process to fill the upcoming vacancy; and

3. Mark Bartholomew, with Hornecker Cowling, is willing to contract with the City until we have a new City Attorney; and

4. The City Charter states that the City Manager appoints the City Attorney, subject to the consent of the majority of the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass, that the Council consents to the appointment of Mark Bartholomew as temporary City Attorney. The engagement for legal services is attached as Exhibit ‘A’.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 21st day of February 2024.

**SUBMITTED** to and ______________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of February 2024

_______________________________
Sara Bristol, Mayor

**ATTEST:**

_______________________________
Karen Frerk, City Recorder

Date submitted to Mayor: ________

Approved as to Form, Augustus Ogu, City Attorney ____________

Exhibit A

# HORNECKER COWLING LLP

## Attorneys at Law

John Blackhurst
Joseph E. Kellerman, LL.M.
James A. Wallan
Charles E. Bolen
Ryan J. Vanderhoof
Stefanie L. Burke*
Mark S. Bartholomew
Michael J. Mayerle
Shane J. Antholz, LL.M.
Melisa A. Button*
Leah R. Samelson

*Also admitted in California

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Medford, OR 97501
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OF COUNSEL

Jeffrey W. Foxx
Patrick G. Huycke

John Hassen 1939-2020
Gregory T. Hornecker 1933-2009
B. Kent Blackhurst 1922-2007
Ervin B. Hogan 1927-2000

January 29, 2024

City of Grants Pass
101 NW A Street
Grants Pass, OR 97526

**RE:** ***Engagement for Legal Services***

To Whom It May Concern:

We appreciate the opportunity to represent you. This letter outlines some of the specific terms of this representation by our office. If you have any questions about any of these matters, please contact me. It is important that there is a clear understanding of the terms of this engagement at the outset.

**1. <u>Client</u>.** This representation involves an attorney-client relationship between only the City of Grants Pass, Oregon and us. Unless we expressly agree in writing later, this representation does not extend to any other individual or entity. Unless you instruct us otherwise, we will direct all communications (including fee statements) to your attention.

**2. <u>Scope of Work</u>.** You engage us to provide the following legal services:

- Temporary city attorney services.

If the scope of this representation expands by mutual agreement, this letter will continue to apply, unless superseded by a later engagement letter. We will provide only professional legal services and will not provide any accounting, engineering, financial, management, or other professional non-legal services.

**3. <u>Your Responsibilities</u>.** You will (a) provide us with accurate and complete information relating to this representation; (b) review all draft documents we provide you to check for factual accuracy and completeness; (c) keep us informed of any new developments that may affect this representation; and (d) timely pay us as agreed below (and any future fee statements for additional agreed-upon legal services).

**4. <u>Our Responsibilities</u>.** We will (a) provide the legal services described above; (b) keep you reasonably informed of the progress of this matter; and (c) respond to your inquiries.

**5. <u>Fees for Services</u>.** For any services outside the scope of work described above, either you will pay us a fixed fee as expressly agreed in writing or you will pay us by the hour at our prevailing rate for all time we spend performing the services. My hourly rate for the temporary city attorney services is $235. We may change the prevailing rate by giving you 30 days' advance notice. Our minimum time unit is one-tenth of an hour.

**6. <u>Costs and Other Charges</u>.** We will likely incur various costs and expenses in providing legal services to you. You agree to pay for all these costs and expenses in addition to the fixed or hourly fee. Generally, we will not charge you for incidental costs of long distance telephone calls, incidental postage (less than $5.00), and incidental photocopying (less than $5.00); however, we may charge you for these costs at our option. We will charge you for delivery services and expedited postage, any filing fees, registration fees, or other fees required by any governmental agencies. You may be required to provide funds for such fees in advance if paid by our office. You also agree to pay transportation, meals, lodging, and all other costs of any necessary out-of-town travel by us at your request. You will also be charged the normal hourly rates for time spent traveling – although to the extent possible, we will try to make productive use of this time in providing you legal services. The costs and expenses you will be charged will be at our actual cost – there will be no mark-ups.

**7. <u>Billing Practices and Payment</u>.** We will send you periodic statements for fees and costs incurred – typically on a monthly basis. You may request an interim statement at any time, and we will provide it to you within ten days after your request. Each fee statement will include an itemized description of the services performed, the corresponding total amount of fees due, an itemized list of other charges, and the amount of any deposit or prepayment applied towards the total amount due. Each statement shall be paid within 30 days of its date. We will be glad to answer any questions you may have about our billing practices or fee statements. Please do not hesitate to ask us.

**8. <u>Late Payment Charges</u>.** If a fee statement is not paid when due, late charges will accrue on the total amount due (but not including any previous late charges). Late charges will accrue at the annual interest rate of 9% per annum, 90 days from the date it is past due.

**9. <u>Fee Estimates</u>.** Any estimate we have provided for any services for the scope of work described above represents our reasonable and good-faith estimate. However, actual fees and expenses incurred are a result of many conditions, a number of which are beyond our control. You acknowledge that any estimate we provide is not a fixed-fee arrangement (unless otherwise agreed in writing) and that our fee statements will be determined as described above.

**10. <u>Records</u>.** You should retain all originals and copies of documents you desire for future reference. At the conclusion of this representation, you should advise us of any documents in our files that you would like for us to return to you. We retain most of our files for a certain period of time; but, ultimately, our file for this matter will be destroyed in accordance with our record-retention schedule at the time. Clients are not contacted before files are destroyed.

**11. <u>Communications</u>.** Unless you instruct us otherwise in writing, we may communicate with you by electronic mail. These communications will not be encrypted. We cannot guarantee that a third party will not intercept any of these communications. Communication by e-mail or fax is considered to be in writing for purposes of this agreement. When we are not available to take your telephone call, a voice-message system will accept your message. We return telephone calls as soon as reasonably possible – usually within 24 hours. If your call is urgent, please say so in your message. If your call is an emergency, please call our office and direct telephone numbers (and leave messages at both).

**12. <u>Termination</u>.** You may terminate our representation at any time by notifying us. We may withdraw from this representation with your consent or for good cause by giving you written notice. Good cause includes your breach of the terms of this engagement letter (including non-payment of fees), your refusal to cooperate or to follow our advice on a material matter, or any fact or circumstance that would cause our continuing representation of you to be unlawful or unethical. Any withdrawal will be accomplished subject to applicable ethical requirements. Upon termination of our representation, you will be obligated to pay us for all services rendered and expenses incurred through the date of termination. Following termination, if you request in writing, we will deliver to you, your files and other property in our possession, regardless of whether you have paid all outstanding charges.

**13. <u>Independent Legal Review</u>.** We have written this engagement letter on our own behalf. Please feel free to seek independent advice from legal counsel of your choosing regarding this engagement letter.

**14. <u>State License</u>.** We are licensed to practice law in Oregon and California.

**15. <u>Miscellaneous</u>.** This engagement letter contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this engagement letter will be binding on the parties. If any provision of this engagement letter is held to be unenforceable for any reason, the remainder of this engagement letter will be severable and remain in effect. This engagement letter may be modified only by later written agreement.

**16.** **Effective Date.** This engagement letter will not become effective, and we will not have any obligation to provide legal services, until you return a signed copy of this engagement letter to us. This Agreement will govern all legal services we perform on your behalf beginning on the date we first performed any services.

If you understand and agree with the provisions of this engagement letter, please sign in the designated space below, and return the letter to us. You should keep a copy of this engagement letter for your files.

Again, we sincerely appreciate your request for us to represent you in this matter, and we look forward to working with you.

Very Truly Yours,

HORNECKER COWLING, LLP

MARK BARTHOLOMEW

---

ACCEPTED AND AGREED this _____ day of ________________, 2024.

City of Grants Pass

______________________________
By: ___________________________
It's: ___________________________

MSB:snc

H:\USER\FILES\27845-002\Engagement Ltr 1.29.24.docx

| | | |
|---|---|---|
| Item: | Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended June 2023. | Date: February 21, 2024 |

---

SUBJECT AND SUMMARY:

Monthly and quarterly financial reports are prepared and acknowledged by Council to convey information about the City's budget and current financial condition.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by ensuring financial records and system are effective and that Council has the opportunity to access the City's financial information.

---

CALL TO ACTION SCHEDULE:

N/A

---

BACKGROUND:

A summary monthly report and a more detailed quarterly report are prepared to convey information about the City's budget, the current financial condition, and seasonal or unique financial transactions throughout the year for the various funds of the City.

---

COST IMPLICATION:

None.

---

RECOMMENDED ACTION:

It is recommended the Council acknowledge the receipt of the monthly and quarterly financial reports for quarter ended June 2023.

---

POTENTIAL MOTION:

I move to acknowledge the monthly and quarterly financial reports for quarter ended June 2023.

---

ITEM: 4.b. MOTION ACKNOWLEDGING RECEIPT OF THE MONTHLY AND QUARTERLY FINANCIAL REPORTS FOR THE QUARTER ENDED JUNE 2023.

**CITY OF GRANTS PASS**
**MONTHLY & QUARTERLY FINANCIAL REPORT**
**June 2023**
**Discussion & Analysis**

As June marks the end of a quarter and the fiscal year, attached in this month's financial report package are the City's monthly and quarterly reports as follows:

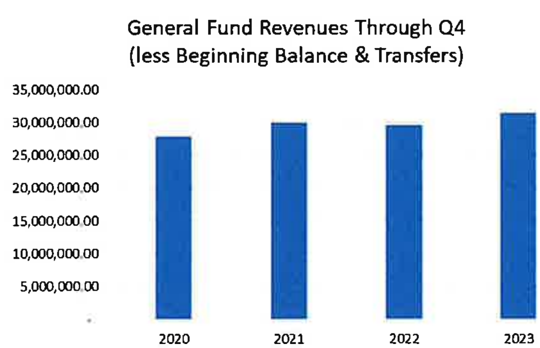
## Quarterly Reports:

- Monthly Financial Reports for June of 2023 (by % of prorated budget) – also shows beginning and ending budgetary fund balances
- Expanded Year-To-Date Revenue Summary for the General Fund
- Expanded Year-To-Date Revenue Summary by Program/Activity (by % of annual budget) – shows the revenues by category in each fund or division
- Expanded Year-To-Date Expenditure Summary by Program/Activity
- Quarterly Capital Fund and Capital Project Report
- Grants Pass Urban Renewal Agency quarterly financial summary

In reviewing the monthly reports, since this is a prorated budget variance report, any variances significantly different from 100% would imply either seasonality or true variances. The quarterly reports are budget variance reports by the percentage of the annual budget. The following is an analysis in brief of the areas and economic trends of the city and community. A fiscally conservative budget along with spending controls throughout the year has led to many major departments being under expenditure budgets and above revenue budgets resulting in higher fund balances to start FY'23 than was estimated during last spring's annual budget process.

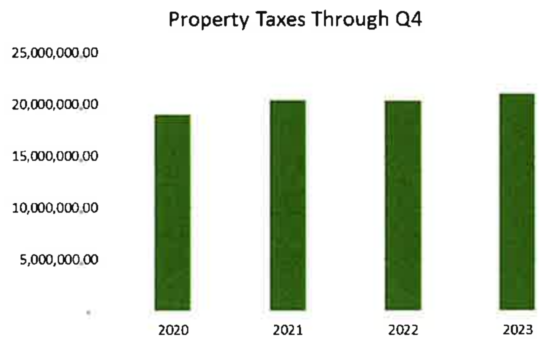
## REVENUES

Most of the General Fund revenues are either seasonal or come in on a quarterly basis right after the end of each quarter. Many types of franchise taxes and revenue sharing amounts are typically posted a month or a quarter in arrears except at fiscal year-end, and most of the property tax revenue comes in during November and December. Operating revenues outpaced last year's revenues by approximately $1.8 million.



**Property Taxes:**

Property taxes are by far the largest single source of revenue for city governmental services and are dedicated entirely to Police and Fire. Almost all the property tax turnovers come to the City from Josephine County during the months of November and December, therefore towards the end of the fiscal year the General Fund balance is drawn back down, and revenues end up being closer to budgeted amounts (rather than looking like they are on track to be over budget as shown in this quarterly report). Property taxes are about 3.3% higher than the previous year for a total of approximately $21.08 million.

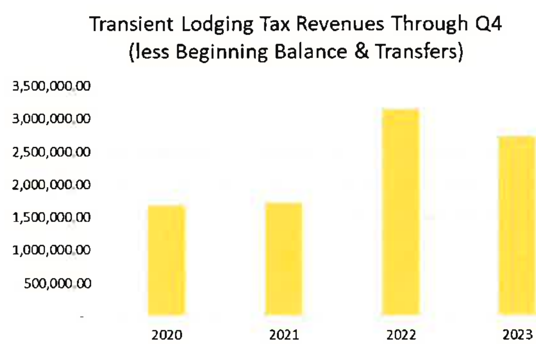



**Building & Safety:**

Revenues in the Building Division are a key indicator of the level of property development happening in the City. FY'23 showed higher activity than FY'22, however below FY'21. The Building Division has exceeded their budgeted revenues partially due to a large permit at approximately $100,000. Outside factors and activity seem to point to slowed activity, yet revenues are outperforming those expectations. This area will be further monitored in the future as this is a key economic indicator that can reveal impacts in other areas.

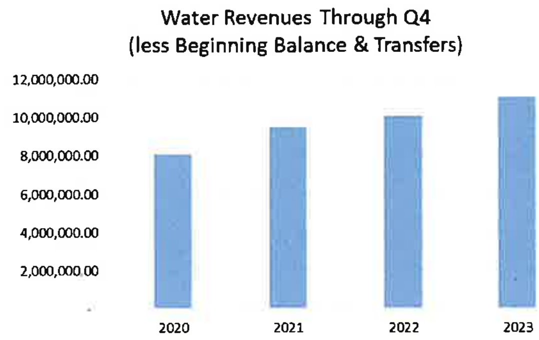

**Transient Lodging Tax:**

As a tourist city in Oregon, Transient Lodging Tax (TLT) revenues are another economic indicator that point towards economic health of the region as well as national propensity to spend discretionary income. COVID definitely decreased tourist activity into Grants Pass. Post-COVID still remains uncertain as increased TLT rates to travelers, inflation, gas prices, average room rates, and other traveling factors may be negatively impacting travel, or there may have just been such a large desire to travel that FY'22 was truly an outlier for TLT revenue receipts. Only time will tell what the new norm will be for this economic indicator. As the Lodging Tax rate did increase in 2022, there is a noticeable decline in revenues of approximately $400,000 in FY'23.



**Water:**

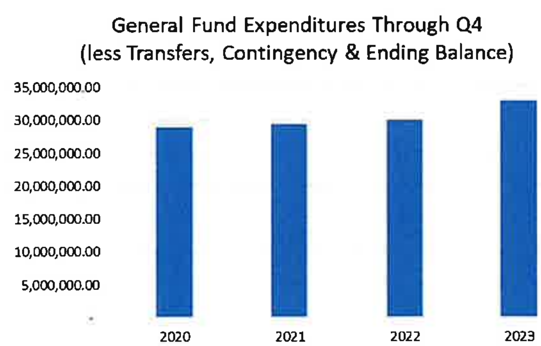
The Transportation, Stormwater and Wastewater utility revenues were on track and outperformed the budget for FY'23. From the report Water appears to be far behind and only going to reach 81% of its revenues. However, there is a budgeted $3.5 million contribution from the Urban Renewal Agency that was thought to be made to decrease debt service that will not occur per Council direction. As seen to the right, Water revenues outpaced the previous year and by removing the aforementioned contribution, the fund is finished the year slightly above the budgeted amount.

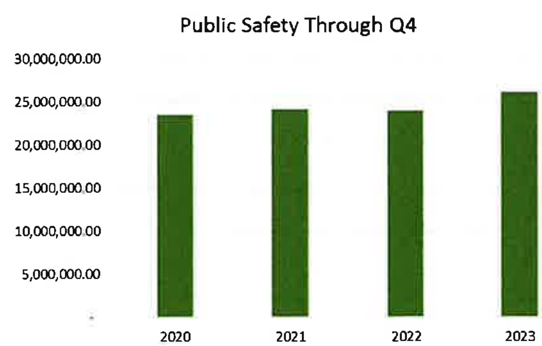



Standard monthly charges happen throughout the year for the Administrative Services Fund, the Garage and Equipment Replacement Funds, the Information Technology Fund, the Community Development Management Fund, the General Insurance Fund, and the Property Management Fund (different calculation methodologies behind the total annual charges for each of these funds). The Engineering Fund has a mix of fixed charges and variable charges based on capital project/development activity while the Workers Compensation Insurance Fund and Health Insurance Fund assess charges regularly throughout the year based on the payroll cycle.

## Expenditures

The expanded quarterly expenditure report is organized in a manner very similar to the way the budget is legally adopted and appropriated (by department or division in most cases). All operating departments are spending within prorated operating budgets when considering seasonality in certain expenditures. Just like seasonal revenues, as the year leads into the warmer months, expenditures seem to ramp up. The General Fund ended up being 8.6% under the revised expenditure budget for the year. Public Safety expenditures are higher than the last few previous years as there are less vacancies in those departments and the costs for those services have increased as it was $2.1 million more expensive in FY'23 than the previous year.




One item to note is that some transfers between funds, which are recorded as revenues and expenditures and are typically transfers from operating funds to capital project funds, are often recorded early in the fiscal year, in the first half of the fiscal year, or departments can make operational choices to change transfer amounts based on the need. This might make the transfer in and transfer out lines in the attached financial reports look like the exact budget in certain funds but not in other funds. Certain funds such as the General Insurance Fund and the Workers Comp Insurance Fund also make full year policy payments early in the fiscal year, and hopefully does not fully expend the budget as the savings is used in the following year to offset any increases in rates.

When looking at the expanded quarterly expenditure report, keep in mind that capital project funds only budget for "capital outlay" line-item expenditures, but as projects move forward the expenditures are posted in a variety of expenditure categories such as supplies or contractual services. Looking at the total expenditures versus budget in the capital project funds is a better way of reviewing expenditure activities for this type of fund. The best way to see which projects are in process during the fiscal year is the capital project report towards the end of this financial report package. The capital project report shows the total expenditures for each individual project this fiscal year.

Also, the last quarterly expenditure budget to actual report removes encumbrances, which are contract expenditures that have been committed to for later in the year but not yet paid. This can create a timing variance and push expenses to the following year based on financial reporting requirements. In some cases, throughout the expenditure budget reports this can be the reason for an underspending of appropriations, which will need to be accommodated in the following fiscal year.

## Budget Adjustments / Other Fiscal Activity for FY'23

1) A supplemental budget was presented to Council and the community for the City on June 7, 2023. This supplemental budget has the following purposes from Resolution 23-7341.
    a. The City received funds from Oregon Department of Human Services (ODHS) that were then passed through to the United Community Action Network (UCAN) to operate the Grants Pass Emergency Shelter located at $711 SW Ramsey Avenue. This was not planned for at the time of budgeting and an increase of $90,000 in appropriations to "Planning Services" is warranted given the matching revenue.
    b. Best practices of large borrowings require an arbitrage report five years after initial borrowing to make sure that the City doesn't need to pay taxes on potential interest revenues that could be earned in timing from draws and expenditures. There were no excess revenues found. A $10,000 transfer from "Contingency" to Wastewater "General Program Operations."
    c. To protect the City from potential claims should damage occur to property beyond the boundaries of the Merlin Landfill, the City purchased pollution liability insurance. The previous plan had expired and the cost was outside the of the budget purview at the time. Moving forward, these costs will be included in normal budgeting processes. This supplemental budget includes a transfer of appropriations from the "Contingency" appropriation line to the "Field Operations" appropriation line in the Fleet Operations Fund for $27,500.
    d. In creating the Fire Chief position, the City decided to move Emergency Management in-house as part of that restructuring. Upon that decision, the payment for the contract of the agreement with Josephine County's Emergency Management was paid in full. This is moving appropriations from the "Contingency" appropriation line to "Management Services" appropriation line in the Administrative Services Fund. Also, due to permissible personnel rules which allows for accrued leave to be cashed out, a large payout was processed in the current fiscal year that was not planned at the time of budgeting. Total transfer of the appropriations is $65,000.
    e. Fuel costs remain high as compared to budgeted figures. Though the current budget appears to perhaps cover the cost, this movement is more preventative if fuel prices climb higher than expected as the summer months approach. To prevent this fund from exceeding the budget, this supplemental budget includes a transfer of appropriations from the "Contingency" appropriation line to the "Garage Operations" appropriation line in the Fleet Operations Fund for $100,000.
    f. The City had previous CDBG program year carryforward allocations from the CDBG program that were not appropriated at the time of budgeting last year. As these funds are allocated directly to the City for the various approved CDBG programs, this $843,600 increase in appropriations is offset directly from the receipt of revenues beyond budgeted amounts. Moving into FY'24

budgeting, the City is planning for a portion of this to potentially be carried forward again, but not to this level.

2) A supplemental budget was presented to Council and the community for the Urban Renewal Agency on June 7, 2023. This supplemental budget has the following purposes from Resolution 23-7352.
   a. The Bohemian Bar & Bistro is relocating and expanding their current restaurant business from 233 SW G Street to 221 SW G Street. The remodel of 221 SW G Street (site of the former Goodness Gracious café) will include a two-story building with a rooftop dining area and installation of a fire suppression system. The matching grant requested is to reimburse costs associated with SDCs, utility upgrades, storefront lighting, and fire suppression. The grant was awarded on August 3, 2022, for a total of $55,000. This supplemental budget is in response to that decision and will transfer appropriations to the correct category before grant expenditures are reimbursed for the project.

## Financial Closing Process for FY'23

The end of fiscal year financial closing process is a time intensive process that ensures the financial reports as of June 30th are an accurate financial snapshot in time. This process takes 3-4 months to finalize and requires a number of expense and revenue accruals. Any goods or services that have been received before June 30th but not yet paid for, any employee hours worked before June 30th but not yet been paid via paychecks, and many types of revenue sources due to the City as of June 30th but not yet been paid have to be recorded in our financial records both for budgetary reporting and annual audit reporting.

For governmental funds anything that is due to the City on June 30th and received by the end of August can be recorded as budgetary revenue for the year, while accounting for Enterprise Funds is similar to private sector accounting and private sector financial accrual methods. This is the main reason the unaudited financial reports are typically not complete until October each year, followed by the annual financial audit before the final report is typically released in December. There was a delay in receiving a financial valuation report that is required for the City's financial reporting, which elongated this process and pushed the final report issuance into January this year.

This report, and all other monthly and quarterly financial summaries issued throughout the year are presented on a budgetary reporting basis. The ACFR (Annual Comprehensive Financial Report) audit report issued in January shows results both on a budgetary basis and on a basis of accounting as required by Governmental Accounting Standards for the annual audit report.

The City's annual financial audit will be fully completed during November and December, and the Annual Comprehensive Financial Report (ACFR) will be issued in January. The due date for the City's full audit report is December 31st each year and the report will once again be submitted to the GFOA's financial reporting award program. With the guidance of our auditors, the City received an extension for filing the annual report. The City of Grants Pass has won the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for 41 consecutive fiscal years. The Certificate of Achievement is a prestigious award recognizing conformance with the highest standards for preparation of state and local government financial reports.

All the City's monthly, quarterly, and annual financial reports and budget reports are available online under the Finance Department's section of the City website here:

http://www.grantspassoregon.gov/155/Finance-Department

We hope this discussion and analysis provides some insight into the City financial activities. Should you have additional comments or questions please feel free to contact the Finance Department.

J.C. Rowley
Finance Director
Phone: 541-450-6025

City of Grants Pass
101 NW A Street
Grants Pass, OR 97526
www.GrantsPassOregon.gov

*CITY OF GRANTS PASS*

# MONTHLY FINANCIAL REPORT

June 30, 2023

*Unaudited Budget to Actuals*

| | ANNUAL BUDGET | *June BUDGET* | *June ACTUAL**** | *% OF MONTH BUDGET* | *YEAR-TO-DATE BUDGET* | *YEAR-TO-DATE ACTUAL**** | *% OF YEAR-TO-DATE BUDGET* |
|---|---|---|---|---|---|---|---|
| **General Fund:** | | | | | | | |
| **Revenues** | | | | | | | |
| Beginning Balance | $ 16,155,000 | | | | $ 16,155,000 | $ 16,853,617 | |
| Property Tax | $ 20,810,000 | $ 1,734,166.67 | $ 651,030 | 38% | $ 20,810,000 | $ 21,080,219 | 101.3% |
| Franchise & Other Taxes | $ 4,020,500 | $ 335,042 | $ 928,648 | 277% | $ 4,020,500 | $ 4,234,598 | 105.3% |
| Licenses & Permits | $ 421,500 | $ 35,125 | $ 50,001 | 142% | $ 421,500 | $ 613,092 | 145% |
| Inter-Governmental & Grants | $ 2,952,493 | $ 246,041 | $ 92,711 | 38% | $ 2,952,493 | $ 2,885,727 | 98% |
| Fees & Charges for Service | $ 1,642,000 | $ 136,833 | $ 123,094 | 90% | $ 1,642,000 | $ 1,870,608 | 114% |
| Interest Income (misc) | $ 110,000 | $ 9,167 | $ 45,906 | 501% | $ 110,000 | $ 444,398 | 404% |
| Other Revenue | $ 158,480 | $ 13,207 | $ (263,379) | -1994% | $ 158,480 | $ 221,015 | 139% |
| Transfers in | $ 2,749,611 | $ 229,134 | $ 60,000 | 26% | $ 2,749,611 | $ 2,453,073 | 89% |
| **TOTAL RESOURCES** | **$ 49,019,584** | **$ 2,738,715** | **$ 1,688,013** | **62%** | **$ 49,019,584** | **$ 50,656,346** | **103%** |
| **Expenditures** | | | | | | | |
| Council and General Operations | $ 449,235 | $ 37,436.25 | $ 26,702 | 71% | $ 449,235 | $ 339,817 | 76% |
| Fire | $ 8,286,968 | $ 690,581 | $ 901,159 | 130% | $ 8,286,968 | $ 7,599,426 | 92% |
| Police | $ 19,336,060 | $ 1,611,338 | $ 2,115,613 | 131% | $ 19,336,060 | $ 18,462,218 | 95% |
| Parks & Recreation | $ 3,188,488 | $ 265,707 | $ 404,599 | 152% | $ 3,188,488 | $ 2,813,493 | 88% |
| Community Development | $ 2,287,263 | $ 190,605 | $ 199,918 | 105% | $ 2,287,263 | $ 1,921,904 | 84% |
| Economic Dev/Tourism/Downtown Dev. | $ 2,465,501 | $ 205,458 | $ 134,855 | 66% | $ 2,465,501 | $ 1,767,219 | 72% |
| Transfers out | $ 185,000 | $ 15,417 | $ 5,000 | 32% | $ 185,000 | $ 185,000 | 100% |
| Contingency & Ending Balance | $ 11,089,532 | | | | $ 11,089,532 | $ 15,846,813 | |
| Ending Balance Building (Budgetary Basis) | $ 1,731,537 | | | | $ 1,731,537 | $ 1,720,457 | |
| **TOTAL REQUIREMENTS** | **$ 49,019,584** | **$ 3,016,543** | **$ 3,787,846** | **126%** | **$ 49,019,584** | **$ 50,656,346** | |
| **Lodging Tax:** | | | | | | | |
| Beginning Balance | $ - | | | | $ - | $ 435 | |
| Revenues | $ 3,070,000 | $ 255,833 | $ 3 | 0% | $ 3,070,000 | $ 2,725,324 | 89% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 25,157 | $ 2,096 | $ 708 | 34% | $ 25,157 | $ 15,200 | 60% |
| Transfers out | $ 3,044,843 | $ 253,737 | $ - | 0% | $ 3,044,843 | $ 2,709,139 | 89% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 1,419 | Budgetary Balance** |
| **Street Utility:** | | | | | | | |
| Beginning Balance | $ 973,571 | | | | $ 973,571 | $ 1,362,919 | |
| Revenues | $ 4,098,600 | $ 341,550 | $ 687,171 | 201% | $ 4,098,600 | $ 4,392,912 | 107% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,737,700 | $ 144,808 | $ 158,731 | 110% | $ 1,737,700 | $ 1,633,034 | 94% |
| Transfers out | $ 2,898,845 | $ 241,570 | $ 27,651 | 11% | $ 2,898,845 | $ 2,866,588 | 99% |
| Contingency & Ending Balance | $ 435,626 | | | | $ 435,626 | $ 1,256,209 | Budgetary Balance** |
| **CD Block Grant / HUD:** | | | | | | | |
| Beginning Balance | $ 655,000 | | | | $ 655,000 | $ 659,223 | |
| Revenues | $ 1,301,700 | $ 108,475 | $ 57,138 | 53% | $ 1,301,700 | $ 1,151,716 | 88% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,956,700 | $ 163,058 | $ 179,070 | 110% | $ 1,956,700 | $ 1,201,416 | 61% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 609,523 | Budgetary Balance** |
| **Debt Service, Gen Obligation and Bancroft:** | | | | | | | |
| Beginning Balance | $ 34,000 | | | | $ 34,000 | $ 73,842 | |
| Revenues | $ 552,000 | $ 46,000 | $ 229 | 0% | $ 552,000 | $ 10,462 | 2% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 50,000 | $ 4,167 | $ 417 | 10% | $ 50,000 | $ 10,037 | 20% |
| Transfers out | $ 536,000 | $ 44,667 | $ 36,000 | 81% | $ 536,000 | $ 36,000 | 7% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 38,267 | Budgetary Balance** |
| **Transportation Capital Projects:** | | | | | | | |
| Beginning Balance | $ 10,325,427 | | | | $ 10,325,427 | $ 9,691,473 | |
| Revenues | $ 287,500 | $ 23,958 | $ 131,600 | 549% | $ 287,500 | $ 690,678 | 240% |
| Transfers in | $ 3,103,845 | $ 258,654 | $ 27,651 | 11% | $ 3,103,845 | $ 3,071,588 | 99% |
| Expenditures | $ 13,716,772 | $ 1,143,064 | $ 297,227 | 26% | $ 13,716,772 | $ 1,716,805 | 13% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 11,736,933 | Budgetary Balance** |
| **Solid Waste and Capital Projects:** | | | | | | | |
| Beginning Balance | $ 1,722,994 | | | | $ 1,722,994 | $ 1,674,124 | |
| Revenues | $ 699,600 | $ 58,300 | $ 115,382 | 198% | $ 699,600 | $ 624,876 | 89% |
| Transfers in | $ 5,000 | $ 417 | $ 5,000 | 1200% | $ 5,000 | $ 5,000 | 100% |
| Expenditures | $ 1,790,536 | $ 149,211 | $ 99,155 | 66% | $ 1,790,536 | $ 629,717 | 35% |
| Transfers out | $ 29,000 | $ 2,417 | $ 29,000 | 1200% | $ 29,000 | $ 29,000 | 100% |
| Contingency & Ending Balance | $ 608,058 | | | | $ 608,058 | $ 1,645,284 | Budgetary Balance** |

| | ANNUAL BUDGET | *June BUDGET* | *June ACTUAL**** | *% OF MONTH BUDGET* | *YEAR-TO-DATE BUDGET* | *YEAR-TO-DATE ACTUAL**** | *% OF YEAR-TO-DATE BUDGET* |
|---|---|---|---|---|---|---|---|
| **Stormwater** | | | | | | | |
| Beginning Balance | $ 890,173 | | | | $ 890,173 | $ 1,019,012 | |
| Revenues | $ 2,502,000 | $ 208,500 | $ 238,619 | 114% | $ 2,502,000 | $ 2,603,996 | 104% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,656,453 | $ 138,038 | $ 149,109 | 108% | $ 1,656,453 | $ 1,253,421 | 76% |
| Transfers out | $ 1,309,500 | $ 109,125 | $ - | 0% | $ 1,309,500 | $ 1,309,500 | 100% |
| Contingency & Ending Balance | $ 426,220 | | | | $ 426,220 | $ 1,060,086 | Budgetary Balance** |
| **Stormwater Capital Projects:** | | | | | | | |
| Beginning Balance | $ 3,691,701 | | | | $ 3,691,701 | $ 3,759,192 | |
| Revenues | $ 476,500 | $ 39,708 | $ 19,206 | 48% | $ 476,500 | $ 204,067 | 43% |
| Transfers in | $ 1,239,500 | $ 103,292 | $ (45,000) | -44% | $ 1,239,500 | $ 1,239,500 | 100% |
| Expenditures | $ 5,307,701 | $ 442,308 | $ 140,829 | 32% | $ 5,307,701 | $ 1,370,356 | 26% |
| Transfers out | $ 100,000 | $ 8,333 | $ 25,000 | 300% | $ 100,000 | $ 100,000 | 100% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 3,732,403 | Budgetary Balance** |
| **Lands and Buildings Capital Projects:** | | | | | | | |
| Beginning Balance | $ 15,973,111 | | | | $ 15,973,111 | $ 8,019,106 | |
| Revenues | $ 1,733,000 | $ 144,417 | $ 584,912 | 405% | $ 1,733,000 | $ 2,410,048 | 139% |
| Transfers in | $ 1,575,232 | $ 131,269 | $ 75,000 | 57% | $ 1,575,232 | $ 1,036,066 | 66% |
| Expenditures | $ 14,781,343 | $ 1,231,779 | $ 308,920 | 25% | $ 14,781,343 | $ 2,701,171 | 18% |
| Transfers out | $ 4,500,000 | $ 375,000 | $ - | 0% | $ 4,500,000 | $ - | 0% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 8,764,048 | Budgetary Balance** |
| **Wastewater Fund:** | | | | | | | |
| Beginning Balance | $ 2,229,794 | | | | $ 2,229,794 | $ 2,399,646 | |
| Revenues | $ 8,384,150 | $ 698,679 | $ 850,567 | 122% | $ 8,384,150 | $ 8,631,105 | 103% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 6,348,190 | $ 529,016 | $ 816,105 | 154% | $ 6,348,190 | $ 6,190,823 | 98% |
| Transfers out | $ 2,667,500 | $ 222,292 | $ - | 0% | $ 2,667,500 | $ 2,667,500 | 100% |
| Contingency & Ending Balance | $ 1,598,254 | | | | $ 1,598,254 | $ 2,172,427 | Budgetary Balance** |
| **Wastewater Capital Projects:** | | | | | | | |
| Beginning Balance | $ 6,653,850 | | | | $ 6,653,850 | $ 7,780,314 | |
| Revenues | $ 243,000 | $ 20,250 | $ 77,845 | 384% | $ 243,000 | $ 627,661 | 258% |
| Transfers in | $ 2,522,500 | $ 210,208 | $ - | 0% | $ 2,522,500 | $ 2,522,500 | 100% |
| Expenditures | $ 9,419,350 | $ 784,946 | $ 261,921 | 33% | $ 9,419,350 | $ 3,342,509 | 35% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 7,587,966 | Budgetary Balance** |
| **Water Fund:** | | | | | | | |
| Beginning Balance | $ 2,291,896 | | | | $ 2,291,896 | $ 2,633,949 | |
| Revenues | $ 13,569,450 | $ 1,130,788 | $ 1,190,751 | 105% | $ 13,569,450 | $ 11,039,766 | 81% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 5,807,958 | $ 483,997 | $ 725,087 | 150% | $ 5,807,958 | $ 5,582,493 | 96% |
| Transfers out | $ 5,092,500 | $ 424,375 | $ - | 0% | $ 5,092,500 | $ 5,092,500 | 100% |
| Contingency & Ending Balance | $ 4,960,888 | | | | $ 4,960,888 | $ 2,998,722 | Budgetary Balance** |
| **Water Capital Projects:** | | | | | | | |
| Beginning Balance | $ 18,596,298 | | | | $ 18,596,298 | $ 18,783,582 | |
| Revenues | $ 221,000 | $ 18,417 | $ 75,761 | 411% | $ 221,000 | $ 845,956 | 383% |
| Transfers in | $ 9,422,500 | $ 785,208 | $ - | 0% | $ 9,422,500 | $ 4,922,500 | 52% |
| Expenditures | $ 28,239,798 | $ 2,353,317 | $ 143,532 | 6% | $ 28,239,798 | $ 2,628,475 | 9% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ - | | | | $ - | $ 21,923,564 | Budgetary Balance** |
| **Vehicle Maintenance** | | | | | | | |
| Beginning Balance | $ 517,166 | | | | $ 517,166 | $ 542,127 | |
| Revenues | $ 1,139,063 | $ 94,922 | $ 100,754 | 106% | $ 1,139,063 | $ 1,201,457 | 105% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,308,899 | $ 109,075 | $ 155,937 | 143% | $ 1,308,899 | $ 1,192,040 | 91% |
| Transfers out | $ 50,000 | $ 4,167 | $ - | 0% | $ 50,000 | $ 50,000 | 100% |
| Contingency & Ending Balance | $ 297,330 | | | | $ 297,330 | $ 501,543 | Budgetary Balance** |
| **Vehicle & Equipment Replacement** | | | | | | | |
| Beginning Balance | $ 5,584,572 | | | | $ 5,584,572 | $ 5,633,226 | |
| Revenues | $ 1,127,490 | $ 93,958 | $ 80,708 | 86% | $ 1,127,490 | $ 1,376,133 | 122% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |

| | ANNUAL BUDGET | June BUDGET | June ACTUAL*** | % OF MONTH BUDGET | YEAR-TO-DATE BUDGET | YEAR-TO-DATE ACTUAL*** | % OF YEAR-TO-DATE BUDGET |
|---|---|---|---|---|---|---|---|
| Expenditures | $ 1,870,000 | $ 155,833 | $ 16,075 | 10% | $ 1,870,000 | $ 767,069 | 41% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 4,842,062 | | | | $ 4,842,062 | $ 6,242,290 | Budgetary Balance** |
| **Information Technology:** | | | | | | | |
| Beginning Balance | $ 314,000 | | | | $ 314,000 | $ 282,142 | |
| Revenues | $ 980,800 | $ 81,733 | $ 82,119 | 100% | $ 980,800 | $ 984,212 | 100% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,020,817 | $ 85,068 | $ 92,053 | 108% | $ 1,020,817 | $ 985,876 | 97% |
| Transfers out | $ 60,000 | $ 5,000 | $ - | 0% | $ 60,000 | $ 60,000 | 100% |
| Contingency & Ending Balance | $ 213,983 | | | | $ 213,983 | $ 220,478 | Budgetary Balance** |
| **Facilities Management:** | | | | | | | |
| Beginning Balance | $ 206,090 | | | | $ 206,090 | $ 230,734 | |
| Revenues | $ 811,558 | $ 67,630 | $ 69,826 | 103% | $ 811,558 | $ 828,813 | 102% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 907,650 | $ 75,638 | $ 145,503 | 192% | $ 907,650 | $ 748,504 | 82% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 109,998 | | | | $ 109,998 | $ 311,043 | Budgetary Balance** |
| **Engineering:** | | | | | | | |
| Beginning Balance | $ 245,691 | | | | $ 245,691 | $ 393,595 | |
| Revenues | $ 1,315,300 | $ 109,608 | $ 147,953 | 135% | $ 1,315,300 | $ 1,226,675 | 93% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,248,721 | $ 104,060 | $ 208,507 | 200% | $ 1,248,721 | $ 1,200,075 | 96% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 312,270 | | | | $ 312,270 | $ 420,194 | Budgetary Balance** |
| **Community Development Management:** | | | | | | | |
| Beginning Balance | $ 77,867 | | | | $ 77,867 | $ 477,526 | |
| Revenues | $ 581,267 | $ 48,439 | $ 2,192 | 5% | $ 581,267 | $ 497,667 | 86% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 580,267 | $ 48,356 | $ 58,147 | 120% | $ 580,267 | $ 578,172 | 100% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 78,867 | | | | $ 78,867 | $ 397,021 | Budgetary Balance** |
| **Public Works Administration** | | | | | | | |
| Beginning Balance | $ 563,624 | | | | $ 563,624 | $ 523,913 | |
| Revenues | $ 954,635 | $ 79,553 | $ 122,314 | 154% | $ 954,635 | $ 962,391 | 101% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 1,045,553 | $ 87,129 | $ 102,555 | 118% | $ 1,045,553 | $ 981,313 | 94% |
| Transfers out | $ 70,000 | $ 5,833 | $ 50,000 | 857% | $ 70,000 | $ 70,000 | 100% |
| Contingency & Ending Balance | $ 402,706 | | | | $ 402,706 | $ 434,991 | Budgetary Balance** |
| **Insurance Funds & PERS Reserve Funds:** | | | | | | | |
| Beginning Balance | $ 3,993,000 | | | | $ 3,993,000 | $ 4,102,350 | |
| Revenues | $ 1,426,675 | $ 118,890 | $ 122,317 | 103% | $ 1,426,675 | $ 1,306,510 | 92% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 4,024,032 | $ 335,336 | $ 20,654 | 6% | $ 4,024,032 | $ 3,444,491 | 86% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 1,395,643 | | | | $ 1,395,643 | $ 1,964,369 | Budgetary Balance** |
| **Administrative Services Fund:** | | | | | | | |
| Beginning Balance | $ 1,575,000 | | | | $ 1,575,000 | $ 1,379,723 | |
| Revenues | $ 4,027,134 | $ 335,595 | $ 317,153 | 95% | $ 4,027,134 | $ 4,010,096 | 100% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 4,357,267 | $ 363,106 | $ 457,759 | 126% | $ 4,357,267 | $ 3,993,583 | 92% |
| Transfers out | $ 75,000 | $ 6,250 | $ - | 0% | $ 75,000 | $ 75,000 | 100% |
| Contingency & Ending Balance | $ 1,169,867 | | | | $ 1,169,867 | $ 1,321,236 | Budgetary Balance** |
| **City of Grants Pass Urban Renewal Agency:** | | | | | | | |
| Beginning Balance | $ 2,205,000 | | | | $ 2,205,000 | $ 2,187,977 | |
| Revenues | $ 1,465,000 | $ 122,083 | $ 65,754 | 54% | $ 1,465,000 | $ 2,010,327 | 137% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Expenditures | $ 3,660,000 | $ 305,000 | $ 28,023 | 9% | $ 3,660,000 | $ 66,135 | 2% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 10,000 | | | | $ 10,000 | $ 4,132,169 | Budgetary Balance** |
| **Jos. County/City of GP Solid Waste Agency:** | | | | | | | |
| Beginning Balance | $ 2,462,066 | | | | $ 2,462,066 | $ 2,500,851 | |
| Revenues | $ 477,000 | $ 39,750 | $ 82,761 | 208% | $ 477,000 | $ 480,617 | 101% |
| Transfers in | $ - | $ - | $ - | 0% | $ - | $ - | 0% |

| | ANNUAL BUDGET | June BUDGET | June ACTUAL*** | % OF MONTH BUDGET | YEAR-TO-DATE BUDGET | YEAR-TO-DATE ACTUAL*** | % OF YEAR-TO-DATE BUDGET |
|---|---|---|---|---|---|---|---|
| Expenditures | $ 483,600 | $ 40,300 | $ 38,188 | 95% | $ 483,600 | $ 331,210 | 68% |
| Transfers out | $ - | $ - | $ - | 0% | $ - | $ - | 0% |
| Contingency & Ending Balance | $ 2,455,466 | | | | $ 2,455,466 | $ 2,650,259 | Budgetary Balance** |
| **911 Agency** | | | | | | | |
| Beginning Balance | $ 1,618,643 | | | | $ 1,618,643 | $ 1,623,941 | |
| Revenues | $ 1,765,331 | $ 147,111 | $ 266,156 | 181% | $ 1,765,331 | $ 1,232,924 | 70% |
| Transfers in | $ 50,000 | $ 4,167 | $ 50,000 | 1200% | $ 50,000 | $ 50,000 | 100% |
| Expenditures | $ 1,587,278 | $ 132,273 | $ 72,077 | 54% | $ 1,587,278 | $ 861,552 | 54% |
| Transfers out | $ 50,000 | $ 4,167 | $ 50,000 | 1200% | $ 50,000 | $ 50,000 | 100% |
| Contingency & Ending Balance | $ 1,796,696 | | | | $ 1,796,696 | $ 1,995,313 | Budgetary Balance** |

* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.
** Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.
*** Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items recieved in August). At fiscal year-end, any revenues due at July 30th recieved by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at July 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the July report will have higher than average revenues and expenditures.

**Debt Outstanding (in principal amounts):**

| | | |
|---|---|---|
| Public Safety and 911 Building Loan | $ | 4,885,000 |
| City Wastewater Utility 2009 Refunding Bonds | $ | 460,000 |
| City Wastewater Utility 2017 Revenue Bonds | $ | 9,035,000 |
| City Wastewater Utility 2018 Revenue Bonds | $ | 4,845,000 |
| City Water 2013 Full Faith & Credit Bonds | $ | 495,000 |
| Total Non-Bonded Debt | $ | - |
| **TOTAL** | | **19,720,000** |
| Total net debt applicable to the limit as % of debt limit. (est.) | | 3.85% |

GRANTS PASS

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **110 GENERAL FUND** | | | | | | | |
| **02 GENERAL OPERATIONS** | | | | | | | |
| 31 TAXES | 3,720,500.00 | 0.00 | 3,720,500.00 | 4,055,732.02 | 0.00 | -335,232.02 | 109.0% |
| 32 LICENSES AND PERMITS | 7,500.00 | 0.00 | 7,500.00 | 7,210.00 | 0.00 | 290.00 | 96.1% |
| 33 INTERGOVERNMENTAL RE | 1,210,000.00 | 0.00 | 1,210,000.00 | 1,315,692.36 | 0.00 | -105,692.36 | 108.7% |
| 34 CHARGES FOR SERVICES | 850,000.00 | 0.00 | 850,000.00 | 941,779.46 | 0.00 | -91,779.46 | 110.8% |
| 36 INTEREST | 100,000.00 | 0.00 | 100,000.00 | 379,798.36 | 0.00 | -279,798.36 | 379.8% |
| 49 OTHER REVENUE | 7,000.00 | 0.00 | 7,000.00 | 21,070.30 | 0.00 | -14,070.30 | 301.0% |
| TOTAL GENERAL OPERATIONS | 5,895,000.00 | 0.00 | 5,895,000.00 | 6,721,282.50 | 0.00 | -826,282.50 | 114.0% |
| **14 PS-FIRE RESCUE DIVISION** | | | | | | | |
| 31 TAXES | 6,646,000.00 | 0.00 | 6,646,000.00 | 6,745,260.62 | 0.00 | -99,260.62 | 101.5% |
| 33 INTERGOVERNMENTAL RE | 440,067.00 | 0.00 | 440,067.00 | 90,110.78 | 0.00 | 349,956.22 | 20.5% |
| 34 CHARGES FOR SERVICES | 2,000.00 | 0.00 | 2,000.00 | 1,770.00 | 0.00 | 230.00 | 88.5% |
| 49 OTHER REVENUE | 500.00 | 0.00 | 500.00 | 5,953.45 | 0.00 | -5,453.45 | 1190.7% |
| TOTAL PS-FIRE RESCUE DIVISION | 7,088,567.00 | 0.00 | 7,088,567.00 | 6,843,094.85 | 0.00 | 245,472.15 | 96.5% |
| **15 PS-POLICE DIVISION** | | | | | | | |
| 31 TAXES | 11,343,000.00 | 0.00 | 11,343,000.00 | 11,350,284.64 | 0.00 | -7,284.64 | 100.1% |

Report generated: 02/06/2024 10:57
User: ckutschke
Program ID: glytdbud

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 33 INTERGOVERNMENTAL RE | 441,926.00 | 0.00 | 441,926.00 | 641,135.72 | 0.00 | -199,209.72 | 145.1% |
| 34 CHARGES FOR SERVICES | 210,000.00 | 0.00 | 210,000.00 | 246,935.53 | 0.00 | -36,935.53 | 117.6% |
| 35 FINES & FORFEITURES | 235,000.00 | 0.00 | 235,000.00 | 181,909.62 | 0.00 | 53,090.38 | 77.4% |
| 49 OTHER REVENUE | 121,880.00 | 0.00 | 121,880.00 | 121,440.65 | 0.00 | 439.35 | 99.6% |
| 50 TRANSFERS | 732,402.00 | 0.00 | 732,402.00 | 658,268.00 | 0.00 | 74,134.00 | 89.9% |
| TOTAL PS-POLICE DIVISION | 13,084,208.00 | 0.00 | 13,084,208.00 | 13,199,974.16 | 0.00 | -115,766.16 | 100.9% |
| **16 PS-SUPPORT DIVISION** | | | | | | | |
| 31 TAXES | 3,121,000.00 | 0.00 | 3,121,000.00 | 3,162,531.95 | 0.00 | -41,531.95 | 101.3% |
| 33 INTERGOVERNMENTAL RE | 697,300.00 | 0.00 | 697,300.00 | 692,068.92 | 0.00 | 5,231.08 | 99.2% |
| 49 OTHER REVENUE | 0.00 | 0.00 | 0.00 | 440.89 | 0.00 | -440.89 | 100.0% |
| TOTAL PS-SUPPORT DIVISION | 3,818,300.00 | 0.00 | 3,818,300.00 | 3,855,041.76 | 0.00 | -36,741.76 | 101.0% |
| **18 CRISIS SUPPORT** | | | | | | | |
| 31 TAXES | 0.00 | 0.00 | 0.00 | 1,007.51 | 0.00 | -1,007.51 | 100.0% |
| TOTAL CRISIS SUPPORT | 0.00 | 0.00 | 0.00 | 1,007.51 | 0.00 | -1,007.51 | 100.0% |
| **21 BUILDING AND SAFETY** | | | | | | | |
| 32 LICENSES AND PERMITS | 398,000.00 | 0.00 | 398,000.00 | 589,440.74 | 0.00 | -191,440.74 | 148.1% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 34 CHARGES FOR SERVICES | 170,000.00 | 0.00 | 170,000.00 | 269,877.13 | 0.00 | -99,877.13 | 158.8% |
| 36 INTEREST | 10,000.00 | 0.00 | 10,000.00 | 64,599.86 | 0.00 | -54,599.86 | 646.0% |
| 49 OTHER REVENUE | 3,500.00 | 0.00 | 3,500.00 | 16,462.57 | 0.00 | -12,962.57 | 470.4% |
| TOTAL BUILDING AND SAFETY | 581,500.00 | 0.00 | 581,500.00 | 940,380.30 | 0.00 | -358,880.30 | 161.7% |
| **22 PLANNING** | | | | | | | |
| 32 LICENSES AND PERMITS | 8,000.00 | 0.00 | 8,000.00 | 8,416.12 | 0.00 | -416.12 | 105.2% |
| 33 INTERGOVERNMENTAL RE | 0.00 | 90,000.00 | 90,000.00 | 90,000.00 | 0.00 | 0.00 | 100.0% |
| 34 CHARGES FOR SERVICES | 175,000.00 | 0.00 | 175,000.00 | 215,262.12 | 0.00 | -40,262.12 | 123.0% |
| 49 OTHER REVENUE | 6,000.00 | 0.00 | 6,000.00 | 1,378.12 | 0.00 | 4,621.88 | 23.0% |
| TOTAL PLANNING | 189,000.00 | 90,000.00 | 279,000.00 | 315,056.36 | 0.00 | -36,056.36 | 112.9% |
| **35 ECONOMIC DEVELOPMENT** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 70,000.00 | 0.00 | 70,000.00 | 49,818.86 | 0.00 | 20,181.14 | 71.2% |
| 50 TRANSFERS | 177,616.00 | 0.00 | 177,616.00 | 158,033.00 | 0.00 | 19,583.00 | 89.0% |
| TOTAL ECONOMIC DEVELOPMENT | 247,616.00 | 0.00 | 247,616.00 | 207,851.86 | 0.00 | 39,764.14 | 83.9% |
| **36 TOURISM PROMOTION SERVICE** | | | | | | | |
| 50 TRANSFERS | 1,217,937.00 | 0.00 | 1,217,937.00 | 1,083,656.00 | 0.00 | 134,281.00 | 89.0% |
| TOTAL TOURISM PROMOTION SERVICE | 1,217,937.00 | 0.00 | 1,217,937.00 | 1,083,656.00 | 0.00 | 134,281.00 | 89.0% |

# City of Grants Pass
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FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **37 DOWNTOWN DEVELOPMENT** | | | | | | | |
| 32 LICENSES AND PERMITS | 8,000.00 | 0.00 | 8,000.00 | 8,025.00 | 0.00 | -25.00 | 100.3% |
| 35 FINES & FORFEITURES | 0.00 | 0.00 | 0.00 | 13,074.28 | 0.00 | -13,074.28 | 100.0% |
| 49 OTHER REVENUE | 2,500.00 | 0.00 | 2,500.00 | 7,655.72 | 0.00 | -5,155.72 | 306.2% |
| 50 TRANSFERS | 177,616.00 | 0.00 | 177,616.00 | 158,033.00 | 0.00 | 19,583.00 | 89.0% |
| TOTAL DOWNTOWN DEVELOPMENT | 188,116.00 | 0.00 | 188,116.00 | 186,788.00 | 0.00 | 1,328.00 | 99.3% |
| **41 PARKS MAINTENANCE SERVICE** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 3,200.00 | 0.00 | 3,200.00 | 6,900.00 | 0.00 | -3,700.00 | 215.6% |
| 49 OTHER REVENUE | 15,900.00 | 0.00 | 15,900.00 | 46,251.97 | 0.00 | -30,351.97 | 290.9% |
| 4A SALE OF ASSETS | 0.00 | 0.00 | 0.00 | 361.00 | 0.00 | -361.00 | 100.0% |
| 50 TRANSFERS | 444,040.00 | 0.00 | 444,040.00 | 395,083.00 | 0.00 | 48,957.00 | 89.0% |
| TOTAL PARKS MAINTENANCE SERVICE | 463,140.00 | 0.00 | 463,140.00 | 448,595.97 | 0.00 | 14,544.03 | 96.9% |
| **43 AQUATIC SERVICES** | | | | | | | |
| 49 OTHER REVENUE | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 0.00 | 1,200.00 | .0% |
| TOTAL AQUATIC SERVICES | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 0.00 | 1,200.00 | .0% |
| TOTAL GENERAL FUND | 32,774,584.00 | 90,000.00 | 32,864,584.00 | 33,802,729.27 | 0.00 | -938,145.27 | 102.9% |
| TOTAL REVENUES | 32,774,584.00 | 90,000.00 | 32,864,584.00 | 33,802,729.27 | 0.00 | -938,145.27 | |
| GRAND TOTAL | | | | | | | |

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# City of Grants Pass
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FOR 2023 13

| ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 32,774,584.00 | 90,000.00 | 32,864,584.00 | 33,802,729.27 | 0.00 | -938,145.27 | 102.9% |

** END OF REPORT - Generated by Carl Kutschke **

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# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **220 LODGING TAX** | | | | | | | |
| 31 TAXES | 3,070,000.00 | 0.00 | 3,070,000.00 | 2,722,378.75 | 0.00 | 347,621.25 | 88.7% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 2,944.87 | 0.00 | -2,944.87 | 100.0% |
| TOTAL LODGING TAX | 3,070,000.00 | 0.00 | 3,070,000.00 | 2,725,323.62 | 0.00 | 344,676.38 | 88.8% |
| TOTAL REVENUES | 3,070,000.00 | 0.00 | 3,070,000.00 | 2,725,323.62 | 0.00 | 344,676.38 | |
| **230 STREET UTILITY** | | | | | | | |
| 32 LICENSES AND PERMITS | 15,000.00 | 0.00 | 15,000.00 | 15,331.62 | 0.00 | -331.62 | 102.2% |
| 33 INTERGOVERNMENTAL RE | 2,900,000.00 | 0.00 | 2,900,000.00 | 3,124,853.08 | 0.00 | -224,853.08 | 107.8% |
| 34 CHARGES FOR SERVICES | 1,175,500.00 | 0.00 | 1,175,500.00 | 1,201,757.35 | 0.00 | -26,257.35 | 102.2% |
| 36 INTEREST | 7,600.00 | 0.00 | 7,600.00 | 21,398.89 | 0.00 | -13,798.89 | 281.6% |
| 49 OTHER REVENUE | 500.00 | 0.00 | 500.00 | 29,570.96 | 0.00 | -29,070.96 | 5914.2% |
| TOTAL STREET UTILITY | 4,098,600.00 | 0.00 | 4,098,600.00 | 4,392,911.90 | 0.00 | -294,311.90 | 107.2% |
| TOTAL REVENUES | 4,098,600.00 | 0.00 | 4,098,600.00 | 4,392,911.90 | 0.00 | -294,311.90 | |
| **251 CDB GRANT HUD** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 450,000.00 | 843,600.00 | 1,293,600.00 | 1,101,521.22 | 0.00 | 192,078.78 | 85.2% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 0.01 | 0.00 | -0.01 | 100.0% |
| TOTAL CDB GRANT HUD | 450,000.00 | 843,600.00 | 1,293,600.00 | 1,101,521.23 | 0.00 | 192,078.77 | 85.2% |
| TOTAL REVENUES | 450,000.00 | 843,600.00 | 1,293,600.00 | 1,101,521.23 | 0.00 | 192,078.77 | |

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# City of Grants Pass
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AS OF JUNE 30, 2023

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262 HOUSING/URBAN DEVELOPMENT

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **262 HOUSING/URBAN DEVELOPMENT** | | | | | | | |
| 36 INTEREST | 3,500.00 | 0.00 | 3,500.00 | 16,434.20 | 0.00 | -12,934.20 | 469.5% |
| 49 OTHER REVENUE | 4,600.00 | 0.00 | 4,600.00 | 33,760.83 | 0.00 | -29,160.83 | 733.9% |
| TOTAL HOUSING/URBAN DEVELOPMENT | 8,100.00 | 0.00 | 8,100.00 | 50,195.03 | 0.00 | -42,095.03 | 619.7% |
| TOTAL REVENUES | 8,100.00 | 0.00 | 8,100.00 | 50,195.03 | 0.00 | -42,095.03 | |
| **410 DEBT SERVICE/GEN OBLIG BOND** | | | | | | | |
| 31 TAXES | 2,000.00 | 0.00 | 2,000.00 | 2,020.92 | 0.00 | -20.92 | 101.0% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 763.22 | 0.00 | -763.22 | 100.0% |
| TOTAL DEBT SERVICE/GEN OBLIG BOND | 2,000.00 | 0.00 | 2,000.00 | 2,784.14 | 0.00 | -784.14 | 139.2% |
| TOTAL REVENUES | 2,000.00 | 0.00 | 2,000.00 | 2,784.14 | 0.00 | -784.14 | |
| **490 DEBT SERVICE/BANCROFT BOND** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 45.02 | 0.00 | -45.02 | 100.0% |
| 37 SPECIAL ASSMT FINANC | 50,000.00 | 0.00 | 50,000.00 | 7,632.97 | 0.00 | 42,367.03 | 15.3% |
| 39 OTHER FINANCING SOUR | 500,000.00 | 0.00 | 500,000.00 | 0.00 | 0.00 | 500,000.00 | .0% |
| TOTAL DEBT SERVICE/BANCROFT BOND | 550,000.00 | 0.00 | 550,000.00 | 7,677.99 | 0.00 | 542,322.01 | 1.4% |
| TOTAL REVENUES | 550,000.00 | 0.00 | 550,000.00 | 7,677.99 | 0.00 | 542,322.01 | |
| **612 TRANSPORTATION CAPITAL PROJECT** | | | | | | | |

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# City of Grants Pass
## YEAR-TO-DATE REPORT
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FOR 2023 13

| 612 TRANSPORTATION CAPITAL PROJECT | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 33 INTERGOVERNMENTAL RE | 137,500.00 | 0.00 | 137,500.00 | 228,817.77 | 0.00 | -91,317.77 | 166.4% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 193,074.88 | 0.00 | -193,074.88 | 100.0% |
| 4B TRUST RECEIPTS | 0.00 | 0.00 | 0.00 | 641.99 | 0.00 | -641.99 | 100.0% |
| 50 TRANSFERS | 3,200,345.00 | 0.00 | 3,200,345.00 | 3,193,345.00 | 0.00 | 7,000.00 | 99.8% |
| TOTAL TRANSPORTATION CAPITAL PROJECT | 3,337,845.00 | 0.00 | 3,337,845.00 | 3,615,879.64 | 0.00 | -278,034.64 | 108.3% |
| TOTAL REVENUES | 3,337,845.00 | 0.00 | 3,337,845.00 | 3,615,879.64 | 0.00 | -278,034.64 | |
| **613 ALTERNATIVE TRANSPORTATION PRO** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 925.03 | 0.00 | -925.03 | 100.0% |
| 50 TRANSFERS | 3,500.00 | 0.00 | 3,500.00 | -21,757.34 | 0.00 | 25,257.34 | -621.6% |
| TOTAL ALTERNATIVE TRANSPORTATION PRO | 3,500.00 | 0.00 | 3,500.00 | -20,832.31 | 0.00 | 24,332.31 | -595.2% |
| TOTAL REVENUES | 3,500.00 | 0.00 | 3,500.00 | -20,832.31 | 0.00 | 24,332.31 | |
| **614 TRANSPORTATION CAPITAL PROJECT** | | | | | | | |
| 34 CHARGES FOR SERVICES | 150,000.00 | 0.00 | 150,000.00 | 225,546.18 | 0.00 | -75,546.18 | 150.4% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 13,245.82 | 0.00 | -13,245.82 | 100.0% |
| 50 TRANSFERS | -100,000.00 | 0.00 | -100,000.00 | -100,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL TRANSPORTATION CAPITAL PROJECT | 50,000.00 | 0.00 | 50,000.00 | 138,792.00 | 0.00 | -88,792.00 | 277.6% |
| TOTAL REVENUES | 50,000.00 | 0.00 | 50,000.00 | 138,792.00 | 0.00 | -88,792.00 | |
| **615 TRANSPORTATION ADVANCED FINANC** | | | | | | | |

# City of Grants Pass
## YEAR-TO-DATE REPORT
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FOR 2023 13

| 615 TRANSPORTATION ADVANCED FINANC | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 10,415.71 | 0.00 | -10,415.71 | 100.0% |
| 4B TRUST RECEIPTS | 0.00 | 0.00 | 0.00 | 14,942.07 | 0.00 | -14,942.07 | 100.0% |
| TOTAL TRANSPORTATION ADVANCED FINANC | 0.00 | 0.00 | 0.00 | 25,357.78 | 0.00 | -25,357.78 | 100.0% |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 25,357.78 | 0.00 | -25,357.78 | |
| **619 TRANSPORTATION CAPITAL PROJECT** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 3,068.48 | 0.00 | -3,068.48 | 100.0% |
| TOTAL TRANSPORTATION CAPITAL PROJECT | 0.00 | 0.00 | 0.00 | 3,068.48 | 0.00 | -3,068.48 | 100.0% |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 3,068.48 | 0.00 | -3,068.48 | |
| **630 SOLID WASTE OPERATIONS** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 18,500.00 | 0.00 | 18,500.00 | 18,500.00 | 0.00 | 0.00 | 100.0% |
| 36 INTEREST | 4,500.00 | 0.00 | 4,500.00 | 9,339.07 | 0.00 | -4,839.07 | 207.5% |
| 49 OTHER REVENUE | 33,000.00 | 0.00 | 33,000.00 | 33,505.98 | 0.00 | -505.98 | 101.5% |
| 50 TRANSFERS | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL SOLID WASTE OPERATIONS | 61,000.00 | 0.00 | 61,000.00 | 66,345.05 | 0.00 | -5,345.05 | 108.8% |
| TOTAL REVENUES | 61,000.00 | 0.00 | 61,000.00 | 66,345.05 | 0.00 | -5,345.05 | |
| **633 LANDFILL/POST CLOSURE OP** | | | | | | | |

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| 633 LANDFILL/POST CLOSURE OP ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 34 CHARGES FOR SERVICES 140,100.00 | 0.00 | 140,100.00 | 93,144.54 | 0.00 | 46,955.46 | 66.5% |
| TOTAL LANDFILL/POST CLOSURE OP 140,100.00 | 0.00 | 140,100.00 | 93,144.54 | 0.00 | 46,955.46 | 66.5% |
| TOTAL REVENUES 140,100.00 | 0.00 | 140,100.00 | 93,144.54 | 0.00 | 46,955.46 | |
| **635 SOLID WASTE/ENVIRON. FEES** | | | | | | |
| 34 CHARGES FOR SERVICES 480,000.00 | 0.00 | 480,000.00 | 444,031.90 | 0.00 | 35,968.10 | 92.5% |
| TOTAL SOLID WASTE/ENVIRON. FEES 480,000.00 | 0.00 | 480,000.00 | 444,031.90 | 0.00 | 35,968.10 | 92.5% |
| TOTAL REVENUES 480,000.00 | 0.00 | 480,000.00 | 444,031.90 | 0.00 | 35,968.10 | |
| **638 SOLID WASTE CAPITAL PROJECTS F** | | | | | | |
| 36 INTEREST 3,500.00 | 0.00 | 3,500.00 | 26,354.96 | 0.00 | -22,854.96 | 753.0% |
| 49 OTHER REVENUE 20,000.00 | 0.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 | .0% |
| TOTAL SOLID WASTE CAPITAL PROJECTS F 23,500.00 | 0.00 | 23,500.00 | 26,354.96 | 0.00 | -2,854.96 | 112.1% |
| TOTAL REVENUES 23,500.00 | 0.00 | 23,500.00 | 26,354.96 | 0.00 | -2,854.96 | |
| **640 STORMWATER UTILITY** | | | | | | |
| 34 CHARGES FOR SERVICES 2,500,000.00 | 0.00 | 2,500,000.00 | 2,583,575.86 | 0.00 | -83,575.86 | 103.3% |
| 36 INTEREST 2,000.00 | 0.00 | 2,000.00 | 16,224.76 | 0.00 | -14,224.76 | 811.2% |
| 49 OTHER REVENUE 0.00 | 0.00 | 0.00 | 4,195.00 | 0.00 | -4,195.00 | 100.0% |

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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| TOTAL STORMWATER UTILITY | 2,502,000.00 | 0.00 | 2,502,000.00 | 2,603,995.62 | 0.00 | -101,995.62 | 104.1% |
| TOTAL REVENUES | 2,502,000.00 | 0.00 | 2,502,000.00 | 2,603,995.62 | 0.00 | -101,995.62 | |
| **642 STORMWATER** | | | | | | | |
| 34 CHARGES FOR SERVICES | 101,500.00 | 0.00 | 101,500.00 | 113,635.71 | 0.00 | -12,135.71 | 112.0% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 1,384.08 | 0.00 | -1,384.08 | 100.0% |
| 50 TRANSFERS | -126,828.00 | 0.00 | -126,828.00 | -126,828.00 | 0.00 | 0.00 | 100.0% |
| TOTAL STORMWATER | -25,328.00 | 0.00 | -25,328.00 | -11,808.21 | 0.00 | -13,519.79 | 46.6% |
| TOTAL REVENUES | -25,328.00 | 0.00 | -25,328.00 | -11,808.21 | 0.00 | -13,519.79 | |
| **645 STORMWATER ADVANCED FINANCING** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 1,549.06 | 0.00 | -1,549.06 | 100.0% |
| 4B TRUST RECEIPTS | 0.00 | 0.00 | 0.00 | 9,514.49 | 0.00 | -9,514.49 | 100.0% |
| TOTAL STORMWATER ADVANCED FINANCING | 0.00 | 0.00 | 0.00 | 11,063.55 | 0.00 | -11,063.55 | 100.0% |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 11,063.55 | 0.00 | -11,063.55 | |
| **648 STORMWATER CAPITAL** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 77,983.46 | 0.00 | -77,983.46 | 100.0% |
| 49 OTHER REVENUE | 375,000.00 | 0.00 | 375,000.00 | 0.00 | 0.00 | 375,000.00 | .0% |
| 50 TRANSFERS | 1,366,328.00 | 0.00 | 1,366,328.00 | 1,366,328.00 | 0.00 | 0.00 | 100.0% |

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# City of Grants Pass
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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| TOTAL STORMWATER CAPITAL | 1,741,328.00 | 0.00 | 1,741,328.00 | 1,444,311.46 | 0.00 | 297,016.54 | 82.9% |
| TOTAL REVENUES | 1,741,328.00 | 0.00 | 1,741,328.00 | 1,444,311.46 | 0.00 | 297,016.54 | |
| **691 GENERAL LANDS & BUILDINGS CAPI** | | | | | | | |
| 31 TAXES | 300,000.00 | 0.00 | 300,000.00 | 242,950.17 | 0.00 | 57,049.83 | 81.0% |
| 33 INTERGOVERNMENTAL RE | 295,000.00 | 0.00 | 295,000.00 | 1,683,368.38 | 0.00 | -1,388,368.38 | 570.6% |
| 34 CHARGES FOR SERVICES | 18,000.00 | 0.00 | 18,000.00 | 14,150.00 | 0.00 | 3,850.00 | 78.6% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 327,851.53 | 0.00 | -327,851.53 | 100.0% |
| 49 OTHER REVENUE | 30,000.00 | 0.00 | 30,000.00 | 23,704.66 | 0.00 | 6,295.34 | 79.0% |
| 4A SALE OF ASSETS | 1,000,000.00 | 0.00 | 1,000,000.00 | 10,000.00 | 0.00 | 990,000.00 | 1.0% |
| 50 TRANSFERS | 1,530,000.00 | 0.00 | 1,530,000.00 | 1,030,000.00 | 0.00 | 500,000.00 | 67.3% |
| TOTAL GENERAL LANDS & BUILDINGS CAPI | 3,173,000.00 | 0.00 | 3,173,000.00 | 3,332,024.74 | 0.00 | -159,024.74 | 105.0% |
| TOTAL REVENUES | 3,173,000.00 | 0.00 | 3,173,000.00 | 3,332,024.74 | 0.00 | -159,024.74 | |
| **692 LANDS & BLDGS PARK LAND SDC** | | | | | | | |
| 34 CHARGES FOR SERVICES | 50,000.00 | 0.00 | 50,000.00 | 53,773.03 | 0.00 | -3,773.03 | 107.5% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 2,782.87 | 0.00 | -2,782.87 | 100.0% |
| 50 TRANSFERS | -70,000.00 | 0.00 | -70,000.00 | -70,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL LANDS & BLDGS PARK LAND SDC | -20,000.00 | 0.00 | -20,000.00 | -13,444.10 | 0.00 | -6,555.90 | 67.2% |
| TOTAL REVENUES | -20,000.00 | 0.00 | -20,000.00 | -13,444.10 | 0.00 | -6,555.90 | |
| **693 LANDS & BLDG PARKS RM TAX** | | | | | | | |

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| 693 LANDS & BLDG PARKS RM TAX | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 6,354.93 | 0.00 | -6,354.93 | 100.0% |
| 50 TRANSFERS | 180,232.00 | 0.00 | 180,232.00 | 141,066.00 | 0.00 | 39,166.00 | 78.3% |
| TOTAL LANDS & BLDG PARKS RM TAX | 180,232.00 | 0.00 | 180,232.00 | 147,420.93 | 0.00 | 32,811.07 | 81.8% |
| TOTAL REVENUES | 180,232.00 | 0.00 | 180,232.00 | 147,420.93 | 0.00 | 32,811.07 | |
| **694 PARKS DEVELOPMENT SDC** | | | | | | | |
| 34 CHARGES FOR SERVICES | 40,000.00 | 0.00 | 40,000.00 | 43,047.06 | 0.00 | -3,047.06 | 107.6% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 2,064.88 | 0.00 | -2,064.88 | 100.0% |
| 50 TRANSFERS | -65,000.00 | 0.00 | -65,000.00 | -65,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL PARKS DEVELOPMENT SDC | -25,000.00 | 0.00 | -25,000.00 | -19,888.06 | 0.00 | -5,111.94 | 79.6% |
| TOTAL REVENUES | -25,000.00 | 0.00 | -25,000.00 | -19,888.06 | 0.00 | -5,111.94 | |
| **720 WASTEWATER** | | | | | | | |
| 34 CHARGES FOR SERVICES | 8,364,150.00 | 0.00 | 8,364,150.00 | 8,592,085.02 | 0.00 | -227,935.02 | 102.7% |
| 36 INTEREST | 14,000.00 | 0.00 | 14,000.00 | 29,520.28 | 0.00 | -15,520.28 | 210.9% |
| 49 OTHER REVENUE | 6,000.00 | 0.00 | 6,000.00 | 9,499.27 | 0.00 | -3,499.27 | 158.3% |
| TOTAL WASTEWATER | 8,384,150.00 | 0.00 | 8,384,150.00 | 8,631,104.57 | 0.00 | -246,954.57 | 102.9% |
| TOTAL REVENUES | 8,384,150.00 | 0.00 | 8,384,150.00 | 8,631,104.57 | 0.00 | -246,954.57 | |
| **722 SEWER SDC** | | | | | | | |

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722 SEWER SDC

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 34 CHARGES FOR SERVICES | 243,000.00 | 0.00 | 243,000.00 | 455,452.15 | 0.00 | -212,452.15 | 187.4% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 22,264.82 | 0.00 | -22,264.82 | 100.0% |
| TOTAL SEWER SDC | 243,000.00 | 0.00 | 243,000.00 | 477,716.97 | 0.00 | -234,716.97 | 196.6% |
| TOTAL REVENUES | 243,000.00 | 0.00 | 243,000.00 | 477,716.97 | 0.00 | -234,716.97 | |
| **725 SEWER ADVANCED FINANCING** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 600.28 | 0.00 | -600.28 | 100.0% |
| TOTAL SEWER ADVANCED FINANCING | 0.00 | 0.00 | 0.00 | 600.28 | 0.00 | -600.28 | 100.0% |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 600.28 | 0.00 | -600.28 | |
| **728 WASTEWATER PROJECTS** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 149,344.20 | 0.00 | -149,344.20 | 100.0% |
| 50 TRANSFERS | 2,522,500.00 | 0.00 | 2,522,500.00 | 2,522,500.00 | 0.00 | 0.00 | 100.0% |
| TOTAL WASTEWATER PROJECTS | 2,522,500.00 | 0.00 | 2,522,500.00 | 2,671,844.20 | 0.00 | -149,344.20 | 105.9% |
| TOTAL REVENUES | 2,522,500.00 | 0.00 | 2,522,500.00 | 2,671,844.20 | 0.00 | -149,344.20 | |
| **750 WATER OPERATIONS** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 3,500,000.00 | 0.00 | 3,500,000.00 | 0.00 | 0.00 | 3,500,000.00 | .0% |
| 34 CHARGES FOR SERVICES | 10,016,200.00 | 0.00 | 10,016,200.00 | 10,960,347.82 | 0.00 | -944,147.82 | 109.4% |

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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 36 INTEREST | 12,000.00 | 0.00 | 12,000.00 | 37,136.16 | 0.00 | -25,136.16 | 309.5% |
| 49 OTHER REVENUE | 41,250.00 | 0.00 | 41,250.00 | 29,981.58 | 0.00 | 11,268.42 | 72.7% |
| 4A SALE OF ASSETS | 0.00 | 0.00 | 0.00 | 12,300.00 | 0.00 | -12,300.00 | 100.0% |
| TOTAL WATER OPERATIONS | 13,569,450.00 | 0.00 | 13,569,450.00 | 11,039,765.56 | 0.00 | 2,529,684.44 | 81.4% |
| TOTAL REVENUES | 13,569,450.00 | 0.00 | 13,569,450.00 | 11,039,765.56 | 0.00 | 2,529,684.44 | |
| **752 WATER SDC** | | | | | | | |
| 34 CHARGES FOR SERVICES | 220,000.00 | 0.00 | 220,000.00 | 393,769.36 | 0.00 | -173,769.36 | 179.0% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 21,557.48 | 0.00 | -21,557.48 | 100.0% |
| 50 TRANSFERS | -450,000.00 | 0.00 | -450,000.00 | -450,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL WATER SDC | -230,000.00 | 0.00 | -230,000.00 | -34,673.16 | 0.00 | -195,326.84 | 15.1% |
| TOTAL REVENUES | -230,000.00 | 0.00 | -230,000.00 | -34,673.16 | 0.00 | -195,326.84 | |
| **755 WATER ADVANCED FINANCING** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 3,976.52 | 0.00 | -3,976.52 | 100.0% |
| 4B TRUST RECEIPTS | 1,000.00 | 0.00 | 1,000.00 | 3,776.73 | 0.00 | -2,776.73 | 377.7% |
| TOTAL WATER ADVANCED FINANCING | 1,000.00 | 0.00 | 1,000.00 | 7,753.25 | 0.00 | -6,753.25 | 775.3% |
| TOTAL REVENUES | 1,000.00 | 0.00 | 1,000.00 | 7,753.25 | 0.00 | -6,753.25 | |
| **758 WATER CAPITAL PROJECTS** | | | | | | | |

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| 758 WATER CAPITAL PROJECTS ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 33 INTERGOVERNMENTAL RE | | | | | | |
| 0.00 | 0.00 | 0.00 | 6,505.00 | 0.00 | -6,505.00 | 100.0% |
| 36 INTEREST | | | | | | |
| 0.00 | 0.00 | 0.00 | 413,871.36 | 0.00 | -413,871.36 | 100.0% |
| 49 OTHER REVENUE | | | | | | |
| 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | -2,500.00 | 100.0% |
| 50 TRANSFERS | | | | | | |
| 9,872,500.00 | 0.00 | 9,872,500.00 | 5,372,500.00 | 0.00 | 4,500,000.00 | 54.4% |
| TOTAL WATER CAPITAL PROJECTS | | | | | | |
| 9,872,500.00 | 0.00 | 9,872,500.00 | 5,795,376.36 | 0.00 | 4,077,123.64 | 58.7% |
| TOTAL REVENUES | | | | | | |
| 9,872,500.00 | 0.00 | 9,872,500.00 | 5,795,376.36 | 0.00 | 4,077,123.64 | |
| **811 GARAGE OPERATIONS** | | | | | | |
| 34 CHARGES FOR SERVICES | | | | | | |
| 1,127,063.00 | 0.00 | 1,127,063.00 | 1,127,063.04 | 0.00 | -0.04 | 100.0% |
| 36 INTEREST | | | | | | |
| 2,000.00 | 0.00 | 2,000.00 | 11,973.51 | 0.00 | -9,973.51 | 598.7% |
| 49 OTHER REVENUE | | | | | | |
| 10,000.00 | 0.00 | 10,000.00 | 62,420.48 | 0.00 | -52,420.48 | 624.2% |
| TOTAL GARAGE OPERATIONS | | | | | | |
| 1,139,063.00 | 0.00 | 1,139,063.00 | 1,201,457.03 | 0.00 | -62,394.03 | 105.5% |
| TOTAL REVENUES | | | | | | |
| 1,139,063.00 | 0.00 | 1,139,063.00 | 1,201,457.03 | 0.00 | -62,394.03 | |
| **812 EQUIPMENT REPLACEMENT** | | | | | | |
| 34 CHARGES FOR SERVICES | | | | | | |
| 1,127,490.00 | 0.00 | 1,127,490.00 | 1,127,490.00 | 0.00 | 0.00 | 100.0% |
| 36 INTEREST | | | | | | |
| 0.00 | 0.00 | 0.00 | 113,817.67 | 0.00 | -113,817.67 | 100.0% |
| 49 OTHER REVENUE | | | | | | |
| 0.00 | 0.00 | 0.00 | 77,435.38 | 0.00 | -77,435.38 | 100.0% |
| 4A SALE OF ASSETS | | | | | | |
| 0.00 | 0.00 | 0.00 | 57,390.20 | 0.00 | -57,390.20 | 100.0% |
| TOTAL EQUIPMENT REPLACEMENT | | | | | | |
| 1,127,490.00 | 0.00 | 1,127,490.00 | 1,376,133.25 | 0.00 | -248,643.25 | 122.1% |
| TOTAL REVENUES | | | | | | |
| 1,127,490.00 | 0.00 | 1,127,490.00 | 1,376,133.25 | 0.00 | -248,643.25 | |

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| 813 INFORMATION TECHNOLOGY ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| **813 INFORMATION TECHNOLOGY** | | | | | | |
| 34 CHARGES FOR SERVICES 980,800.00 | 0.00 | 980,800.00 | 980,799.96 | 0.00 | 0.04 | 100.0% |
| 36 INTEREST 0.00 | 0.00 | 0.00 | 3,411.68 | 0.00 | -3,411.68 | 100.0% |
| TOTAL INFORMATION TECHNOLOGY 980,800.00 | 0.00 | 980,800.00 | 984,211.64 | 0.00 | -3,411.64 | 100.3% |
| TOTAL REVENUES 980,800.00 | 0.00 | 980,800.00 | 984,211.64 | 0.00 | -3,411.64 | |
| **831 FACILITIES MANAGEMENT** | | | | | | |
| 34 CHARGES FOR SERVICES 780,502.00 | 0.00 | 780,502.00 | 780,502.32 | 0.00 | -0.32 | 100.0% |
| 36 INTEREST 1,000.00 | 0.00 | 1,000.00 | 7,652.90 | 0.00 | -6,652.90 | 765.3% |
| 49 OTHER REVENUE 30,056.00 | 0.00 | 30,056.00 | 40,657.96 | 0.00 | -10,601.96 | 135.3% |
| TOTAL FACILITIES MANAGEMENT 811,558.00 | 0.00 | 811,558.00 | 828,813.18 | 0.00 | -17,255.18 | 102.1% |
| TOTAL REVENUES 811,558.00 | 0.00 | 811,558.00 | 828,813.18 | 0.00 | -17,255.18 | |
| **832 ENGINEERING** | | | | | | |
| 34 CHARGES FOR SERVICES 1,312,300.00 | 0.00 | 1,312,300.00 | 1,218,526.45 | 0.00 | 93,773.55 | 92.9% |
| 36 INTEREST 3,000.00 | 0.00 | 3,000.00 | 8,148.05 | 0.00 | -5,148.05 | 271.6% |
| 49 OTHER REVENUE 0.00 | 0.00 | 0.00 | 0.30 | 0.00 | -0.30 | 100.0% |
| TOTAL ENGINEERING 1,315,300.00 | 0.00 | 1,315,300.00 | 1,226,674.80 | 0.00 | 88,625.20 | 93.3% |
| TOTAL REVENUES 1,315,300.00 | 0.00 | 1,315,300.00 | 1,226,674.80 | 0.00 | 88,625.20 | |

# City of Grants Pass
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| 833 COMMUNITY DEVELOPMENT ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| **833 COMMUNITY DEVELOPMENT** | | | | | | |
| 33 INTERGOVERNMENTAL RE 0.00 | 0.00 | 0.00 | 1,339.97 | 0.00 | -1,339.97 | 100.0% |
| 34 CHARGES FOR SERVICES 580,267.00 | 0.00 | 580,267.00 | 485,878.82 | 0.00 | 94,388.18 | 83.7% |
| 36 INTEREST 1,000.00 | 0.00 | 1,000.00 | 10,225.08 | 0.00 | -9,225.08 | 1022.5% |
| 49 OTHER REVENUE 0.00 | 0.00 | 0.00 | 223.60 | 0.00 | -223.60 | 100.0% |
| TOTAL COMMUNITY DEVELOPMENT 581,267.00 | 0.00 | 581,267.00 | 497,667.47 | 0.00 | 83,599.53 | 85.6% |
| TOTAL REVENUES 581,267.00 | 0.00 | 581,267.00 | 497,667.47 | 0.00 | 83,599.53 | |
| **834 PUBLIC WORKS ADMINISTRATION** | | | | | | |
| 34 CHARGES FOR SERVICES 952,135.00 | 0.00 | 952,135.00 | 951,971.38 | 0.00 | 163.62 | 100.0% |
| 36 INTEREST 2,500.00 | 0.00 | 2,500.00 | 10,394.50 | 0.00 | -7,894.50 | 415.8% |
| 49 OTHER REVENUE 0.00 | 0.00 | 0.00 | 25.20 | 0.00 | -25.20 | 100.0% |
| TOTAL PUBLIC WORKS ADMINISTRATION 954,635.00 | 0.00 | 954,635.00 | 962,391.08 | 0.00 | -7,756.08 | 100.8% |
| TOTAL REVENUES 954,635.00 | 0.00 | 954,635.00 | 962,391.08 | 0.00 | -7,756.08 | |
| **861 WORKERS COMP INSURANCE** | | | | | | |
| 34 CHARGES FOR SERVICES 609,000.00 | 0.00 | 609,000.00 | 421,944.31 | 0.00 | 187,055.69 | 69.3% |
| 36 INTEREST 0.00 | 0.00 | 0.00 | 24,063.31 | 0.00 | -24,063.31 | 100.0% |
| 49 OTHER REVENUE 0.00 | 0.00 | 0.00 | 25,917.63 | 0.00 | -25,917.63 | 100.0% |

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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| TOTAL WORKERS COMP INSURANCE | 609,000.00 | 0.00 | 609,000.00 | 471,925.25 | 0.00 | 137,074.75 | 77.5% |
| TOTAL REVENUES | 609,000.00 | 0.00 | 609,000.00 | 471,925.25 | 0.00 | 137,074.75 | |
| **862 GENERAL INSURANCE** | | | | | | | |
| 34 CHARGES FOR SERVICES | 760,675.00 | 0.00 | 760,675.00 | 760,675.20 | 0.00 | -0.20 | 100.0% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | -34.75 | 0.00 | 34.75 | 100.0% |
| TOTAL GENERAL INSURANCE | 760,675.00 | 0.00 | 760,675.00 | 760,640.45 | 0.00 | 34.55 | 100.0% |
| TOTAL REVENUES | 760,675.00 | 0.00 | 760,675.00 | 760,640.45 | 0.00 | 34.55 | |
| **863 BENEFITS ADMINISTRATION** | | | | | | | |
| 34 CHARGES FOR SERVICES | 37,000.00 | 0.00 | 37,000.00 | 40,650.00 | 0.00 | -3,650.00 | 109.9% |
| 36 INTEREST | 20,000.00 | 0.00 | 20,000.00 | 32,671.76 | 0.00 | -12,671.76 | 163.4% |
| 49 OTHER REVENUE | 0.00 | 0.00 | 0.00 | 623.00 | 0.00 | -623.00 | 100.0% |
| TOTAL BENEFITS ADMINISTRATION | 57,000.00 | 0.00 | 57,000.00 | 73,944.76 | 0.00 | -16,944.76 | 129.7% |
| TOTAL REVENUES | 57,000.00 | 0.00 | 57,000.00 | 73,944.76 | 0.00 | -16,944.76 | |
| **890 ADMINISTRATIVE SERVICES** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 16,000.00 | 0.00 | 16,000.00 | 4,940.59 | 0.00 | 11,059.41 | 30.9% |
| 34 CHARGES FOR SERVICES | 3,988,134.00 | 0.00 | 3,988,134.00 | 3,968,990.86 | 0.00 | 19,143.14 | 99.5% |
| 36 INTEREST | 20,000.00 | 0.00 | 20,000.00 | 31,400.86 | 0.00 | -11,400.86 | 157.0% |

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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 49 OTHER REVENUE | 3,000.00 | 0.00 | 3,000.00 | 4,763.66 | 0.00 | -1,763.66 | 158.8% |
| TOTAL ADMINISTRATIVE SERVICES | 4,027,134.00 | 0.00 | 4,027,134.00 | 4,010,095.97 | 0.00 | 17,038.03 | 99.6% |
| TOTAL REVENUES | 4,027,134.00 | 0.00 | 4,027,134.00 | 4,010,095.97 | 0.00 | 17,038.03 | |
| **910 AGENCY FUND** | | | | | | | |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 57,528.10 | 0.00 | -57,528.10 | 100.0% |
| TOTAL AGENCY FUND | 0.00 | 0.00 | 0.00 | 57,528.10 | 0.00 | -57,528.10 | 100.0% |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 57,528.10 | 0.00 | -57,528.10 | |
| **950 URBAN RENEWAL GENERAL** | | | | | | | |
| 31 TAXES | 1,465,000.00 | 0.00 | 1,465,000.00 | 1,931,490.06 | 0.00 | -466,490.06 | 131.8% |
| 36 INTEREST | 0.00 | 0.00 | 0.00 | 78,836.53 | 0.00 | -78,836.53 | 100.0% |
| TOTAL URBAN RENEWAL GENERAL | 1,465,000.00 | 0.00 | 1,465,000.00 | 2,010,326.59 | 0.00 | -545,326.59 | 137.2% |
| TOTAL REVENUES | 1,465,000.00 | 0.00 | 1,465,000.00 | 2,010,326.59 | 0.00 | -545,326.59 | |
| **970 JO CO-CITY GP SOLID AGNCY** | | | | | | | |
| 33 INTERGOVERNMENTAL RE | 467,000.00 | 0.00 | 467,000.00 | 427,776.82 | 0.00 | 39,223.18 | 91.6% |
| 36 INTEREST | 10,000.00 | 0.00 | 10,000.00 | 52,840.31 | 0.00 | -42,840.31 | 528.4% |
| TOTAL JO CO-CITY GP SOLID AGNCY | 477,000.00 | 0.00 | 477,000.00 | 480,617.13 | 0.00 | -3,617.13 | 100.8% |
| TOTAL REVENUES | 477,000.00 | 0.00 | 477,000.00 | 480,617.13 | 0.00 | -3,617.13 | |

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User: ckutschke
Program ID: glytdbud

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# City of Grants Pass
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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| GRAND TOTAL | 68,469,399.00 | 843,600.00 | 69,312,999.00 | 63,698,146.61 | 0.00 | 5,614,852.39 | 91.9% |

** END OF REPORT - Generated by Carl Kutschke **

# City of Grants Pass
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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **110 GENERAL FUND** | | | | | | | |
| **01 MAYOR AND COUNCIL** | | | | | | | |
| 62 OPERATING SUPPLIES | 24,000.00 | 0.00 | 24,000.00 | 19,915.01 | 0.00 | 4,084.99 | 83.0% |
| 63 CONTRACTUAL SERVICES | 175,500.00 | 0.00 | 175,500.00 | 113,199.37 | 0.00 | 62,300.63 | 64.5% |
| 64 CHARGES FOR SERVICES | 57,677.00 | 0.00 | 57,677.00 | 57,677.04 | 0.00 | -0.04 | 100.0% |
| 67 INDIRECT CHARGES | 21,800.00 | 0.00 | 21,800.00 | 21,800.04 | 0.00 | -0.04 | 100.0% |
| TOTAL MAYOR AND COUNCIL | 278,977.00 | 0.00 | 278,977.00 | 212,591.46 | 0.00 | 66,385.54 | 76.2% |
| **02 GENERAL OPERATIONS** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 102,000.00 | 0.00 | 102,000.00 | 58,967.09 | 0.00 | 43,032.91 | 57.8% |
| 64 CHARGES FOR SERVICES | 68,258.00 | 0.00 | 68,258.00 | 68,258.04 | 0.00 | -0.04 | 100.0% |
| TOTAL GENERAL OPERATIONS | 170,258.00 | 0.00 | 170,258.00 | 127,225.13 | 0.00 | 43,032.87 | 74.7% |
| **14 PS-FIRE RESCUE DIVISION** | | | | | | | |
| 61 PERSONNEL SERVICES | 6,225,636.00 | 0.00 | 6,225,636.00 | 5,609,513.42 | 0.00 | 616,122.58 | 90.1% |
| 62 OPERATING SUPPLIES | 229,960.00 | 0.00 | 229,960.00 | 228,217.83 | 0.00 | 1,742.17 | 99.2% |
| 63 CONTRACTUAL SERVICES | 1,144,447.00 | 0.00 | 1,144,447.00 | 1,092,779.29 | 0.00 | 51,667.71 | 95.5% |
| 64 CHARGES FOR SERVICES | 9,600.00 | 0.00 | 9,600.00 | 9,600.00 | 0.00 | 0.00 | 100.0% |
| 65 CAPITAL OUTLAY | 24,325.00 | 0.00 | 24,325.00 | 6,315.04 | 0.00 | 18,009.96 | 26.0% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 67 INDIRECT CHARGES | 653,000.00 | 0.00 | 653,000.00 | 653,000.04 | 0.00 | -0.04 | 100.0% |
| 78 TRANSFERS | 140,000.00 | 0.00 | 140,000.00 | 140,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL PS-FIRE RESCUE DIVISION | 8,426,968.00 | 0.00 | 8,426,968.00 | 7,739,425.62 | 0.00 | 687,542.38 | 91.8% |
| **15 PS-POLICE DIVISION** | | | | | | | |
| 61 PERSONNEL SERVICES | 11,062,528.00 | 0.00 | 11,062,528.00 | 10,449,671.95 | 0.00 | 612,856.05 | 94.5% |
| 62 OPERATING SUPPLIES | 282,686.00 | 0.00 | 282,686.00 | 308,382.98 | 0.00 | -25,696.98 | 109.1% |
| 63 CONTRACTUAL SERVICES | 1,884,909.00 | 0.00 | 1,884,909.00 | 1,860,524.07 | 0.00 | 24,384.93 | 98.7% |
| 64 CHARGES FOR SERVICES | 10,082.00 | 0.00 | 10,082.00 | 10,082.04 | 0.00 | -0.04 | 100.0% |
| 67 INDIRECT CHARGES | 1,126,500.00 | 0.00 | 1,126,500.00 | 1,126,500.00 | 0.00 | 0.00 | 100.0% |
| 76 DEBT SERVICE | 505,000.00 | 0.00 | 505,000.00 | 501,913.88 | 0.00 | 3,086.12 | 99.4% |
| 78 TRANSFERS | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL PS-POLICE DIVISION | 14,911,705.00 | 0.00 | 14,911,705.00 | 14,297,074.92 | 0.00 | 614,630.08 | 95.9% |
| **16 PS-SUPPORT DIVISION** | | | | | | | |
| 61 PERSONNEL SERVICES | 3,613,365.00 | 0.00 | 3,613,365.00 | 3,396,753.41 | 0.00 | 216,611.59 | 94.0% |
| 62 OPERATING SUPPLIES | 38,634.00 | 0.00 | 38,634.00 | 17,996.42 | 0.00 | 20,637.58 | 46.6% |
| 63 CONTRACTUAL SERVICES | 297,956.00 | 0.00 | 297,956.00 | 275,993.40 | 0.00 | 21,962.60 | 92.6% |
| 67 INDIRECT CHARGES | 335,600.00 | 0.00 | 335,600.00 | 335,599.92 | 0.00 | 0.08 | 100.0% |
| TOTAL PS-SUPPORT DIVISION | 4,285,555.00 | 0.00 | 4,285,555.00 | 4,026,343.15 | 0.00 | 259,211.85 | 94.0% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **18 CRISIS SUPPORT** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 48,800.00 | 0.00 | 48,800.00 | 48,800.00 | 0.00 | 0.00 | 100.0% |
| TOTAL CRISIS SUPPORT | 48,800.00 | 0.00 | 48,800.00 | 48,800.00 | 0.00 | 0.00 | 100.0% |
| **20 PS-SOBERING CENTER** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 130,000.00 | 0.00 | 130,000.00 | 130,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL PS-SOBERING CENTER | 130,000.00 | 0.00 | 130,000.00 | 130,000.00 | 0.00 | 0.00 | 100.0% |
| **21 BUILDING AND SAFETY** | | | | | | | |
| 61 PERSONNEL SERVICES | 609,188.00 | 0.00 | 609,188.00 | 496,072.47 | 0.00 | 113,115.53 | 81.4% |
| 62 OPERATING SUPPLIES | 18,000.00 | 0.00 | 18,000.00 | 12,557.10 | 0.00 | 5,442.90 | 69.8% |
| 63 CONTRACTUAL SERVICES | 102,656.00 | 0.00 | 102,656.00 | 64,726.62 | 0.00 | 37,929.38 | 63.1% |
| 64 CHARGES FOR SERVICES | 104,319.00 | 0.00 | 104,319.00 | 86,932.50 | 0.00 | 17,386.50 | 83.3% |
| 67 INDIRECT CHARGES | 70,800.00 | 0.00 | 70,800.00 | 70,800.00 | 0.00 | 0.00 | 100.0% |
| TOTAL BUILDING AND SAFETY | 904,963.00 | 0.00 | 904,963.00 | 731,088.69 | 0.00 | 173,874.31 | 80.8% |
| **22 PLANNING** | | | | | | | |
| 61 PERSONNEL SERVICES | 703,632.00 | 0.00 | 703,632.00 | 626,258.16 | 0.00 | 77,373.84 | 89.0% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 62 OPERATING SUPPLIES | 10,450.00 | 0.00 | 10,450.00 | 3,394.17 | 0.00 | 7,055.83 | 32.5% |
| 63 CONTRACTUAL SERVICES | 245,513.00 | 90,000.00 | 335,513.00 | 260,375.45 | 0.00 | 75,137.55 | 77.6% |
| 64 CHARGES FOR SERVICES | 231,505.00 | 0.00 | 231,505.00 | 199,587.46 | 0.00 | 31,917.54 | 86.2% |
| 67 INDIRECT CHARGES | 101,200.00 | 0.00 | 101,200.00 | 101,199.96 | 0.00 | 0.04 | 100.0% |
| TOTAL PLANNING | 1,292,300.00 | 90,000.00 | 1,382,300.00 | 1,190,815.20 | 0.00 | 191,484.80 | 86.1% |
| **35 ECONOMIC DEVELOPMENT** | | | | | | | |
| 61 PERSONNEL SERVICES | 222,477.00 | 0.00 | 222,477.00 | 200,540.36 | 0.00 | 21,936.64 | 90.1% |
| 62 OPERATING SUPPLIES | 1,100.00 | 0.00 | 1,100.00 | 1,249.93 | 0.00 | -149.93 | 113.6% |
| 63 CONTRACTUAL SERVICES | 91,338.00 | 0.00 | 91,338.00 | 62,732.41 | 0.00 | 28,605.59 | 68.7% |
| 64 CHARGES FOR SERVICES | 2,496.00 | 0.00 | 2,496.00 | 2,496.00 | 0.00 | 0.00 | 100.0% |
| 67 INDIRECT CHARGES | 26,800.00 | 0.00 | 26,800.00 | 26,799.96 | 0.00 | 0.04 | 100.0% |
| TOTAL ECONOMIC DEVELOPMENT | 344,211.00 | 0.00 | 344,211.00 | 293,818.66 | 0.00 | 50,392.34 | 85.4% |
| **36 TOURISM PROMOTION SERVICE** | | | | | | | |
| 61 PERSONNEL SERVICES | 56,005.00 | 0.00 | 56,005.00 | 15,375.15 | 0.00 | 40,629.85 | 27.5% |
| 63 CONTRACTUAL SERVICES | 1,338,490.00 | 0.00 | 1,338,490.00 | 855,286.07 | 0.00 | 483,203.93 | 63.9% |
| 64 CHARGES FOR SERVICES | 27,142.00 | 0.00 | 27,142.00 | 27,141.96 | 0.00 | 0.04 | 100.0% |
| 67 INDIRECT CHARGES | 120,300.00 | 0.00 | 120,300.00 | 120,300.00 | 0.00 | 0.00 | 100.0% |
| TOTAL TOURISM PROMOTION SERVICE | 1,541,937.00 | 0.00 | 1,541,937.00 | 1,018,103.18 | 0.00 | 523,833.82 | 66.0% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **37 DOWNTOWN DEVELOPMENT** | | | | | | | |
| 61 PERSONNEL SERVICES | 204,635.00 | 0.00 | 204,635.00 | 181,658.08 | 0.00 | 22,976.92 | 88.8% |
| 62 OPERATING SUPPLIES | 36,750.00 | 0.00 | 36,750.00 | 17,615.11 | 0.00 | 19,134.89 | 47.9% |
| 63 CONTRACTUAL SERVICES | 273,219.00 | 0.00 | 273,219.00 | 191,275.34 | 0.00 | 81,943.66 | 70.0% |
| 64 CHARGES FOR SERVICES | 19,449.00 | 0.00 | 19,449.00 | 19,449.00 | 0.00 | 0.00 | 100.0% |
| 67 INDIRECT CHARGES | 45,300.00 | 0.00 | 45,300.00 | 45,300.00 | 0.00 | 0.00 | 100.0% |
| TOTAL DOWNTOWN DEVELOPMENT | 579,353.00 | 0.00 | 579,353.00 | 455,297.53 | 0.00 | 124,055.47 | 78.6% |
| **41 PARKS MAINTENANCE SERVICE** | | | | | | | |
| 61 PERSONNEL SERVICES | 1,055,999.00 | 0.00 | 1,055,999.00 | 807,106.39 | 0.00 | 248,892.61 | 76.4% |
| 62 OPERATING SUPPLIES | 158,600.00 | 0.00 | 158,600.00 | 152,818.81 | 0.00 | 5,781.19 | 96.4% |
| 63 CONTRACTUAL SERVICES | 1,253,694.00 | 0.00 | 1,253,694.00 | 1,220,050.44 | 0.00 | 33,643.56 | 97.3% |
| 64 CHARGES FOR SERVICES | 205,535.00 | 0.00 | 205,535.00 | 185,980.70 | 0.00 | 19,554.30 | 90.5% |
| 67 INDIRECT CHARGES | 227,350.00 | 0.00 | 227,350.00 | 227,349.96 | 0.00 | 0.04 | 100.0% |
| 78 TRANSFERS | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL PARKS MAINTENANCE SERVICE | 2,906,178.00 | 0.00 | 2,906,178.00 | 2,598,306.30 | 0.00 | 307,871.70 | 89.4% |
| **42 RECREATION SERVICES** | | | | | | | |
| 61 PERSONNEL SERVICES | 148,849.00 | 0.00 | 148,849.00 | 128,892.26 | 0.00 | 19,956.74 | 86.6% |

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Program ID: glytdbud

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 62 OPERATING SUPPLIES | 3,700.00 | 0.00 | 3,700.00 | 539.94 | 0.00 | 3,160.06 | 14.6% |
| 63 CONTRACTUAL SERVICES | 22,781.00 | 0.00 | 22,781.00 | 9,350.54 | 0.00 | 13,430.46 | 41.0% |
| 67 INDIRECT CHARGES | 14,800.00 | 0.00 | 14,800.00 | 14,800.08 | 0.00 | -0.08 | 100.0% |
| TOTAL RECREATION SERVICES | 190,130.00 | 0.00 | 190,130.00 | 153,582.82 | 0.00 | 36,547.18 | 80.8% |
| 43 AQUATIC SERVICES | | | | | | | |
| 61 PERSONNEL SERVICES | 13,829.00 | 0.00 | 13,829.00 | 8,572.72 | 0.00 | 5,256.28 | 62.0% |
| 62 OPERATING SUPPLIES | 23,650.00 | 0.00 | 23,650.00 | 18,320.88 | 0.00 | 5,329.12 | 77.5% |
| 63 CONTRACTUAL SERVICES | 52,201.00 | 0.00 | 52,201.00 | 32,209.82 | 0.00 | 19,991.18 | 61.7% |
| 67 INDIRECT CHARGES | 7,500.00 | 0.00 | 7,500.00 | 7,500.00 | 0.00 | 0.00 | 100.0% |
| TOTAL AQUATIC SERVICES | 97,180.00 | 0.00 | 97,180.00 | 66,603.42 | 0.00 | 30,576.58 | 68.5% |
| TOTAL GENERAL FUND | 36,108,515.00 | 90,000.00 | 36,198,515.00 | 33,089,076.08 | 0.00 | 3,109,438.92 | 91.4% |
| 220 LODGING TAX | | | | | | | |
| 32 LODGING TAX | | | | | | | |
| 63 CONTRACTUAL SERVICES | 6,000.00 | 0.00 | 6,000.00 | 6,700.00 | 0.00 | -700.00 | 111.7% |
| 64 CHARGES FOR SERVICES | 8,500.00 | 0.00 | 8,500.00 | 8,499.96 | 0.00 | 0.04 | 100.0% |
| 67 INDIRECT CHARGES | 10,657.00 | 0.00 | 10,657.00 | 0.00 | 0.00 | 10,657.00 | .0% |
| 78 TRANSFERS | 3,044,843.00 | 0.00 | 3,044,843.00 | 2,709,139.00 | 0.00 | 335,704.00 | 89.0% |
| TOTAL LODGING TAX | 3,070,000.00 | 0.00 | 3,070,000.00 | 2,724,338.96 | 0.00 | 345,661.04 | 88.7% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
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| 220 LODGING TAX<br>ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| TOTAL LODGING TAX<br>3,070,000.00 | 0.00 | 3,070,000.00 | 2,724,338.96 | 0.00 | 345,661.04 | 88.7% |
| **230 STREET UTILITY** | | | | | | |
| **19 STREET LIGHTS** | | | | | | |
| 63 CONTRACTUAL SERVICES<br>200,000.00 | 0.00 | 200,000.00 | 178,981.25 | 0.00 | 21,018.75 | 89.5% |
| TOTAL STREET LIGHTS<br>200,000.00 | 0.00 | 200,000.00 | 178,981.25 | 0.00 | 21,018.75 | 89.5% |
| **31 STREET & DRAINAGE MAINT** | | | | | | |
| 61 PERSONNEL SERVICES<br>317,667.00 | 0.00 | 317,667.00 | 463,224.08 | 0.00 | -145,557.08 | 145.8% |
| 62 OPERATING SUPPLIES<br>156,400.00 | 0.00 | 156,400.00 | 66,151.27 | 0.00 | 90,248.73 | 42.3% |
| 63 CONTRACTUAL SERVICES<br>389,178.00 | 0.00 | 389,178.00 | 267,731.84 | 0.00 | 121,446.16 | 68.8% |
| TOTAL STREET & DRAINAGE MAINT<br>863,245.00 | 0.00 | 863,245.00 | 797,107.19 | 0.00 | 66,137.81 | 92.3% |
| **33 CUSTOMER SERVICE-STREETS** | | | | | | |
| 63 CONTRACTUAL SERVICES<br>33,462.00 | 0.00 | 33,462.00 | 29,452.90 | 0.00 | 4,009.10 | 88.0% |
| 64 CHARGES FOR SERVICES<br>143,187.00 | 0.00 | 143,187.00 | 139,391.84 | 0.00 | 3,795.16 | 97.3% |
| TOTAL CUSTOMER SERVICE-STREETS<br>176,649.00 | 0.00 | 176,649.00 | 168,844.74 | 0.00 | 7,804.26 | 95.6% |
| **38 GENERAL OPERATIONS-STREET** | | | | | | |

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Program ID: glytdbud

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 63 CONTRACTUAL SERVICES | 4,000.00 | 0.00 | 4,000.00 | 3,550.00 | 0.00 | 450.00 | 88.8% |
| 64 CHARGES FOR SERVICES | 277,641.00 | 0.00 | 277,641.00 | 277,641.00 | 0.00 | 0.00 | 100.0% |
| 67 INDIRECT CHARGES | 216,165.00 | 0.00 | 216,165.00 | 206,910.27 | 0.00 | 9,254.73 | 95.7% |
| 78 TRANSFERS | 2,898,845.00 | 0.00 | 2,898,845.00 | 2,866,587.66 | 0.00 | 32,257.34 | 98.9% |
| TOTAL GENERAL OPERATIONS-STREET | 3,396,651.00 | 0.00 | 3,396,651.00 | 3,354,688.93 | 0.00 | 41,962.07 | 98.8% |
| TOTAL STREET UTILITY | 4,636,545.00 | 0.00 | 4,636,545.00 | 4,499,622.11 | 0.00 | 136,922.89 | 97.0% |
| 251 CDB GRANT HUD | | | | | | | |
| 26 CDB GRANT-HUD | | | | | | | |
| 63 CONTRACTUAL SERVICES | 450,000.00 | 843,600.00 | 1,293,600.00 | 1,086,224.95 | 0.00 | 207,375.05 | 84.0% |
| 64 CHARGES FOR SERVICES | 0.00 | 0.00 | 0.00 | 14,865.63 | 0.00 | -14,865.63 | 100.0% |
| TOTAL CDB GRANT-HUD | 450,000.00 | 843,600.00 | 1,293,600.00 | 1,101,090.58 | 0.00 | 192,509.42 | 85.1% |
| TOTAL CDB GRANT HUD | 450,000.00 | 843,600.00 | 1,293,600.00 | 1,101,090.58 | 0.00 | 192,509.42 | 85.1% |
| 262 HOUSING/URBAN DEVELOPMENT | | | | | | | |
| 28 INDUSTRIAL& DOWNTOWN LOAN | | | | | | | |
| 63 CONTRACTUAL SERVICES | 663,100.00 | 0.00 | 663,100.00 | 100,325.87 | 0.00 | 562,774.13 | 15.1% |
| TOTAL INDUSTRIAL& DOWNTOWN LOAN | 663,100.00 | 0.00 | 663,100.00 | 100,325.87 | 0.00 | 562,774.13 | 15.1% |

# City of Grants Pass
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| 262 HOUSING/URBAN DEVELOPMENT ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| TOTAL HOUSING/URBAN DEVELOPMENT 663,100.00 | 0.00 | 663,100.00 | 100,325.87 | 0.00 | 562,774.13 | 15.1% |
| **410 DEBT SERVICE/GEN OBLIG BOND** | | | | | | |
| **98 DEBT SERVICE/GEN OBLIG BD** | | | | | | |
| 78 TRANSFERS 36,000.00 | 0.00 | 36,000.00 | 36,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL DEBT SERVICE/GEN OBLIG BD 36,000.00 | 0.00 | 36,000.00 | 36,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL DEBT SERVICE/GEN OBLIG BOND 36,000.00 | 0.00 | 36,000.00 | 36,000.00 | 0.00 | 0.00 | 100.0% |
| **490 DEBT SERVICE/BANCROFT BOND** | | | | | | |
| **95 DEBT SERVICE/BANCROFT** | | | | | | |
| 63 CONTRACTUAL SERVICES 12,000.00 | 0.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | .0% |
| 64 CHARGES FOR SERVICES 5,000.00 | 0.00 | 5,000.00 | 5,000.04 | 0.00 | -0.04 | 100.0% |
| 76 DEBT SERVICE 33,000.00 | 0.00 | 33,000.00 | 5,037.00 | 0.00 | 27,963.00 | 15.3% |
| 78 TRANSFERS 500,000.00 | 0.00 | 500,000.00 | 0.00 | 0.00 | 500,000.00 | .0% |
| TOTAL DEBT SERVICE/BANCROFT 550,000.00 | 0.00 | 550,000.00 | 10,037.04 | 0.00 | 539,962.96 | 1.8% |
| TOTAL DEBT SERVICE/BANCROFT BOND 550,000.00 | 0.00 | 550,000.00 | 10,037.04 | 0.00 | 539,962.96 | 1.8% |
| **612 TRANSPORTATION CAPITAL PROJECT** | | | | | | |
| **49 TRANSPORTATION PROJECTS** | | | | | | |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

612 TRANSPORTATION CAPITAL PROJECT

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 61 PERSONNEL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | .0% |
| 63 CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 252,150.13 | 0.00 | -252,150.13 | 100.0% |
| 64 CHARGES FOR SERVICES | 0.00 | 0.00 | 0.00 | 211,535.91 | 0.00 | -211,535.91 | 100.0% |
| 65 CAPITAL OUTLAY | 12,592,150.00 | 0.00 | 12,592,150.00 | 1,253,119.41 | 0.00 | 11,339,030.59 | 10.0% |
| TOTAL TRANSPORTATION PROJECTS | 12,592,150.00 | 0.00 | 12,592,150.00 | 1,716,805.45 | 0.00 | 10,875,344.55 | 13.6% |
| TOTAL TRANSPORTATION CAPITAL PROJECT | 12,592,150.00 | 0.00 | 12,592,150.00 | 1,716,805.45 | 0.00 | 10,875,344.55 | 13.6% |

613 ALTERNATIVE TRANSPORTATION PRO

49 TRANSPORTATION PROJECTS

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 65 CAPITAL OUTLAY | 39,997.00 | 0.00 | 39,997.00 | 0.00 | 0.00 | 39,997.00 | .0% |
| TOTAL TRANSPORTATION PROJECTS | 39,997.00 | 0.00 | 39,997.00 | 0.00 | 0.00 | 39,997.00 | .0% |
| TOTAL ALTERNATIVE TRANSPORTATION PRO | 39,997.00 | 0.00 | 39,997.00 | 0.00 | 0.00 | 39,997.00 | .0% |

614 TRANSPORTATION CAPITAL PROJECT

49 TRANSPORTATION PROJECTS

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 65 CAPITAL OUTLAY | 449,304.00 | 0.00 | 449,304.00 | 0.00 | 0.00 | 449,304.00 | .0% |
| TOTAL TRANSPORTATION PROJECTS | 449,304.00 | 0.00 | 449,304.00 | 0.00 | 0.00 | 449,304.00 | .0% |
| TOTAL TRANSPORTATION CAPITAL PROJECT | 449,304.00 | 0.00 | 449,304.00 | 0.00 | 0.00 | 449,304.00 | .0% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

615 TRANSPORTATION ADVANCED FINANC

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **615 TRANSPORTATION ADVANCED FINANC** | | | | | | | |
| **49 TRANSPORTATION PROJECTS** | | | | | | | |
| 65 CAPITAL OUTLAY | 488,985.00 | 0.00 | 488,985.00 | 0.00 | 0.00 | 488,985.00 | .0% |
| TOTAL TRANSPORTATION PROJECTS | 488,985.00 | 0.00 | 488,985.00 | 0.00 | 0.00 | 488,985.00 | .0% |
| TOTAL TRANSPORTATION ADVANCED FINANC | 488,985.00 | 0.00 | 488,985.00 | 0.00 | 0.00 | 488,985.00 | .0% |
| **619 TRANSPORTATION CAPITAL PROJECT** | | | | | | | |
| **49 TRANSPORTATION PROJECTS** | | | | | | | |
| 65 CAPITAL OUTLAY | 146,336.00 | 0.00 | 146,336.00 | 0.00 | 0.00 | 146,336.00 | .0% |
| TOTAL TRANSPORTATION PROJECTS | 146,336.00 | 0.00 | 146,336.00 | 0.00 | 0.00 | 146,336.00 | .0% |
| TOTAL TRANSPORTATION CAPITAL PROJECT | 146,336.00 | 0.00 | 146,336.00 | 0.00 | 0.00 | 146,336.00 | .0% |
| **630 SOLID WASTE OPERATIONS** | | | | | | | |
| **81 SOLID WASTE OPERATIONS** | | | | | | | |
| 61 PERSONNEL SERVICES | 5,170.00 | 0.00 | 5,170.00 | 1,401.90 | 0.00 | 3,768.10 | 27.1% |
| 62 OPERATING SUPPLIES | 625.00 | 0.00 | 625.00 | 11.00 | 0.00 | 614.00 | 1.8% |
| 63 CONTRACTUAL SERVICES | 7,686.00 | 27,500.00 | 35,186.00 | 32,081.98 | 0.00 | 3,104.02 | 91.2% |

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| 630 SOLID WASTE OPERATIONS ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 64 CHARGES FOR SERVICES 13,050.00 | 0.00 | 13,050.00 | 13,050.00 | 0.00 | 0.00 | 100.0% |
| 67 INDIRECT CHARGES 2,100.00 | 0.00 | 2,100.00 | 2,100.00 | 0.00 | 0.00 | 100.0% |
| TOTAL SOLID WASTE OPERATIONS 28,631.00 | 27,500.00 | 56,131.00 | 48,644.88 | 0.00 | 7,486.12 | 86.7% |
| TOTAL SOLID WASTE OPERATIONS 28,631.00 | 27,500.00 | 56,131.00 | 48,644.88 | 0.00 | 7,486.12 | 86.7% |
| 633 LANDFILL/POST CLOSURE OP | | | | | | |
| 83 LANDFILL/POST CLOSURE OP | | | | | | |
| 62 OPERATING SUPPLIES 3,000.00 | 0.00 | 3,000.00 | 12,967.98 | 0.00 | -9,967.98 | 432.3% |
| 63 CONTRACTUAL SERVICES 113,200.00 | 0.00 | 113,200.00 | 60,626.43 | 0.00 | 52,573.57 | 53.6% |
| 64 CHARGES FOR SERVICES 12,500.00 | 0.00 | 12,500.00 | 11,730.26 | 0.00 | 769.74 | 93.8% |
| 67 INDIRECT CHARGES 10,900.00 | 0.00 | 10,900.00 | 10,899.96 | 0.00 | 0.04 | 100.0% |
| TOTAL LANDFILL/POST CLOSURE OP 139,600.00 | 0.00 | 139,600.00 | 96,224.63 | 0.00 | 43,375.37 | 68.9% |
| TOTAL LANDFILL/POST CLOSURE OP 139,600.00 | 0.00 | 139,600.00 | 96,224.63 | 0.00 | 43,375.37 | 68.9% |
| 635 SOLID WASTE/ENVIRON. FEES | | | | | | |
| 81 SOLID WASTE OPERATIONS | | | | | | |
| 63 CONTRACTUAL SERVICES 480,000.00 | 0.00 | 480,000.00 | 427,776.82 | 0.00 | 52,223.18 | 89.1% |
| TOTAL SOLID WASTE OPERATIONS 480,000.00 | 0.00 | 480,000.00 | 427,776.82 | 0.00 | 52,223.18 | 89.1% |

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| 635 SOLID WASTE/ENVIRON. FEES | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| TOTAL SOLID WASTE/ENVIRON. FEES | 480,000.00 | 0.00 | 480,000.00 | 427,776.82 | 0.00 | 52,223.18 | 89.1% |
| **638 SOLID WASTE CAPITAL PROJECTS F** | | | | | | | |
| **89 SOLID WASTE CONSTRUCTION** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 57,070.22 | 0.00 | -57,070.22 | 100.0% |
| 65 CAPITAL OUTLAY | 1,114,805.00 | 0.00 | 1,114,805.00 | 0.00 | 0.00 | 1,114,805.00 | .0% |
| 78 TRANSFERS | 29,000.00 | 0.00 | 29,000.00 | 29,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL SOLID WASTE CONSTRUCTION | 1,143,805.00 | 0.00 | 1,143,805.00 | 86,070.22 | 0.00 | 1,057,734.78 | 7.5% |
| TOTAL SOLID WASTE CAPITAL PROJECTS F | 1,143,805.00 | 0.00 | 1,143,805.00 | 86,070.22 | 0.00 | 1,057,734.78 | 7.5% |
| **640 STORMWATER UTILITY** | | | | | | | |
| **44 STORMWATER MAINTENANCE** | | | | | | | |
| 61 PERSONNEL SERVICES | 489,750.00 | 0.00 | 489,750.00 | 218,557.25 | 0.00 | 271,192.75 | 44.6% |
| 62 OPERATING SUPPLIES | 28,950.00 | 0.00 | 28,950.00 | 11,116.91 | 0.00 | 17,833.09 | 38.4% |
| 63 CONTRACTUAL SERVICES | 540,729.00 | 0.00 | 540,729.00 | 432,340.10 | 0.00 | 108,388.90 | 80.0% |
| 64 CHARGES FOR SERVICES | 42,641.00 | 0.00 | 42,641.00 | 42,641.04 | 0.00 | -0.04 | 100.0% |
| TOTAL STORMWATER MAINTENANCE | 1,102,070.00 | 0.00 | 1,102,070.00 | 704,655.30 | 0.00 | 397,414.70 | 63.9% |
| **45 STORMWATER CUSTOMER SRVC** | | | | | | | |

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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 63 CONTRACTUAL SERVICES | 23,731.00 | 0.00 | 23,731.00 | 20,222.56 | 0.00 | 3,508.44 | 85.2% |
| 64 CHARGES FOR SERVICES | 244,567.00 | 0.00 | 244,567.00 | 242,458.46 | 0.00 | 2,108.54 | 99.1% |
| TOTAL STORMWATER CUSTOMER SRVC | 268,298.00 | 0.00 | 268,298.00 | 262,681.02 | 0.00 | 5,616.98 | 97.9% |
| 46 GEN PROG OPS STORMWATER | | | | | | | |
| 63 CONTRACTUAL SERVICES | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 100.0% |
| 64 CHARGES FOR SERVICES | 116,200.00 | 0.00 | 116,200.00 | 116,199.96 | 0.00 | 0.04 | 100.0% |
| 67 INDIRECT CHARGES | 165,885.00 | 0.00 | 165,885.00 | 165,885.00 | 0.00 | 0.00 | 100.0% |
| 78 TRANSFERS | 1,309,500.00 | 0.00 | 1,309,500.00 | 1,309,500.00 | 0.00 | 0.00 | 100.0% |
| TOTAL GEN PROG OPS STORMWATER | 1,595,585.00 | 0.00 | 1,595,585.00 | 1,595,584.96 | 0.00 | 0.04 | 100.0% |
| TOTAL STORMWATER UTILITY | 2,965,953.00 | 0.00 | 2,965,953.00 | 2,562,921.28 | 0.00 | 403,031.72 | 86.4% |
| 642 STORMWATER | | | | | | | |
| 29 STORM DRAIN SDCS | | | | | | | |
| 65 CAPITAL OUTLAY | 19,547.00 | 0.00 | 19,547.00 | 0.00 | 0.00 | 19,547.00 | .0% |
| 78 TRANSFERS | 100,000.00 | 0.00 | 100,000.00 | 100,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL STORM DRAIN SDCS | 119,547.00 | 0.00 | 119,547.00 | 100,000.00 | 0.00 | 19,547.00 | 83.6% |
| TOTAL STORMWATER | 119,547.00 | 0.00 | 119,547.00 | 100,000.00 | 0.00 | 19,547.00 | 83.6% |
| 645 STORMWATER ADVANCED FINANCING | | | | | | | |

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| 645 STORMWATER ADVANCED FINANCING | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **29 STORM DRAIN SDCs** | | | | | | | |
| 65 CAPITAL OUTLAY | 66,906.00 | 0.00 | 66,906.00 | 0.00 | 0.00 | 66,906.00 | .0% |
| TOTAL STORM DRAIN SDCs | 66,906.00 | 0.00 | 66,906.00 | 0.00 | 0.00 | 66,906.00 | .0% |
| TOTAL STORMWATER ADVANCED FINANCING | 66,906.00 | 0.00 | 66,906.00 | 0.00 | 0.00 | 66,906.00 | .0% |
| **648 STORMWATER CAPITAL** | | | | | | | |
| **29 STORM DRAIN SDCs** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 93,416.66 | 0.00 | -93,416.66 | 100.0% |
| 64 CHARGES FOR SERVICES | 0.00 | 0.00 | 0.00 | 130,004.55 | 0.00 | -130,004.55 | 100.0% |
| 65 CAPITAL OUTLAY | 5,221,248.00 | 0.00 | 5,221,248.00 | 1,146,934.60 | 0.00 | 4,074,313.40 | 22.0% |
| TOTAL STORM DRAIN SDCs | 5,221,248.00 | 0.00 | 5,221,248.00 | 1,370,355.81 | 0.00 | 3,850,892.19 | 26.2% |
| TOTAL STORMWATER CAPITAL | 5,221,248.00 | 0.00 | 5,221,248.00 | 1,370,355.81 | 0.00 | 3,850,892.19 | 26.2% |
| **691 GENERAL LANDS & BUILDINGS CAPI** | | | | | | | |
| **59 LANDS AND BLDGS PROJECTS** | | | | | | | |
| 62 OPERATING SUPPLIES | 0.00 | 0.00 | 0.00 | 49,575.83 | 0.00 | -49,575.83 | 100.0% |
| 63 CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 1,415,092.83 | 0.00 | -1,415,092.83 | 100.0% |
| 64 CHARGES FOR SERVICES | 0.00 | 0.00 | 0.00 | 85,291.91 | 0.00 | -85,291.91 | 100.0% |

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| 691 GENERAL LANDS & BUILDINGS CAPI ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 65 CAPITAL OUTLAY 14,152,938.00 | 0.00 | 14,152,938.00 | 1,151,210.90 | 0.00 | 13,001,727.10 | 8.1% |
| 78 TRANSFERS 4,500,000.00 | 0.00 | 4,500,000.00 | 0.00 | 0.00 | 4,500,000.00 | .0% |
| TOTAL LANDS AND BLDGS PROJECTS 18,652,938.00 | 0.00 | 18,652,938.00 | 2,701,171.47 | 0.00 | 15,951,766.53 | 14.5% |
| TOTAL GENERAL LANDS & BUILDINGS CAPI 18,652,938.00 | 0.00 | 18,652,938.00 | 2,701,171.47 | 0.00 | 15,951,766.53 | 14.5% |
| **692 LANDS & BLDGS PARK LAND SDC** | | | | | | |
| **59 LANDS AND BLDGS PROJECTS** | | | | | | |
| 65 CAPITAL OUTLAY 125,679.00 | 0.00 | 125,679.00 | 0.00 | 0.00 | 125,679.00 | .0% |
| TOTAL LANDS AND BLDGS PROJECTS 125,679.00 | 0.00 | 125,679.00 | 0.00 | 0.00 | 125,679.00 | .0% |
| TOTAL LANDS & BLDGS PARK LAND SDC 125,679.00 | 0.00 | 125,679.00 | 0.00 | 0.00 | 125,679.00 | .0% |
| **693 LANDS & BLDG PARKS RM TAX** | | | | | | |
| **59 LANDS AND BLDGS PROJECTS** | | | | | | |
| 65 CAPITAL OUTLAY 407,126.00 | 0.00 | 407,126.00 | 0.00 | 0.00 | 407,126.00 | .0% |
| TOTAL LANDS AND BLDGS PROJECTS 407,126.00 | 0.00 | 407,126.00 | 0.00 | 0.00 | 407,126.00 | .0% |
| TOTAL LANDS & BLDG PARKS RM TAX 407,126.00 | 0.00 | 407,126.00 | 0.00 | 0.00 | 407,126.00 | .0% |
| **694 PARKS DEVELOPMENT SDC** | | | | | | |
| **59 LANDS AND BLDGS PROJECTS** | | | | | | |

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| 694 PARKS DEVELOPMENT SDC ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 65 CAPITAL OUTLAY 95,600.00 | 0.00 | 95,600.00 | 0.00 | 0.00 | 95,600.00 | .0% |
| TOTAL LANDS AND BLDGS PROJECTS 95,600.00 | 0.00 | 95,600.00 | 0.00 | 0.00 | 95,600.00 | .0% |
| TOTAL PARKS DEVELOPMENT SDC 95,600.00 | 0.00 | 95,600.00 | 0.00 | 0.00 | 95,600.00 | .0% |
| 720 WASTEWATER | | | | | | |
| 71 WASTEWATER COLLECTION | | | | | | |
| 61 PERSONNEL SERVICES 619,554.00 | 0.00 | 619,554.00 | 566,731.34 | 0.00 | 52,822.66 | 91.5% |
| 62 OPERATING SUPPLIES 46,950.00 | 0.00 | 46,950.00 | 61,116.75 | 0.00 | -14,166.75 | 130.2% |
| 63 CONTRACTUAL SERVICES 218,426.00 | 0.00 | 218,426.00 | 235,282.89 | 0.00 | -16,856.89 | 107.7% |
| 64 CHARGES FOR SERVICES 38,615.00 | 0.00 | 38,615.00 | 38,615.04 | 0.00 | -0.04 | 100.0% |
| TOTAL WASTEWATER COLLECTION 923,545.00 | 0.00 | 923,545.00 | 901,746.02 | 0.00 | 21,798.98 | 97.6% |
| 72 WASTEWATER TREATMENT | | | | | | |
| 61 PERSONNEL SERVICES 960,237.00 | 0.00 | 960,237.00 | 909,702.80 | 0.00 | 50,534.20 | 94.7% |
| 62 OPERATING SUPPLIES 367,000.00 | 0.00 | 367,000.00 | 429,387.90 | 0.00 | -62,387.90 | 117.0% |
| 63 CONTRACTUAL SERVICES 1,303,071.00 | 0.00 | 1,303,071.00 | 1,183,604.17 | 0.00 | 119,466.83 | 90.8% |
| TOTAL WASTEWATER TREATMENT 2,630,308.00 | 0.00 | 2,630,308.00 | 2,522,694.87 | 0.00 | 107,613.13 | 95.9% |
| 74 CUSTOMER SERVICE-WASTEWTR | | | | | | |

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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 63 CONTRACTUAL SERVICES | 34,231.00 | 0.00 | 34,231.00 | 20,222.55 | 0.00 | 14,008.45 | 59.1% |
| 64 CHARGES FOR SERVICES | 441,506.00 | 0.00 | 441,506.00 | 433,599.20 | 0.00 | 7,906.80 | 98.2% |
| TOTAL CUSTOMER SERVICE-WASTEWTR | 475,737.00 | 0.00 | 475,737.00 | 453,821.75 | 0.00 | 21,915.25 | 95.4% |
| **75 DEBT SERVICE-WASTEWATER** | | | | | | | |
| 76 DEBT SERVICE | 1,708,575.00 | 0.00 | 1,708,575.00 | 1,705,485.70 | 0.00 | 3,089.30 | 99.8% |
| TOTAL DEBT SERVICE-WASTEWATER | 1,708,575.00 | 0.00 | 1,708,575.00 | 1,705,485.70 | 0.00 | 3,089.30 | 99.8% |
| **76 WASTEWATER-GEN PROGRAM OP** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 21,500.00 | 10,000.00 | 31,500.00 | 28,550.00 | 0.00 | 2,950.00 | 90.6% |
| 64 CHARGES FOR SERVICES | 142,200.00 | 0.00 | 142,200.00 | 142,200.00 | 0.00 | 0.00 | 100.0% |
| 67 INDIRECT CHARGES | 436,325.00 | 0.00 | 436,325.00 | 436,324.92 | 0.00 | 0.08 | 100.0% |
| 78 TRANSFERS | 2,667,500.00 | 0.00 | 2,667,500.00 | 2,667,500.00 | 0.00 | 0.00 | 100.0% |
| TOTAL WASTEWATER-GEN PROGRAM OP | 3,267,525.00 | 10,000.00 | 3,277,525.00 | 3,274,574.92 | 0.00 | 2,950.08 | 99.9% |
| TOTAL WASTEWATER | 9,005,690.00 | 10,000.00 | 9,015,690.00 | 8,858,323.26 | 0.00 | 157,366.74 | 98.3% |

**722 SEWER SDC**

**79 WASTEWATER PROJECTS**

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| 722 SEWER SDC | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 65 CAPITAL OUTLAY | 855,699.00 | 0.00 | 855,699.00 | 0.00 | 0.00 | 855,699.00 | .0% |
| TOTAL WASTEWATER PROJECTS | 855,699.00 | 0.00 | 855,699.00 | 0.00 | 0.00 | 855,699.00 | .0% |
| TOTAL SEWER SDC | 855,699.00 | 0.00 | 855,699.00 | 0.00 | 0.00 | 855,699.00 | .0% |
| 725 SEWER ADVANCED FINANCING | | | | | | | |
| 79 WASTEWATER PROJECTS | | | | | | | |
| 65 CAPITAL OUTLAY | 28,574.00 | 0.00 | 28,574.00 | 0.00 | 0.00 | 28,574.00 | .0% |
| TOTAL WASTEWATER PROJECTS | 28,574.00 | 0.00 | 28,574.00 | 0.00 | 0.00 | 28,574.00 | .0% |
| TOTAL SEWER ADVANCED FINANCING | 28,574.00 | 0.00 | 28,574.00 | 0.00 | 0.00 | 28,574.00 | .0% |
| 728 WASTEWATER PROJECTS | | | | | | | |
| 79 WASTEWATER PROJECTS | | | | | | | |
| 62 OPERATING SUPPLIES | 0.00 | 0.00 | 0.00 | 28.80 | 0.00 | -28.80 | 100.0% |
| 63 CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 185,490.37 | 0.00 | -185,490.37 | 100.0% |
| 64 CHARGES FOR SERVICES | 0.00 | 0.00 | 0.00 | 115,173.72 | 0.00 | -115,173.72 | 100.0% |
| 65 CAPITAL OUTLAY | 8,535,077.00 | 0.00 | 8,535,077.00 | 3,041,815.64 | 0.00 | 5,493,261.36 | 35.6% |
| TOTAL WASTEWATER PROJECTS | 8,535,077.00 | 0.00 | 8,535,077.00 | 3,342,508.53 | 0.00 | 5,192,568.47 | 39.2% |
| TOTAL WASTEWATER PROJECTS | 8,535,077.00 | 0.00 | 8,535,077.00 | 3,342,508.53 | 0.00 | 5,192,568.47 | 39.2% |

# City of Grants Pass
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| 750 WATER OPERATIONS ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| **750 WATER OPERATIONS** | | | | | | |
| **61 WATER TREATMENT** | | | | | | |
| 61 PERSONNEL SERVICES 847,791.00 | 0.00 | 847,791.00 | 741,767.43 | 0.00 | 106,023.57 | 87.5% |
| 62 OPERATING SUPPLIES 496,550.00 | 0.00 | 496,550.00 | 530,689.38 | 0.00 | -34,139.38 | 106.9% |
| 63 CONTRACTUAL SERVICES 857,233.00 | 0.00 | 857,233.00 | 783,122.12 | 0.00 | 74,110.88 | 91.4% |
| 64 CHARGES FOR SERVICES 2,100.00 | 0.00 | 2,100.00 | 2,100.00 | 0.00 | 0.00 | 100.0% |
| TOTAL WATER TREATMENT 2,203,674.00 | 0.00 | 2,203,674.00 | 2,057,678.93 | 0.00 | 145,995.07 | 93.4% |
| **62 WATER DISTRIBUTION** | | | | | | |
| 61 PERSONNEL SERVICES 1,041,734.00 | 0.00 | 1,041,734.00 | 958,598.96 | 0.00 | 83,135.04 | 92.0% |
| 62 OPERATING SUPPLIES 265,632.00 | 0.00 | 265,632.00 | 369,130.66 | 0.00 | -103,498.66 | 139.0% |
| 63 CONTRACTUAL SERVICES 483,820.00 | 0.00 | 483,820.00 | 395,932.44 | 0.00 | 87,887.56 | 81.8% |
| 64 CHARGES FOR SERVICES 64,436.00 | 0.00 | 64,436.00 | 64,436.04 | 0.00 | -0.04 | 100.0% |
| 65 CAPITAL OUTLAY 10,000.00 | 0.00 | 10,000.00 | 25,000.00 | 0.00 | -15,000.00 | 250.0% |
| TOTAL WATER DISTRIBUTION 1,865,622.00 | 0.00 | 1,865,622.00 | 1,813,098.10 | 0.00 | 52,523.90 | 97.2% |
| **64 CUSTOMER SERVICE-WATER** | | | | | | |
| 63 CONTRACTUAL SERVICES 27,731.00 | 0.00 | 27,731.00 | 20,222.55 | 0.00 | 7,508.45 | 72.9% |
| 64 CHARGES FOR SERVICES 470,606.00 | 0.00 | 470,606.00 | 462,699.20 | 0.00 | 7,906.80 | 98.3% |
| TOTAL CUSTOMER SERVICE-WATER 498,337.00 | 0.00 | 498,337.00 | 482,921.75 | 0.00 | 15,415.25 | 96.9% |

# City of Grants Pass
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| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| **65 DEBT SERVICE-WATER** | | | | | | | |
| 76 DEBT SERVICE | 504,300.00 | 0.00 | 504,300.00 | 502,769.44 | 0.00 | 1,530.56 | 99.7% |
| TOTAL DEBT SERVICE-WATER | 504,300.00 | 0.00 | 504,300.00 | 502,769.44 | 0.00 | 1,530.56 | 99.7% |
| **66 WATER-GENERAL PROGRAM OPS** | | | | | | | |
| 63 CONTRACTUAL SERVICES | 30,350.00 | 0.00 | 30,350.00 | 20,350.00 | 0.00 | 10,000.00 | 67.1% |
| 64 CHARGES FOR SERVICES | 149,500.00 | 0.00 | 149,500.00 | 149,499.96 | 0.00 | 0.04 | 100.0% |
| 67 INDIRECT CHARGES | 556,175.00 | 0.00 | 556,175.00 | 556,175.04 | 0.00 | -0.04 | 100.0% |
| 78 TRANSFERS | 5,092,500.00 | 0.00 | 5,092,500.00 | 5,092,500.00 | 0.00 | 0.00 | 100.0% |
| TOTAL WATER-GENERAL PROGRAM OPS | 5,828,525.00 | 0.00 | 5,828,525.00 | 5,818,525.00 | 0.00 | 10,000.00 | 99.8% |
| TOTAL WATER OPERATIONS | 10,900,458.00 | 0.00 | 10,900,458.00 | 10,674,993.22 | 0.00 | 225,464.78 | 97.9% |
| **752 WATER SDC** | | | | | | | |
| **69 WATER PROJECTS** | | | | | | | |
| 65 CAPITAL OUTLAY | 1,292,475.00 | 0.00 | 1,292,475.00 | 0.00 | 0.00 | 1,292,475.00 | .0% |
| TOTAL WATER PROJECTS | 1,292,475.00 | 0.00 | 1,292,475.00 | 0.00 | 0.00 | 1,292,475.00 | .0% |
| TOTAL WATER SDC | 1,292,475.00 | 0.00 | 1,292,475.00 | 0.00 | 0.00 | 1,292,475.00 | .0% |
| **755 WATER ADVANCED FINANCING** | | | | | | | |

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AS OF JUNE 30, 2023

FOR 2023 13

| 755 WATER ADVANCED FINANCING<br>ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| **69 WATER PROJECTS** | | | | | | |
| 65 CAPITAL OUTLAY<br>188,960.00 | 0.00 | 188,960.00 | 0.00 | 0.00 | 188,960.00 | .0% |
| TOTAL WATER PROJECTS<br>188,960.00 | 0.00 | 188,960.00 | 0.00 | 0.00 | 188,960.00 | .0% |
| TOTAL WATER ADVANCED FINANCING<br>188,960.00 | 0.00 | 188,960.00 | 0.00 | 0.00 | 188,960.00 | .0% |
| **758 WATER CAPITAL PROJECTS** | | | | | | |
| **69 WATER PROJECTS** | | | | | | |
| 62 OPERATING SUPPLIES<br>0.00 | 0.00 | 0.00 | 10,778.37 | 0.00 | -10,778.37 | 100.0% |
| 63 CONTRACTUAL SERVICES<br>0.00 | 0.00 | 0.00 | 816,069.20 | 0.00 | -816,069.20 | 100.0% |
| 64 CHARGES FOR SERVICES<br>0.00 | 0.00 | 0.00 | 63,998.13 | 0.00 | -63,998.13 | 100.0% |
| 65 CAPITAL OUTLAY<br>26,758,363.00 | 0.00 | 26,758,363.00 | 1,737,629.47 | 0.00 | 25,020,733.53 | 6.5% |
| TOTAL WATER PROJECTS<br>26,758,363.00 | 0.00 | 26,758,363.00 | 2,628,475.17 | 0.00 | 24,129,887.83 | 9.8% |
| TOTAL WATER CAPITAL PROJECTS<br>26,758,363.00 | 0.00 | 26,758,363.00 | 2,628,475.17 | 0.00 | 24,129,887.83 | 9.8% |
| **811 GARAGE OPERATIONS** | | | | | | |
| **54 GARAGE OPERATIONS** | | | | | | |
| 61 PERSONNEL SERVICES<br>438,422.00 | 0.00 | 438,422.00 | 425,668.28 | 0.00 | 12,753.72 | 97.1% |
| 62 OPERATING SUPPLIES<br>465,750.00 | 100,000.00 | 565,750.00 | 492,160.37 | 0.00 | 73,589.63 | 87.0% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| 811 GARAGE OPERATIONS ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 63 CONTRACTUAL SERVICES 238,847.00 | 0.00 | 238,847.00 | 208,331.47 | 0.00 | 30,515.53 | 87.2% |
| 64 CHARGES FOR SERVICES 64,380.00 | 0.00 | 64,380.00 | 64,380.00 | 0.00 | 0.00 | 100.0% |
| 67 INDIRECT CHARGES 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 100.0% |
| 78 TRANSFERS 50,000.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL GARAGE OPERATIONS 1,258,899.00 | 100,000.00 | 1,358,899.00 | 1,242,040.12 | 0.00 | 116,858.88 | 91.4% |
| TOTAL GARAGE OPERATIONS 1,258,899.00 | 100,000.00 | 1,358,899.00 | 1,242,040.12 | 0.00 | 116,858.88 | 91.4% |
| 812 EQUIPMENT REPLACEMENT | | | | | | |
| 55 EQUIPMENT REPLACEMENT | | | | | | |
| 63 CONTRACTUAL SERVICES 0.00 | 0.00 | 0.00 | 1,061.50 | 0.00 | -1,061.50 | 100.0% |
| 65 CAPITAL OUTLAY 1,870,000.00 | 0.00 | 1,870,000.00 | 766,007.33 | 0.00 | 1,103,992.67 | 41.0% |
| TOTAL EQUIPMENT REPLACEMENT 1,870,000.00 | 0.00 | 1,870,000.00 | 767,068.83 | 0.00 | 1,102,931.17 | 41.0% |
| TOTAL EQUIPMENT REPLACEMENT 1,870,000.00 | 0.00 | 1,870,000.00 | 767,068.83 | 0.00 | 1,102,931.17 | 41.0% |
| 813 INFORMATION TECHNOLOGY | | | | | | |
| 56 INFORMATION TECHNOLOGY | | | | | | |
| 61 PERSONNEL SERVICES 642,304.00 | 0.00 | 642,304.00 | 639,974.34 | 0.00 | 2,329.66 | 99.6% |
| 62 OPERATING SUPPLIES 5,500.00 | 0.00 | 5,500.00 | 4,237.51 | 0.00 | 1,262.49 | 77.0% |

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Program ID: glytdbud

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| 813 INFORMATION TECHNOLOGY<br>ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 63 CONTRACTUAL SERVICES<br>327,105.00 | 0.00 | 327,105.00 | 295,756.12 | 0.00 | 31,348.88 | 90.4% |
| 64 CHARGES FOR SERVICES<br>44,108.00 | 0.00 | 44,108.00 | 44,108.04 | 0.00 | -0.04 | 100.0% |
| 67 INDIRECT CHARGES<br>1,800.00 | 0.00 | 1,800.00 | 1,800.00 | 0.00 | 0.00 | 100.0% |
| 78 TRANSFERS<br>60,000.00 | 0.00 | 60,000.00 | 60,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL INFORMATION TECHNOLOGY<br>1,080,817.00 | 0.00 | 1,080,817.00 | 1,045,876.01 | 0.00 | 34,940.99 | 96.8% |
| TOTAL INFORMATION TECHNOLOGY<br>1,080,817.00 | 0.00 | 1,080,817.00 | 1,045,876.01 | 0.00 | 34,940.99 | 96.8% |
| 831 FACILITIES MANAGEMENT | | | | | | |
| 51 FACILITIES MANAGEMENT | | | | | | |
| 61 PERSONNEL SERVICES<br>442,252.00 | 0.00 | 442,252.00 | 269,600.44 | 0.00 | 172,651.56 | 61.0% |
| 62 OPERATING SUPPLIES<br>34,900.00 | 0.00 | 34,900.00 | 23,774.97 | 0.00 | 11,125.03 | 68.1% |
| 63 CONTRACTUAL SERVICES<br>384,598.00 | 0.00 | 384,598.00 | 409,229.02 | 0.00 | -24,631.02 | 106.4% |
| 64 CHARGES FOR SERVICES<br>45,900.00 | 0.00 | 45,900.00 | 45,900.00 | 0.00 | 0.00 | 100.0% |
| TOTAL FACILITIES MANAGEMENT<br>907,650.00 | 0.00 | 907,650.00 | 748,504.43 | 0.00 | 159,145.57 | 82.5% |
| TOTAL FACILITIES MANAGEMENT<br>907,650.00 | 0.00 | 907,650.00 | 748,504.43 | 0.00 | 159,145.57 | 82.5% |
| 832 ENGINEERING | | | | | | |
| 23 ENGINEERING | | | | | | |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| 832 ENGINEERING | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 61 PERSONNEL SERVICES | 755,665.00 | 0.00 | 755,665.00 | 717,245.50 | 0.00 | 38,419.50 | 94.9% |
| 62 OPERATING SUPPLIES | 12,400.00 | 0.00 | 12,400.00 | 7,653.65 | 0.00 | 4,746.35 | 61.7% |
| 63 CONTRACTUAL SERVICES | 305,843.00 | 0.00 | 305,843.00 | 306,498.69 | 0.00 | -655.69 | 100.2% |
| 64 CHARGES FOR SERVICES | 174,813.00 | 0.00 | 174,813.00 | 168,677.50 | 0.00 | 6,135.50 | 96.5% |
| TOTAL ENGINEERING | 1,248,721.00 | 0.00 | 1,248,721.00 | 1,200,075.34 | 0.00 | 48,645.66 | 96.1% |
| TOTAL ENGINEERING | 1,248,721.00 | 0.00 | 1,248,721.00 | 1,200,075.34 | 0.00 | 48,645.66 | 96.1% |

833 COMMUNITY DEVELOPMENT

24 COMMUNITY DEVELOPMENT MGMT SVC

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 61 PERSONNEL SERVICES | 449,017.00 | 0.00 | 449,017.00 | 462,294.85 | 0.00 | -13,277.85 | 103.0% |
| 62 OPERATING SUPPLIES | 15,000.00 | 0.00 | 15,000.00 | 7,175.16 | 0.00 | 7,824.84 | 47.8% |
| 63 CONTRACTUAL SERVICES | 59,536.00 | 0.00 | 59,536.00 | 51,988.38 | 0.00 | 7,547.62 | 87.3% |
| 64 CHARGES FOR SERVICES | 56,714.00 | 0.00 | 56,714.00 | 56,714.04 | 0.00 | -0.04 | 100.0% |
| TOTAL COMMUNITY DEVELOPMENT MGMT SVC | 580,267.00 | 0.00 | 580,267.00 | 578,172.43 | 0.00 | 2,094.57 | 99.6% |
| TOTAL COMMUNITY DEVELOPMENT | 580,267.00 | 0.00 | 580,267.00 | 578,172.43 | 0.00 | 2,094.57 | 99.6% |

834 PUBLIC WORKS ADMINISTRATION

25 PUBLIC WORKS ADMINISTRATION

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

834 PUBLIC WORKS ADMINISTRATION

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 61 PERSONNEL SERVICES | 800,037.00 | 0.00 | 800,037.00 | 774,033.39 | 0.00 | 26,003.61 | 96.7% |
| 62 OPERATING SUPPLIES | 17,100.00 | 0.00 | 17,100.00 | 12,609.76 | 0.00 | 4,490.24 | 73.7% |
| 63 CONTRACTUAL SERVICES | 168,288.00 | 0.00 | 168,288.00 | 134,542.06 | 0.00 | 33,745.94 | 79.9% |
| 64 CHARGES FOR SERVICES | 58,228.00 | 0.00 | 58,228.00 | 58,227.96 | 0.00 | 0.04 | 100.0% |
| 67 INDIRECT CHARGES | 1,900.00 | 0.00 | 1,900.00 | 1,900.00 | 0.00 | 0.00 | 100.0% |
| 78 TRANSFERS | 70,000.00 | 0.00 | 70,000.00 | 70,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL PUBLIC WORKS ADMINISTRATION | 1,115,553.00 | 0.00 | 1,115,553.00 | 1,051,313.17 | 0.00 | 64,239.83 | 94.2% |
| TOTAL PUBLIC WORKS ADMINISTRATION | 1,115,553.00 | 0.00 | 1,115,553.00 | 1,051,313.17 | 0.00 | 64,239.83 | 94.2% |

861 WORKERS COMP INSURANCE

11 WORKERS COMP INSURANCE

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 61 PERSONNEL SERVICES | 48,670.00 | 0.00 | 48,670.00 | 59,134.74 | 0.00 | -10,464.74 | 121.5% |
| 62 OPERATING SUPPLIES | 13,700.00 | 0.00 | 13,700.00 | 10,767.62 | 0.00 | 2,932.38 | 78.6% |
| 63 CONTRACTUAL SERVICES | 440,422.00 | 0.00 | 440,422.00 | 261,369.99 | 0.00 | 179,052.01 | 59.3% |
| TOTAL WORKERS COMP INSURANCE | 502,792.00 | 0.00 | 502,792.00 | 331,272.35 | 0.00 | 171,519.65 | 65.9% |
| TOTAL WORKERS COMP INSURANCE | 502,792.00 | 0.00 | 502,792.00 | 331,272.35 | 0.00 | 171,519.65 | 65.9% |

862 GENERAL INSURANCE

12 GENERAL INSURANCE

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| 862 GENERAL INSURANCE ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 61 PERSONNEL SERVICES 27,070.00 | 0.00 | 27,070.00 | 28,598.94 | 0.00 | -1,528.94 | 105.6% |
| 63 CONTRACTUAL SERVICES 822,170.00 | 0.00 | 822,170.00 | 759,897.59 | 0.00 | 62,272.41 | 92.4% |
| TOTAL GENERAL INSURANCE 849,240.00 | 0.00 | 849,240.00 | 788,496.53 | 0.00 | 60,743.47 | 92.8% |
| TOTAL GENERAL INSURANCE 849,240.00 | 0.00 | 849,240.00 | 788,496.53 | 0.00 | 60,743.47 | 92.8% |
| **863 BENEFITS ADMINISTRATION** | | | | | | |
| **13 BENEFITS ADMINISTRATION** | | | | | | |
| 61 PERSONNEL SERVICES 2,662,100.00 | 0.00 | 2,662,100.00 | 2,319,709.10 | 0.00 | 342,390.90 | 87.1% |
| 62 OPERATING SUPPLIES 2,900.00 | 0.00 | 2,900.00 | 524.93 | 0.00 | 2,375.07 | 18.1% |
| 63 CONTRACTUAL SERVICES 7,000.00 | 0.00 | 7,000.00 | 4,488.00 | 0.00 | 2,512.00 | 64.1% |
| TOTAL BENEFITS ADMINISTRATION 2,672,000.00 | 0.00 | 2,672,000.00 | 2,324,722.03 | 0.00 | 347,277.97 | 87.0% |
| TOTAL BENEFITS ADMINISTRATION 2,672,000.00 | 0.00 | 2,672,000.00 | 2,324,722.03 | 0.00 | 347,277.97 | 87.0% |
| **890 ADMINISTRATIVE SERVICES** | | | | | | |
| **04 HUMAN RESOURCES** | | | | | | |
| 61 PERSONNEL SERVICES 495,511.00 | 0.00 | 495,511.00 | 433,470.00 | 0.00 | 62,041.00 | 87.5% |
| 62 OPERATING SUPPLIES 21,700.00 | 0.00 | 21,700.00 | 12,300.88 | 0.00 | 9,399.12 | 56.7% |
| 63 CONTRACTUAL SERVICES 182,496.00 | 0.00 | 182,496.00 | 122,953.62 | 0.00 | 59,542.38 | 67.4% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
AS OF JUNE 30, 2023

FOR 2023 13

| 890 ADMINISTRATIVE SERVICES ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 64 CHARGES FOR SERVICES 16,949.00 | 0.00 | 16,949.00 | 16,949.04 | 0.00 | -0.04 | 100.0% |
| TOTAL HUMAN RESOURCES 716,656.00 | 0.00 | 716,656.00 | 585,673.54 | 0.00 | 130,982.46 | 81.7% |
| **05 MANAGEMENT SERVICES** | | | | | | |
| 61 PERSONNEL SERVICES 631,463.00 | 25,000.00 | 656,463.00 | 657,242.22 | 0.00 | -779.22 | 100.1% |
| 62 OPERATING SUPPLIES 10,500.00 | 0.00 | 10,500.00 | 9,070.74 | 0.00 | 1,429.26 | 86.4% |
| 63 CONTRACTUAL SERVICES 130,923.00 | 40,000.00 | 170,923.00 | 150,147.12 | 0.00 | 20,775.88 | 87.8% |
| 64 CHARGES FOR SERVICES 64,550.00 | 0.00 | 64,550.00 | 64,550.04 | 0.00 | -0.04 | 100.0% |
| TOTAL MANAGEMENT SERVICES 837,436.00 | 65,000.00 | 902,436.00 | 881,010.12 | 0.00 | 21,425.88 | 97.6% |
| **06 LEGAL SERVICES** | | | | | | |
| 61 PERSONNEL SERVICES 181,465.00 | 0.00 | 181,465.00 | 175,961.93 | 0.00 | 5,503.07 | 97.0% |
| 62 OPERATING SUPPLIES 4,200.00 | 0.00 | 4,200.00 | 2,099.48 | 0.00 | 2,100.52 | 50.0% |
| 63 CONTRACTUAL SERVICES 71,992.00 | 0.00 | 71,992.00 | 36,688.85 | 0.00 | 35,303.15 | 51.0% |
| 64 CHARGES FOR SERVICES 4,120.00 | 0.00 | 4,120.00 | 4,119.96 | 0.00 | 0.04 | 100.0% |
| TOTAL LEGAL SERVICES 261,777.00 | 0.00 | 261,777.00 | 218,870.22 | 0.00 | 42,906.78 | 83.6% |
| **07 FINANCE** | | | | | | |
| 61 PERSONNEL SERVICES 1,512,306.00 | 0.00 | 1,512,306.00 | 1,446,886.16 | 0.00 | 65,419.84 | 95.7% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 62 OPERATING SUPPLIES | 23,500.00 | 0.00 | 23,500.00 | 12,303.98 | 0.00 | 11,196.02 | 52.4% |
| 63 CONTRACTUAL SERVICES | 419,735.00 | 0.00 | 419,735.00 | 374,567.95 | 0.00 | 45,167.05 | 89.2% |
| 64 CHARGES FOR SERVICES | 75,136.00 | 0.00 | 75,136.00 | 75,135.96 | 0.00 | 0.04 | 100.0% |
| 65 CAPITAL OUTLAY | 17,000.00 | 0.00 | 17,000.00 | 15,066.00 | 0.00 | 1,934.00 | 88.6% |
| TOTAL FINANCE | 2,047,677.00 | 0.00 | 2,047,677.00 | 1,923,960.05 | 0.00 | 123,716.95 | 94.0% |
| **08 GENERAL PROGRAM OPERATION** | | | | | | | |
| 61 PERSONNEL SERVICES | 10,000.00 | 0.00 | 10,000.00 | 4,542.76 | 0.00 | 5,457.24 | 45.4% |
| 62 OPERATING SUPPLIES | 36,450.00 | 0.00 | 36,450.00 | 21,961.85 | 0.00 | 14,488.15 | 60.3% |
| 63 CONTRACTUAL SERVICES | 263,400.00 | 0.00 | 263,400.00 | 226,318.17 | 0.00 | 37,081.83 | 85.9% |
| 64 CHARGES FOR SERVICES | 71,121.00 | 0.00 | 71,121.00 | 71,121.00 | 0.00 | 0.00 | 100.0% |
| 65 CAPITAL OUTLAY | 47,000.00 | 0.00 | 47,000.00 | 59,375.75 | 0.00 | -12,375.75 | 126.3% |
| 67 INDIRECT CHARGES | 750.00 | 0.00 | 750.00 | 750.00 | 0.00 | 0.00 | 100.0% |
| 78 TRANSFERS | 75,000.00 | 0.00 | 75,000.00 | 75,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL GENERAL PROGRAM OPERATION | 503,721.00 | 0.00 | 503,721.00 | 459,069.53 | 0.00 | 44,651.47 | 91.1% |
| TOTAL ADMINISTRATIVE SERVICES | 4,367,267.00 | 65,000.00 | 4,432,267.00 | 4,068,583.46 | 0.00 | 363,683.54 | 91.8% |

**950 URBAN RENEWAL GENERAL**

**90 URBAN RENEWAL AGENCY**

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| 950 URBAN RENEWAL GENERAL ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|
| 63 CONTRACTUAL SERVICES 13,500.00 | 55,000.00 | 68,500.00 | 11,285.09 | 0.00 | 57,214.91 | 16.5% |
| 64 CHARGES FOR SERVICES 90,000.00 | 0.00 | 90,000.00 | 54,849.42 | 0.00 | 35,150.58 | 60.9% |
| 65 CAPITAL OUTLAY 3,556,500.00 | -55,000.00 | 3,501,500.00 | 0.00 | 0.00 | 3,501,500.00 | .0% |
| TOTAL URBAN RENEWAL AGENCY 3,660,000.00 | 0.00 | 3,660,000.00 | 66,134.51 | 0.00 | 3,593,865.49 | 1.8% |
| TOTAL URBAN RENEWAL GENERAL 3,660,000.00 | 0.00 | 3,660,000.00 | 66,134.51 | 0.00 | 3,593,865.49 | 1.8% |
| 970 JO CO-CITY GP SOLID AGNCY | | | | | | |
| 97 JO CO-CITY GP SOLID AGNCY | | | | | | |
| 63 CONTRACTUAL SERVICES 394,000.00 | 0.00 | 394,000.00 | 279,662.73 | 0.00 | 114,337.27 | 71.0% |
| 65 CAPITAL OUTLAY 70,000.00 | 0.00 | 70,000.00 | 31,946.84 | 0.00 | 38,053.16 | 45.6% |
| 67 INDIRECT CHARGES 19,600.00 | 0.00 | 19,600.00 | 19,599.96 | 0.00 | 0.04 | 100.0% |
| TOTAL JO CO-CITY GP SOLID AGNCY 483,600.00 | 0.00 | 483,600.00 | 331,209.53 | 0.00 | 152,390.47 | 68.5% |
| TOTAL JO CO-CITY GP SOLID AGNCY 483,600.00 | 0.00 | 483,600.00 | 331,209.53 | 0.00 | 152,390.47 | 68.5% |
| 980 JOSEPHINE CO 9-1-1 SYSTEM | | | | | | |
| 91 JOSEPHINE CO 9-1-1 SYSTEM | | | | | | |
| 62 OPERATING SUPPLIES 9,950.00 | 0.00 | 9,950.00 | 7,935.08 | 0.00 | 2,014.92 | 79.7% |
| 63 CONTRACTUAL SERVICES 1,177,328.00 | 0.00 | 1,177,328.00 | 845,617.14 | 0.00 | 331,710.86 | 71.8% |

# City of Grants Pass
## YEAR-TO-DATE REPORT
**AS OF JUNE 30, 2023**

FOR 2023 13

| 980 JOSEPHINE CO 9-1-1 SYSTEM | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
|---|---|---|---|---|---|---|---|
| 65 CAPITAL OUTLAY | 400,000.00 | 0.00 | 400,000.00 | 8,000.00 | 0.00 | 392,000.00 | 2.0% |
| 78 TRANSFERS | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 100.0% |
| TOTAL JOSEPHINE CO 9-1-1 SYSTEM | 1,637,278.00 | 0.00 | 1,637,278.00 | 911,552.22 | 0.00 | 725,725.78 | 55.7% |
| TOTAL JOSEPHINE CO 9-1-1 SYSTEM | 1,637,278.00 | 0.00 | 1,637,278.00 | 911,552.22 | 0.00 | 725,725.78 | 55.7% |
| GRAND TOTAL | 168,477,345.00 | 1,136,100.00 | 169,613,445.00 | 91,629,782.34 | 0.00 | 77,983,662.66 | 54.0% |

** END OF REPORT - Generated by Carl Kutschke **

**CITY OF GRANTS PASS**
**CAPITAL CONSTRUCTION FUNDS**
**6/30/2023**

| | Transportation Capital Projects | Landfill Capital Projects | Storm Drain Capital Projects | Storm Drain Capital SDC's | Lands & Buildings Capital Projects | Parks SDC's | Water & Sewer SDC's | Water, Storm Wtr & Sewer AFD's | Water & Sewer LID's | Sewer Capital Projects | Water Capital Projects | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Budgeted Fund Balance 7/1 | 10,325,427 | 1,120,305 | 3,479,920 | 144,875 | 15,479,938 | 493,173 | 2,135,174 | 283,440 | - | 6,012,577 | 16,885,863 | |
| **Actual Fund Balance 7/1** | 9,691,474 | 1,053,039 | 3,517,553 | 174,762 | 7,504,387 | 514,720 | 1,943,835 | 284,319 | - | 6,954,729 | 17,447,891 | 49,086,708 |
| **Revenues 7/1 to 06/30/2023** | | | | | | | | | | | | |
| Development Charges | 225,546 | - | - | 113,636 | 257,100 | 96,820 | 849,222 | - | - | - | - | 1,542,324 |
| Intergovernmental | 228,818 | - | - | - | 1,683,368 | - | - | - | - | - | 6,505 | 1,918,691 |
| Interest | 220,730 | 26,355 | 77,983 | 1,384 | 327,852 | 11,203 | 43,822 | 6,126 | - | 149,344 | 413,871 | 1,278,670 |
| Other (including property sales) | 15,584 | - | - | - | 33,705 | - | - | 13,291 | - | - | 2,500 | 65,080 |
| Transfers In: | - | - | - | - | - | - | - | - | - | - | - | - |
| General Fund | - | - | - | - | 75,000 | - | - | - | - | - | - | 75,000 |
| Street Utility/ Transportation | 2,746,588 | - | - | - | - | - | - | - | - | - | 50,000 | 2,796,588 |
| Bancroft Bond Fund | - | - | - | - | - | - | - | - | - | - | - | - |
| Lodging Tax | - | - | - | - | - | 316,066 | - | - | - | - | - | 316,066 |
| Lands & Buildings Capital, and SDC | - | - | - | - | 310,000 | (310,000) | - | - | - | - | - | - |
| Wastewater General, AFD, and SDC | 75,000 | - | - | - | 70,000 | - | - | - | - | 2,522,500 | - | 2,667,500 |
| Storm Water | 100,000 | - | 1,366,328 | (126,828) | 70,000 | - | - | - | - | - | - | 1,409,500 |
| Water General, AFD, and SDC | 150,000 | - | - | - | 70,000 | - | (450,000) | - | - | - | 5,322,500 | 5,092,500 |
| CDBG/HUD | - | - | - | - | - | - | - | - | - | - | - | - |
| CD Management | - | - | - | - | - | - | - | - | - | - | - | - |
| Vehicle Maintenance | - | - | - | - | 50,000 | - | - | - | - | - | - | 50,000 |
| Equip Replacement | - | - | - | - | - | - | - | - | - | - | - | - |
| Admin Services | - | - | - | - | 75,000 | - | - | - | - | - | - | 75,000 |
| Public Safety | - | - | - | - | 180,000 | - | - | - | - | | | |
| IT | - | - | - | - | 60,000 | - | - | - | - | | | |
| PW Management - GIS | - | - | - | - | 20,000 | - | - | - | - | - | - | 20,000 |
| PW Management | - | - | - | - | 50,000 | - | - | - | - | - | - | 50,000 |
| Tourism | - | - | - | - | - | - | - | - | - | - | - | - |
| Facilities | - | - | - | - | - | - | - | - | - | - | - | - |
| **Total Revenues** | 3,762,266 | 26,355 | 1,444,311 | (11,808) | 3,332,025 | 114,089 | 443,044 | 19,417 | - | 2,671,844 | 5,795,376 | 17,596,919 |
| **Less expenditures 7/1 to 6/30/23** | | | | | | | | | | | | |
| Direct Project Expenditures | 1,505,270 | 57,070 | 1,240,351 | - | 2,639,216 | - | - | - | - | 3,227,335 | 2,564,477 | 11,233,719 |
| Internal Engineering/GIS Charges | 211,536 | - | 130,005 | - | 61,955 | - | - | - | - | 115,174 | 63,998 | 582,668 |
| Indirect Administrative Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Project Expenditures | 1,716,805 | 57,070 | 1,370,356 | - | 2,701,171 | - | - | - | - | 3,342,509 | 2,628,475 | 11,816,387 |
| Transfers Out | - | 29,000 | - | 100,000 | - | - | - | - | - | - | - | 129,000 |
| **Total Expenditures** | 1,716,805 | 86,070 | 1,370,356 | 100,000 | 2,701,171 | - | - | - | - | 3,342,509 | 2,628,475 | 11,945,387 |
| **Budgetary Fund Balance 6/30/23** | 11,736,934 | 993,324 | 3,591,509 | 62,954 | 8,135,240 | 628,808 | 2,386,878 | 303,736 | - | 6,284,064 | 20,614,792 | 54,738,240 |

**CITY OF GRANTS PASS**
**CAPITAL CONSTRUCTION PROJECTS**
**6/30/2023**

| Project Number | Description | Construction Project Cost Estimate @ FY23 Budget | FY23 Budget | Cost Incurred | |
|---|---|---|---|---|---|
| | | | | to 6/30/2022 | 7/1 to 6/30/23 |
| TR0000 | Transportation Proj - Gen'l | | $ 424,524 | $ (301) | $ - |
| TR5025 | ROW Purchases | | $ 77,108 | $ 52,379 | $ - |
| TR6116 | Allen Cr. Rd. ImprV-W HB | $ 3,300,000 | $ 2,802,405 | $ 262,253 | $ 339,088.65 |
| TR6158 | Street Lighting/Signal Improvements | | $ 30,095 | $ 183,451 | $ 8,849.25 |
| TR6247 | Dimmick RR Crossing Corridor | $ 1,000,000 | $ 242,200 | $ 647 | $ - |
| TR6333 | Josephine County Transit Grant #2 | | $ 153,500 | $ 750,455 | $ 137,501.00 |
| TR6338 | Emergency Storm Drain Projects | | $ - | $ 185,611 | $ 206.15 |
| TR6356 | Traffic Calming, Bike & Ped | | $ 94,910 | $ 94,840 | $ 41,611.24 |
| TR6359 | Sidewalk Rehab Project | | $ 199,925 | $ 130,367 | $ 14,929.92 |
| TR6372 | OVERLAY/MAINTENANCE FY21/FY23 | $ 2,500,000 | $ 813,218 | $ 967,875 | $ 692,052.83 |
| TR6384 | HILLCREST DRIVE IMPROVEMENTS | $ 4,300,000 | $ 3,495,000 | $ 156,960 | $ 14,791.90 |
| TR6406 | BIKE LANE STRIPING | | $ 94,380 | $ 16,619 | $ - |
| TR6410 | SAFE ROUTE TO SCHOOLS | $ 1,726,035 | $ 1,523,015 | $ 165,108 | $ 387,452.31 |
| TR6425 | FOOTHILL AND AGNESS INTERSECTION RE | | $ 100,000 | $ - | $ 9,698.43 |
| TR6426 | FOOTHILL AND AGNESS ROUND-A-BOUT | $ 48,401 | $ 1,100,000 | $ - | $ 70,623.77 |
| DO0000 | Storm Drain & Open Space | | $ 471,374 | $ 87,585 | $ - |
| DO6071 | TMDL Implementation Plan Strtup | | $ 36,312 | $ 178,986 | $ - |
| DO6321 | General Engineering Services | | $ 61,823 | $ 92,651 | $ 31,164.38 |
| DO6336 | Dentention Pond Maint/Upgrades | | $ 28,121 | $ 15,879 | $ - |
| DO6337 | Schroeder Lane North SD | $ 1,600,500 | $ 1,458,953 | $ 141,128 | $ 203,395.40 |
| DO6353 | Emergency Storm Drain Projects | | $ 116,810 | $ 418,729 | $ 53,236.57 |
| DO6386 | C STREET/DIMMICK | $ 1,000,000 | $ 897,855 | $ 41,015 | $ 1,041,164.08 |
| DO6371 | REPLACE 5TH STREET STORM DRAIN G&M | $ 1,873 | $ 1,175,000 | $ - | $ 25,588.50 |
| DO6412 | RAINWOOD LN TO LEONARD RD STORMWTR | $ 17,360 | $ 225,000 | $ - | $ 15,806.88 |
| WA0000 | Water Projects - General | | $ 3,365,747 | $ 81,505 | $ - |
| WA4742 | Meadow Wood Res. 16 | | $ 303,432 | $ 38,351 | $ - |
| WA4971 | MEADOW WOOD RES.16 CONSTR | $ 4,000,000 | $ 2,580,367 | $ 70,052 | $ 381,948.04 |
| WA5096 | WTP Structural Repairs | | $ 218,723 | $ 851,277 | $ - |
| WA6058 | Water System Security Projects | | $ 68,454 | $ 163,964 | $ - |
| WA6059 | Pump Station Repairs | | $ 74,650 | $ 205,745 | $ 35,072.71 |
| WA6207 | WTP Upgrade | $ 95,000,000 | $ 16,017,196 | $ 9,494,110 | $ 1,924,702.51 |
| WA6251 | Purchase Portable Generator for Pump Station | | $ 72,832 | $ 63,571 | $ 15,689.81 |
| WA6330 | Freeze Protect ARVS on Ped Bridge | | $ 35,196 | $ 9,804 | $ - |
| WA6360 | Small Main Replacement Program | $ 2,400,000 | $ 859,533 | $ 878,298 | $ 107,470.30 |
| WA6362 | Redwood Highway Looping | $ 3,400,000 | $ 2,511,508 | $ 248,492 | $ - |
| WA6365 | Source Water Protection Grants | | $ 7,440 | $ 87,605 | $ 8,262.64 |
| WA6369 | WTP EQUIPMENT IMPROVEMENT | $ 584,000 | $ 266,038 | $ 210,290 | $ - |
| WA6376 | GENERAL ENGINEERING SERVICES | | $ 72,247 | $ 100,113 | $ 67,631.48 |
| WA6411 | ODOT CONFLICTING UTILITY RELOCATION | $ - | $ 55,000 | $ 10,156 | $ - |
| WA6415 | RESERVOIR & PUMP STATION COMM UPGRA | $ 500,000 | $ 100,000 | $ 4,185 | $ 35,863.32 |
| WA6422 | WESLEY LANE WATER UPGRADE | $ 150,000 | $ 150,000 | $ - | $ 26,687.95 |
| WA6434 | WATER MANAGEMENT & CONSERVATION PLA | $ 14,594 | $ - | $ - | $ 25,146.41 |
| SE0000 | Sewer Projects - General | | $ 246,684 | $ (306) | $ - |
| SE5080 | WRP Structural Repairs | | $ 391,632 | $ 117,256 | $ - |
| SE6199 | Pump/Lift Station Equipment Imprvmt | | $ 53,664 | $ 256,728 | $ 73,317.29 |
| SE6200 | Spalding Indust.Park WW Infrastructure | $ 870,000 | $ 833,750 | $ 25,098 | $ 1,079.00 |
| SE6237 | General Engineering Services | | $ 51,421 | $ 164,337 | $ 23,465.00 |
| SE6238 | Effluent Mixing Zone Dye Tracer Study | | $ 65,000 | $ - | $ - |
| SE6239 | WRP Equipment Improvement | | $ 219,676 | $ 132,411 | $ 10,230.90 |
| SE6335 | Webster Pump Station No. 2 Rehab | $ 700,000 | $ 676,692 | $ 13,308 | $ - |
| SE6375 | COLLECTION SYSTEM MAINT & REPAIR | $ 3,300,000 | $ 700,000 | $ 1,497,341 | $ 571,213.00 |
| SE6374 | REDWOOD AREA PUMP STATION & RIVER | | $ 1,208,326 | $ 43,527 | $ - |
| SE6405 | WRP REPLACEMENT HEAT EXCHANGER | $ 1,250,000 | $ 725,956 | $ 28,573 | $ 1,203,393.59 |
| SE6416 | WRP DIGESTER REHAB | $ 1,500,000 | $ 1,097,276 | $ 81,401 | $ 1,377,046.88 |
| SE6423 | RESTORATION PLANT UV DISINFECTION | $ 200,000 | $ 200,000 | $ 6,345 | $ 74,219.87 |
| SE6424 | SEWER LATERAL REPLACEMENT PROJECT | | $ 75,000 | $ - | $ 8,543.00 |
| LA0000 | Landfill Projects-General | | $ 302,689 | $ (2) | $ - |
| LA2640 | Landfill Remediation | | $ 252,271 | $ 3,342,092 | $ 57,070.22 |
| LA4691 | Clean-up Program | | $ 588,845 | $ 174,347 | $ - |
| LB0000 | Lands & Bldgs Proj - General | | $ 429,447 | $ 586 | $ - |
| LB4377 | Municipal Bldg Land Fund | | $ 86,026 | $ 538,100 | $ - |
| LB5067 | Tree Refund Program | | $ 64,763 | $ 31,302 | $ 4,965.00 |
| LB6105 | PEG Fund Projects for FY12,FY13 | | $ 231,028 | $ 273,146 | $ 3,409.95 |
| LB6136 | Fuels Reduction Plan | | $ 11,874 | $ 18,298 | $ - |
| LB6189 | Existing Park & Sports Facility Rehabilitation | | $ 780,578 | $ 1,030,971 | $ 419,631.93 |
| LB6190 | Riverside Park, River Trail | $ 263,000 | $ 20,000 | $ 239,001 | $ 33,257.00 |
| LB6193 | Moview in the Park - Saturday Parkways | | $ - | $ 34,134 | $ 1,359.56 |
| LB6228 | Alternative Fueling Facility Design & Implementation Plan | | $ 112,000 | $ - | $ - |
| LB6236 | Spalding Industrial Park Development | $ 19,000,000 | $ 238,193 | $ - | $ - |
| LB6314 | Downtown Welcome Center Bldg | $ 905,000 | $ 590,891 | $ 311,180 | $ 35,754.93 |
| LB6315 | Beacon Hill Park Development | $ 600,000 | $ 576,684 | $ 23,321 | $ - |
| LB6318 | Parking Lot Art | | $ 15,000 | $ 45,275 | $ 15,000.00 |

**CITY OF GRANTS PASS**
**CAPITAL CONSTRUCTION PROJECTS**
**6/30/2023**

| Project Number | Description | Construction Project Cost Estimate @ FY23 Budget | FY23 Budget | Cost Incurred to 6/30/2022 | Cost Incurred 7/1 to 6/30/23 |
|---|---|---|---|---|---|
| TR0000 | Transportation Proj - Gen'l | | $ 424,524 | $ (301) | $ - |
| LB6327 | Technology Lifecycle Management FY17-FY19 | | $ 68,764 | $ 293,056 | $ 58,348.78 |
| LB6343 | Parks Acquisition | | $ 240,864 | $ 284,315 | $ 3,449.00 |
| LB6344 | Business Innovation Hub | $ 200,000 | $ 180,271 | $ 27,176 | $ - |
| LB6364 | Jo Co Child Safety Seat Coalition | | $ 19,843 | $ 10,550 | $ 4,055.01 |
| LB6370 | Dollar Mountain | $ 2,200,000 | $ 872,739 | $ 1,304,274 | $ 67,263.53 |
| LB6377 | Upgrade & repurpose Westholm Park | $ 400,000 | $ 154,280 | $ 14,254 | $ 348,349.53 |
| LB6378 | DOWNTOWN ALLEY ACTIVATION/BEAUTIFIC | | $ 15,000 | $ 20,600 | $ - |
| LB6379 | DUII Impact Panel | | $ 55,761 | $ 38,817 | $ 10,930.00 |
| LB6380 | GIS Master Plan | | $ 111,695 | $ 64,850 | $ - |
| LB6381 | Commercial & Nonprofit Infrastructure | | $ 233,621 | $ 699,719 | $ 55,734.13 |
| LB6388 | SURPLUS PROPERTY SALES | | $ 1,870,765 | $ 28,419 | $ - |
| LB6392 | 5TH & G STREET PLAZA LIGHTING | $ 350,000 | $ 350,000 | $ - | $ 7,665.03 |
| LB6393 | RESTORE/REPLACE CAVEMAN POOL | $ 5,000,000 | $ 280,000 | $ - | $ 37,725.73 |
| LB6394 | BUSINESS RENOVATION & RELOCATION | | $ 177,313 | $ 209,494 | $ 61,273.69 |
| LB6395 | RIVERSIDE PARK IMPROVEMENTS | | $ 400,000 | $ - | $ - |
| LB6396 | FIRE EQUIPMENT REPLACEMENT | | $ 87,526 | $ 167,474 | $ - |
| LB6397 | POLICE EQUIPMENT REPLACEMENT | | $ 65,733 | $ 31,479 | $ 16,496.82 |
| LB6399 | PARKS SECURITY CAMERAS | | $ 55,459 | $ 44,541 | $ 5,917.91 |
| LB6403 | PROPERTY ABATEMENT & BLIGHT CLEANUP | | $ 84,712 | $ 9,130 | $ 11,217.12 |
| LB6408 | HOUSING STUDIES PASS THROUGH | | $ 1,025 | $ 12,486 | $ - |
| LB6413 | MUNICIPAL BUILDING CAPITAL ASSET PL | | $ 125,000 | $ 375,904 | $ 52,121.68 |
| LB6417 | AMERICAN RESCUE PLAN ACT | | $ 7,814,761 | $ 27,341 | $ 1,212,929.31 |
| LB6419 | LOVELESS PARK IMPROVEMENTS | $ 25,000 | $ 25,000 | $ 21,924 | $ 3,714.27 |
| LB6421 | CITY YARD NEEDS ANALYSIS AND PRELIM | | $ 380,000 | $ - | $ 85,177.42 |
| LB6433 | SENATE BILL 5561 AFFORDABLE HOUSING | | $ - | $ - | $ 110,000.00 |
| LB8580 | Izaak Walton Bldg Replacement | | $ 254,931 | $ 46,003 | $ 9,034.33 |
| **TOTALS** | | | | **$ 28,619,326** | **$ 11,789,996.84** |

**Grants Pass Urban Renewal Agency**

**FY23 SUMMARY**

| | BUDGET | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Year to Date | Budget Remaining |
|---|---|---|---|---|---|---|---|
| **REVENUES:** | | | | | | | |
| Beginning Balance | $ 2,205,000 | | | | | $ 2,187,976.57 | |
| Property Taxes | $ 1,465,000 | $ 2,585.28 | $ 1,742,792.28 | $ 105,376.24 | $ 80,736.26 | $ 1,931,490.06 | $ (466,490.06) |
| Interest | - | 3,639.63 | 13,698.76 | 38,702.43 | 22,795.71 | $ 78,836.53 | (78,836.53) |
| Misc Revenue | - | | | | | $ - | - |
| **TOTAL REVENUE** | **3,670,000** | **$ 6,224.91** | **$ 1,756,491.04** | **$ 144,078.67** | **$ 103,531.97** | **$ 2,010,326.59** | **$ (545,326.59)** |
| | | | | | | | |
| **EXPENDITURES:** | | | | | | | |
| *Contractual Services:* | | | | | | | |
| Advertising | $ 2,000 | $ - | $ - | $ 525.30 | $ 550.88 | $ 1,076.18 | $ 923.82 |
| Audit | 6,500 | 500.00 | 5,200.00 | 20.00 | 3,500.00 | $ 9,220.00 | (2,720.00) |
| Other Professional Services | 5,000 | - | 43.91 | 420.00 | 525.00 | $ 988.91 | 4,011.09 |
| **Total Contractual Services** | **13,500** | **$ 500.00** | **$ 5,243.91** | **$ 965.30** | **$ 4,575.88** | **$ 11,285.09** | **$ 2,214.91** |
| | | | | | | | |
| *Staff Expense - Billing:* | | | | | | | |
| Engineering | | | | | | $ - | |
| City Manager | | $ - | $ 86.55 | $ 216.36 | $ 173.09 | $ 476.00 | |
| Attorney | | $ - | $ - | $ - | $ - | $ - | |
| Finance Director | | $ 235.06 | $ 1,175.30 | $ 760.06 | $ 470.91 | $ 2,641.33 | |
| Community Dev. Director | | $ - | $ 122.22 | $ 353.05 | $ 864.70 | $ 1,339.97 | |
| Econ Manager | | $ - | $ 11,270.88 | $ 16,749.78 | $ 21,798.20 | $ 49,818.86 | |
| Accounting Supervisor | | $ - | $ 165.70 | $ - | $ 103.56 | $ 269.26 | |
| Accountant | | $ - | $ 182.40 | $ - | $ 121.60 | $ 304.00 | |
| Clerical | - | $ - | $ - | $ - | $ - | - | - |
| Total Direct Charges | **90,000** | **$ 235.06** | **$ 13,003.05** | **$ 18,079.25** | **$ 23,532.06** | **$ 54,849.42** | **$ 35,150.58** |
| | | | | | | | |
| *Capital Project Funding to City:* | | | | | | | |
| Other Capital Outlay | 3,556,500 | - | - | - | - | - | 3,556,500.00 |
| Total Capital Outlay | **3,556,500** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 3,556,500.00** |
| | | | | | | | |
| **TOTAL EXPENDITURES** | **$ 3,660,000** | **$ 735.06** | **$ 18,246.96** | **$ 19,044.55** | **$ 28,107.94** | **$ 66,134.51** | **$ 3,593,865.49** |
| Ending Balance/Contingency | $ 10,000 | | | | | $ 4,132,168.65 | |

City Council Meeting
February 7, 2024
6:00 pm
City Council Chambers

The Council of the City of Grants Pass met in regular session on the above date with Mayor Bristol presiding. The following Councilors were present: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker (via Teams; arrived late; left early). Also present and representing the City were City Manager Cubic, Finance Director Rowley, Community Development Director Clark, Fire Chief DeLonge, Police Chief Hensman, Public Works Director Canady, City Attorney Ogu, and City Recorder Frerk.

Mayor Bristol called the meeting to order.

1. PUBLIC HEARING

Legislative

a. Ordinance amending Development Code Article 22, Residential Development Standards.

ORDINANCE NO. 24-5883

Councilor DeLaGrange moved to have the ordinance read by title only, first reading, as amended, to retain Table 22.4, as recommended by staff. Councilor Lovelace seconded the motion. The vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

Councilor Riker moved to have the ordinance read by title only, second reading, as amended, to retain Table 22.4, as recommended by staff. Councilor King seconded the motion. The vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The ordinance was adopted.

2. COUNCIL ACTION

Legislative

a. Ordinance correcting Ordinance No. 23-5865 Solar Standards for Development Code Article 22, Residential Development, and Article 30, Definitions.

ORDINANCE NO. 24-5884

Councilor DeLaGrange moved to have the ordinance read by title only, first reading. Councilor Riker seconded the motion. The vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker. "Nays": None. Abstain: None. Absent: None. The motion passed.

Councilor Lovelace moved to have the ordinance read by title only, second reading.

Councilor Ogier seconded the motion. The vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker. "Nays": None. Abstain: None. Absent: None. The ordinance was adopted.

b. Ordinance annexing 630 Lincoln Road into the Grants Pass City limits.

ORDINANCE NO. 24-5885

Councilor Lovelace moved to have the ordinance read by title only, first reading. Councilor Ogier seconded the motion. The vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker. "Nays": None. Abstain: None. Absent: None. The motion passed.

Councilor DeLaGrange moved to have the ordinance read by title only, second reading. Councilor Riker seconded the motion. The vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker. "Nays": None. Abstain: None. Absent: None. The ordinance was adopted.

c. Resolution authorizing the sale of residential property at SE 8th Street, map number 36-05-20-BB, tax lot 6900.

RESOLUTION NO. 24-7416

Councilor DeLaGrange moved, and Councilor Ogier seconded, to adopt Resolution 24-7416, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker. "Nays": None. Abstain: None. Absent: None. The resolution was adopted.

d. Public Safety funding discussion.

Councilor DeLaGrange moved, and Councilor Ogier seconded, to raise funds for public safety with a 1% sales tax and a $15 utility fee and the vote resulted as follows: "Ayes": DeLaGrange and Ogier. "Nays": Faszer, King, Lovelace, Pell, Riker and Yunker. Abstain: None. Absent: None. The motion failed.

Councilor Lovelace moved, and Councilor King seconded, to raise funds for public safety with a $17.25 utility fee and the vote resulted as follows: "Ayes": Faszer, King and Lovelace. "Nays": DeLaGrange, Ogier, Pell, Riker and Yunker. Abstain: None. Absent: None. The motion failed.

Councilor Pell moved, and Councilor DeLaGrange seconded, to raise funds for public safety with a 3% food and beverage tax and a $9 utility fee and the vote resulted as follows: "Ayes": DeLaGrange, King, Ogier, Pell and Riker. "Nays": Faszer, Lovelace and Yunker. Abstain: None. Absent: None. The motion passed.

Councilor Riker moved, and Councilor Ogier seconded, to extend the meeting past 9 p.m. and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell, Riker and Yunker. "Nays": None. Abstain: None. Absent: None. The motion passed.

3. APPOINTMENTS

a. Motion appointing one member to the Historical Buildings and Sites Commission.

Councilor Lovelace moved, and Councilor Riker seconded, to appoint Danielle Glarum to the Historical Buildings and Sites Commission and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

b. Motion appointing four members to the Budget Committee.

Councilor Lovelace moved, and Councilor Pell seconded, to appoint Tripp Androy, Robert Brosius, Sandy Novak and Adrianna Reinhart to the Budget Committee and the vote resulted as follows: "Ayes": Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": DeLaGrange. Abstain: None. Absent: Yunker. The motion passed.

c. Motion appointing one member to the Parks Advisory Committee.

Councilor DeLaGrange moved, and Councilor Lovelace seconded, to appoint Alison Cavaner to the Parks Advisory Committee and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

4. PUBLIC COMMENT

a. Opportunity to review public comment.

b. Review emails.

5. CONSENT AGENDA

a. Resolution authorizing the City Manager to enter into a contract with Vitus Construction Inc. for the Welcome Center Interior and Exterior Remodel; Project No. LB6314.

RESOLUTION NO. 24-7417

Councilor Ogier moved, and Councilor Lovelace seconded, to adopt Resolution 24-7417, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The resolution was adopted.

b. Resolution authorizing the City Manager to renew the Microsoft Enterprise Agreement contract.

RESOLUTION NO. 24-7418

Councilor Ogier moved, and Councilor Lovelace seconded, to adopt Resolution 24-7418, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The resolution was adopted.

c. Resolution authorizing the City Manager to enter into a contract amendment for water meter reading services.

RESOLUTION NO. 24-7419

Councilor Ogier moved, and Councilor Lovelace seconded, to adopt Resolution 24-7419, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The resolution was adopted.

d. Motion acknowledging the System Development Charge Annual Report for fiscal 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the System Development Charge Annual Report for fiscal 2023 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

e. Motion acknowledging the receipt of the monthly investment report for December 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the receipt of the monthly investment report for December 2023 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

f. Motion approving Development Code Amendment to Article 22 Residential Development Standards Findings of Fact.

Councilor Ogier moved, and Councilor Lovelace seconded, to approve Development Code Amendment to Article 22 Residential Development Standards Findings of Fact and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

g. Motion approving the minutes of the City Council special meeting of January 8, 2024.

Councilor Ogier moved, and Councilor Lovelace seconded, to approve the minutes of the City Council special meeting of January 8, 2024, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: Yunker. The motion passed.

h. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of November 9, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Historical Buildings and Sites Commission meeting of November 9, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

i. Motion acknowledging the minutes of the Parks Advisory Committee meeting of December 14, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Parks Advisory Committee meeting of December 14, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

j. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of November 8, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Urban Area Planning Commission meeting of November 8, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

k. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of December 13, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Urban Area Planning Commission meeting of December 13, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

l. Motion acknowledging the minutes of the Committee on Public Art meeting of December 12, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Committee on Public Art meeting of December 12, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

m. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of December 11, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Urban Tree Advisory Committee meeting of December 11, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

n. Motion acknowledging the minutes of the Tourism Advisory Committee meeting of December 5, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Tourism Advisory Committee meeting of December 5, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

o. Motion acknowledging the minutes of the Housing Advisory Committee meeting of December 15, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Housing Advisory Committee meeting of December 15, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

p. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of January 10, 2024.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Urban Area Planning Commission meeting of January 10, 2024, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

q. Motion acknowledging the minutes of the Collaborative Economic Development Committee meeting of December 7, 2023.

Councilor Ogier moved, and Councilor Lovelace seconded, to acknowledge the minutes of the Collaborative Economic Development Committee meeting of December 7, 2023, and the vote resulted as follows: “Ayes”: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Yunker. The motion passed.

6. MATTERS FROM MAYOR, COUNCIL AND STAFF

   a. Mayor & Council Comments

   b. Staff Comments

7. EXECUTIVE SESSION: None.

8. ADJOURN:

There being no further business to come before the Council, Mayor Bristol adjourned the meeting at 10:40 pm.

The ordinances, resolutions and motions contained herein, and the accompanying votes have been verified by:

______________________________
City Recorder

**Historical Buildings and Sites Commission**
**MEETING MINUTES**
**January 11, 2024**
**5:15 pm Council Chambers**

**COMMISSIONERS:**
Ward Warren (Chair)
Arden McConnell (Vice Chair)
Terri Collins-Bain
Nathan Miller
Vacant
Samuel Marsh
Vacant

**STAFF/LIAISON MEMBERS:**
Bradley Clark – Director Community Development (absent)
Mark Trinidad – Planning Manager
Jason Maki – Associate Planner

**COUNCIL LIAISON:**
Joel King

**GUESTS:**

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions:**
3. **Public Comment:** None
4. **Approval of Minutes:**
   a. Meeting Minutes – November 9, 2023

**MOTION**

**Commissioner Marsh moved, and Chair Warren seconded the motion to approve the November 9, 2023, meeting minutes with addition of the Caretakers Cottage motion. The vote resulted as follows: "AYES": Chair Warren, Commissioners Collins-Bain, Miller, and Marsh. "NAYS": None. Abstain: Vice Chair McConnell. Absent: None.**

**The motion passed.**

5. **Action Items:**
   a. New Member Interviews and Application Review
      i. Two applications were received for an open seat, and one of the applicants, Danielle Glarum, was present at the meeting.
      ii. The other applicant, Stephen Stone, was not present at the scheduled time.
      iii. Commission members asked Danielle about her understanding of the Commission's purpose, her vision for the downtown historic district in the next three to five years, and her availability for Commission meetings.
      iv. Danielle expressed her desire to bring back a family-friendly, wholesome, and historical feel to the downtown area, emphasizing community involvement, cleanliness, safety, and more events.

v. Danielle expressed her understanding and acceptance of the Commission's role in reviewing and sometimes rejecting proposals that may not align with preservation goals.
vi. Danielle expressed gratitude for the opportunity, and the meeting concluded with well-wishes for her continued involvement.

**MOTION**

**Commissioner Marsh moved, and Chair Warren seconded the motion to recommend the City Council appoint Danielle Glarum as a Commissioner to the Historical Buildings and Sites Commission . The vote resulted as follows: "AYES": Chair Warren, Vice Chair McConnell, Commissioners Collins-Bain, Crowder, Marsh, and Miller. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

**6. Matters from Commission Members and Staff:**

a. 2024 HBSC Goals Discussion
   i. Review Municipal and Development Codes: Ward proposed reviewing codes related to historic districts and suggesting revisions.
   ii. Install Large Welcome Banners: The goal is to install permanent welcome banners at the gateways to the downtown historic district.
   iii. Commemorative Marker at Former Railroad Depot: Ward suggested placing a marker at the former Railroad Depot site to recognize its historical significance.
   iv. Review Signage for Welcome Center Remodel: The commission will review signage and other elements for the downtown welcome center remodel.
   v. Advocate for Owl Plaza Completion: Continue advocating for the completion of the approved Public Owl Plaza at 5th and H Streets.
   vi. Research Grants: Research CLG and other state grants and grant possibilities for funding.
   vii. Install Signage for Lawnridge Washington Historic District: Install signage marking the recently approved Lawnridge Washington Historic District.
   viii. Repair and Maintain Caretaker's Cottage: Focus on repairing and maintaining the Caretaker's Cottage in Riverside Park for potential future use.
   ix. Funding without General Fund Dollars: Emphasize that all proposed projects can be funded without general fund dollars, utilizing tourism, urban renewal, private sector, or grant funding.
   x. Commission members expressed overall support for the goals, and Ward will present the finalized list to the City Council.
   xi. The members also discussed other ideas, including: the importance of reinstating downtown patrols for public safety, railroad history plaques, expansion of Historic District lighting, parking in Historic District, signage guidelines for new businesses, Plaque Explaining City's History, better signage on I-5.

b. CLG Grant Discussion
   i. The Commission discussed upcoming deadline for CLG (Certified Local Government) grant applications. Two potential ideas were presented: commission training through an organization called CAMP and the development of a walking map with interactive QR codes.

ii. The deadline for CLG grant applications is February 23rd, and the Commission members agreed to think further about the proposals and make a decision before the deadline.
iii. The decision to pursue the walking map project was tentatively agreed upon, pending further discussion and exploration.

c. New Local Landmark Plaque Installation Update
    i. The plaques are ready, and there was a suggestion to have a ceremonial photo op for the installation.
    ii. The commission expressed excitement and support for the idea, emphasizing the potential for publicity to encourage other historic homeowners to participate.
    iii. Coordination with Arden and Tom Ford, the owner of one of the residences, was proposed to facilitate the ceremony and plaque presentation.

d. Railroad History Subcommittee Update
    i. The discussion focused on the Railroad History Subcommittee's goals and vision.
    ii. The end goal includes having a large marker at the sites of the former depots, organizing a commemorative ceremony, and eventually exploring the possibility of placing a steam engine or caboose in the historic district.
    iii. The specific location for the marker is yet to be determined, considering both building attachment and standalone options.
    iv. Further discussion on specific sites and details is planned for the next meeting.

e. PastForward Conference Presentation
    i. Jason Maki shared insights from a recent conference, focusing on a walking tour of the Kingman Park Historic District in Washington, D.C. The district, developed between 1928 and the 1950s, showcased a progressive approach to housing, particularly for the African American community.
    ii. Jason also described the conference's diverse courses, including one on housing projects in historic districts, featuring examples from different states. Challenges and opportunities faced by Grants Pass were discussed, and the speaker proposed pursuing the CAMP training, a grant that aligns with the State Historic Preservation Office.

f. Lifetime Achievement Award
    i. The commission discussed a nomination for the Historic Heritage Award for lifetime achievement.
    ii. The nominee was the commission's chair, Ward Warren, who had made significant contributions to historic preservation in Grants Pass over 30+ years.
    iii. Some highlighted achievements included leading efforts to save Sixth and Seventh Streets from freeway development, volunteering as president of the Town Center Association, organizing downtown promotions, and developing guidelines for renovations and new buildings.
    iv. The commission unanimously agreed to nominate and award Ward Warren, expressing gratitude for his long-standing dedication and impact on the city's historic preservation.

**MOTION**

**Vice Chair McConnell moved, and Commissioner Miller seconded the motion to recognize Ward Warren for the Historic Heritage Award for Lifetime Achievement. The vote resulted as follows: "AYES": Vice Chair McConnell, Commissioners Collins-Bain, Crowder, Marsh, and Miller. "NAYS": None.**

**Abstain: Chair Warren. Absent: None.**

**The motion passed.**

7. **Future Agenda Building for Next Meeting:**

    a. Municipal Code and Development Code review and Discussion

8. **Adjourn: 7:15 pm**

**Next Meeting: February 8, 2024**

*Summary minutes prepared by Jason Maki, Associate Planner, Grants Pass Community Development.*

**PARKS ADVISORY COMMITTEE**
**Meeting Minutes – January 11, 2024, at 3:30 PM**
**Ridge Room**

**Member Attendance:**
Chad Thorson (Chair)
Emily Gogol (Vice Chair) - Absent
Catherine Bostwick
John Blackett
Rebekah Nugent
Shane Hickman - Absent
Brad Converse

**City/Staff/Council Liaisons:**
Josh Hopkins – Parks Superintendent
Brad Clark – Community Development Director - Absent
Joel King – Council Liaison

**Guests:**
Reed Baumont

1. **Roll Call:**
   - Chair Thorson called the meeting to order at 3:35 pm and roll was taken.

2. **Introductions:**
   - None.

3. **Committee Appointments:**
   - There was discussion about committee members missing meetings. The Committee wants to make this subject an action item at the next meeting.
   - There were three applications for the one vacancy on the Committee. The Committee went over the diversity they are looking for in applicants. The Committee went over the three applicants and what they would have to offer the Committee.

**MOTION/VOTE**
**Member Bostwick moved, and Member Converse seconded the motion to recommend to Council to appoint Alison Cavaner to the vacant position on the Parks Advisory Committee. The vote resulted as follows: "AYES": Chair Thorson., Members Bostwick, Nugent, and Converse. "NAYS": None. Abstain: Member Blackett. Absent: Vice Chair Gogol and Member Hickman. The motion passed.**

4. **Approval of Minutes:** December 14, 2023

   The minutes were approved with the following corrections:
   The spelling of Alison Cavaner and Casey Alderson

**MOTION/VOTE**
**Member Converse moved, and Member Bostwick seconded the motion to approve the minutes from December 14, 2023, with two corrections on the spelling of Alison Cavaner and Casey Alderson. The vote resulted as follows: "AYES": Chair Thorson, Members Blackett, Bostwick, Nugent, and Converse. "NAYS": None. Abstain: None. Absent: Vice Chair Gogol and Member Hickman. The motion passed.**

5. **Public Comment:**

- o None.

6. **Action Items/Discussion: (with respect to community members in attendances time, the PAC heard the agenda topics out of order from the original agenda).**
   a. **Strategic Goal Review:**
      - o Committee Chair Thorson shared that he is going to address Council regarding the Committees goals. It will be in two weeks. He will get 15 minutes to talk about their goals and projects and gives them an opportunity to discuss what they would like to see accomplished.
      - o The Parks Committee started drafting ideas at last month's meeting. There is a standing goal from the last 3 or 4 years which is assuring that we have the staffing and resources to keep our parks safe, clean and maintained for public use.
      - o Another goal for discussion is the feasibility to develop the new Community Garden.
      - o The third goal is continuing to support development of major capital investments such as Caveman Pool, Doller Mountain, skate park, etc.

   b. **Community Garden Update ~**
      - o Parks Superintendent Josh Hopkins explained that Council reviewed the Community Garden proposal on Monday. Josh recommends that people watch the meeting. He said the quickest way to access it is to go to You Tube and watch it there. Josh discussed what was proposed to Council and that what the Committee was asking for is the direction to proceed with staff time. He stated that we have received no real clear direction from Council.
      - o The recommendation for moving forward with the lot across the street from City Hall for the community garden should be when you are doing your presentations. Bring it up then. Explain that the Committee wants to use the lot across the street. We are at the stage where there needs to be talks with finance about using LB funding, SDC funding and these types of things. This is something that would not be the Parks Advisory Committees responsibility it would be on the staff level.
      - o Member Bostwick shared that she has a full army of people who are more than ready and willing to work on this project. She said she is going to get with Master Gardeners to walk the lot and come up with ideas, sketch it out and get some design ideas. Josh let her know that Council has not approved that site so to hold off on spending a lot of time and energy on the lot at this time.
      - o There was a lot of discussion on what can be done as far as getting community input on the garden and what needs to be done to move forward.

7. **Matters from Committee Members and Staff:**
   a. Superintendent Hopkins received a handwritten letter from the Reese family with the request for the stadium sign. Josh attached it to the original application and will proceed with the review. He is going to make sure the spot works before he brings it to the Parks Committee for their review.

**PROJECT UPDATES:**

a. Parks Superintendent Hopkins provided updates on Parks projects.
   - o Josh discussed the follow up on the Land Water Conservation Fund to Reinhart Volunteer Park playground. The state confirmed that it did finally pass the National Park Service Review. It will now go to the (DOJ) Department of Justice for review.

- Josh stated that they sent a crack report information to the contractor for the cracks on the pickleball courts. They sent it to the same contractor that did the last repairs. They are working on a quote.
- The prep work for the Pollinator Garden at Reinhart Volunteer Park was finished this week. We will be working with Republic Council of Governments to get volunteer planning
- Josh sent out packet information for the Time, Place, Manner discussion starting next meeting. He will be updating some issues with section lists for the Parks Advisory Committee. He stated that he has reached out to other cities such as Klamath Falls and Cottage Grove to see their process and how they are dealing with the situation. He also went over what Ashland is doing as far as the ordinances. The Parks Committee needs to be prepared to have some recommendations in 6 months when we find out the outcome of the Supreme Court Injunction.
- Member Converse stated that he would like to get people's input such as the police but more so the other cities to see what they like and don't like.
- There was a lot of discussion back and forth with suggestions and ideas.

8. **Future Agenda Building for Next Meeting:**
    - City Attorney Agustus Ogu for an update on the homeless issues ~ Discussion
    - Strategic Goal Review
    - Attendance Requirements ~ Discussion
    - Community Garden Update

9. **Adjournment**: Chair Thorson adjourned the meeting at 5:02 p.m.

**Next scheduled meeting: February 8, 2024**

Minutes prepared by Jayme Hyatt, Community Development Department.

**TOURISM ADVISORY COMMITTEE**
**Meeting Minutes – January 2, 2024, at 4:00 pm**
**Ridge Room 108**

**Committee Members:**
Doug Bradley (Chair)
Terry Hopkins (Vice Chair)
Barb Hochberg - Absent
Tamra Martin
Rebecca Anderson
Mandi DelVaglio - Teams
Wynnis Grow - Absent
Kevin Hopper
Michael O'Coyne

**City/Staff/Chamber/Council Liaisons:**
Brian DeLaGrange (City Councilor) - Teams
Josie Molloy (Chamber Liaison)
John West (County Liaison) - Absent
James Conway (City Liaison)

**Guest:**
Tori Middelstadt (Visit Grants Pass)

1. **Roll Call:** Chair Bradley started the meeting and took roll at 4:00 pm.
2. **Introductions:**
3. **Public Comment:**
4. **Approval of Minutes: December 5, 2023.**

**MOTION**
**Member Anderson moved, and Member Hopper seconded the motion to approve the minutes from December 5, 2023, as presented. The vote resulted as follows: "AYES": Chair Bradley, Vice Chair Hopkins, Members Anderson, DelVaglio, Hopper, Martin, and O'Coyne. "NAYS": None. Abstain: None. Absent: Members Hochberg and Grow. The motion passed.**

- **Work Session Items:**
  a. **Tourism Advisory Committee relevance into 2024 discussion:**
    - Chair Bradley mentioned that he wants to focus on the relevance of the committee and see what we can provide to Council. He continued and said that the biggest accomplishment in 2023, was the TLT Grant Program.
    - Chair Bradley said that we were successful in getting the Parklet Program going and asked Staff Liaison James Conway if anyone took advantage of that. James replied, "No it was too late in the season, by the time the program was ready to go and released."
    - Chair Bradley said that we did not make any progress on the Downtown Mural Project, due to lack of funding, and tourism dollars will not fund murals.
    - Chair Bradly asked James and Tori Middelstadt for updates on the Dollar Mountain Project. Tori replied that the city is supposed to break ground this year and James said that he will get an update for next meeting.
    - Vice Chair Hopkins gave examples of how boards and committees are briefed on financials, and he said that goal setting in this committee is difficult when we don't have financial information to set or work on the goals (summarized his words). He mentioned that having a quarterly report to this committee will be helpful in setting and reaching goals. Josie Molloy said that it would be helpful to see how the TLT funds are split up.

- Chair Bradley asked Council Liaison DeLaGrange if there were any direction he would like to see "us" move in. DeLaGrange said that the work the committee is doing is good and the goal in putting "heads in bed" and looking through that lens is the way to do it.
- Tori mentioned that the visitor profile is important, and we hang our hats on the "leisure traveler" which is a small niche.
- The committee briefly discussed types of events (quilting was an example).
- Chair Bradley said it would be nice to contact people that have the lower key events about the grant and get people in from other parts of the state.
- Member O'Coyne said if we can expand something that we already have, it will be great.
- DeLaGrange mentioned that focusing on things smaller, more cleaver and building upon the assets we have is the better move than going big. He said it's harder to do the big things, and we should do things incrementally.
- The committee briefly discussed the benefits of the TLT grant and how it can be improved on to get more people here. They also briefly talked about sports tourism.
- Member Martin said that the cultural festivals are important, and they draw many participants. These festivals have an opportunity to grow as well, she gave an example of a Hawaiian and Filipino cultural festival.
- Member Martin suggested that a "one sheet" of information will improve and be beneficial to event planners and people who want to do events in the city. She said that walking away with a "one sheet" will help the user.
- The community briefly discussed the "sunrise city" proposal (Min 33 – 36).

**Committee Members and Staff:**

- **Visit Grants Pass:** Tori said that the "one sheet" (discussed above) is something VGP can facilitate, working with James, Griffyn, and Tamra on. She updated the committee that she is holding a meeting on the "sunrise to sundown project". Tori also mentioned the Downtown Discussion meeting on the Downtown Road Map.
- **City Staff**: Staff Liaison Conway reinforced the Downtown Discussion meeting on the Downtown Road Map.
- **Committee Members:** Vice Chair Hopkins mentioned that he had a lot of people voicing concern about the possible meal tax and he encourages everyone to keep their eye on it. Josie said that the Chamber came out in opposition to the meal tax.
- The committee talked about motorcoach tours briefly (Min 43 – 47).
- **City Council Liaison:** DeLaGrange mentioned that if anyone has feelings for or against the public safety funding subject to please let the council know.
- **Chamber Liaison:** Josie updated the committee on their annual (100-year anniversary) banquet. It is February 23 at 6pm. She added that they are accepting band applications for Concerts in the Park.
- **County Liaison:** None

- **Future Agenda Building for Next Meeting**
- **Adjournment**: 5:00 PM

**Next scheduled meeting: February 6, 2023**

*Minutes prepared by James Conway, Staff Liaison*