



# SCAPPOOSE *Oregon*

MONDAY, MARCH 17, 2025 CITY COUNCIL MEETING AGENDA

REGULAR MEETING 7:00 PM

COUNCIL CHAMBERS, 33568 EAST COLUMBIA AVENUE, SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comment ~ Items not on the agenda	
Please sign a speaker request form and turn it in to the City Recorder along with any written testimony	
1. Consent Agenda ~ March 3, 2025 City Council work session minutes; and March 3, 2025 City Council meeting minutes	
2. If I Were Mayor Contest (1-essay submitted & 1-video submitted)	
<u>New Business</u>	
3. Update from Columbia County Department of Emergency Management Corey Padron, Director	
4. Resolution No. 25-02: Resolution Authorizing Application for Local Government Grant Program Contract Administrator Charlotte Baker	Approval
5. Council Liaison Mayor Backus	Discussion/Approval
Announcements – information only	
6. Calendar	
7. Updates: City Manager; Police Chief; Councilors; and Mayor (This tab includes Department reports)	
8. Executive Session ~ ORS 192.660(2)(i) Employee Evaluations	
9. Open Session	
10. City Manager Review/Salary Adjustment	Approval

**Adjournment** PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY HALL at 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON THE DAY OF THE MEETING.

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938



# SCAPPOOSE

*Oregon*

**MONDAY, MARCH 3, 2025  
CITY COUNCIL WORK SESSION  
DISCUSSION ON CITY MANAGER REVIEW PROCESS, 6PM**

**COUNCIL CHAMBERS  
33568 EAST COLUMBIA AVENUE  
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at [www.youtube.com/watch?v=89tfBPtyq0w](http://www.youtube.com/watch?v=89tfBPtyq0w).

Mayor Backus called the work session to order at 6:00pm.

**Present:** Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Jeannet Santiago; Councilor Kim Holmes; Councilor Marisa Jacobs; Councilor Joel Haugen; City Manager Benjamin Burgener; and City Recorder Susan M. Reeves.

**Excused:** Councilor Andrew Lafrenz

City Manager Burgener went over his staff report and the documents he included in the packet.

The Scappoose City Council has a review process that has been utilized for several years. Last year, the council relooked at the review process and considered some alternatives based on the management at the time. The prior city manager has since resigned and the city has a new city manager with a 6-month review set for March. On February 17<sup>th</sup>, the city council directed the city manager to provide a recommendation for this process.

This work session will focus on the review process of both the city manager and the city council. The goal is to utilize feedback from the city council about what has worked well in the past, provide suggestions for improvements and/or changes, as well as receive feedback from the city manager in effort to set the city, city council, and city manager up for success in a sustainable, forward-thinking manner.

## **ANALYSIS:**

Included in your packets are 3 articles that provide a summary of in-depth research done in both

the private and public sectors. The first, *The Future of Performance Reviews*, gives a thorough history of different processes used with the why behind the companies rational as well as what companies are doing these days. The second, *The Feedback Fallacy*, focuses more on the limitations and concerns around traditional feedback and addresses what research shows to be more impactful. The Third, *Are you still doing City Manager Reviews*, was included in a League of Oregon Cities Focus Magazine in 2020, written by a former Oregon City Manager and Master in Public Administration (MPA) professor at PSU. This article provides additional support to what is addressed in the first two articles, but is focused on City Manager reviews.

The annual review process has been a topic of interest for decades with varying degrees of numbering systems, development opportunities, feedback, and more. These systems are purported to have been created for the development of staff, promotional opportunities, motivation, raises, etc. Unfortunately, the outcome of most performance review processes don't achieve the intended outcomes and, in most cases, ends up doing more harm than good.

Feedback from both employees and managers alike provide great insight into a process that most want to avoid or, for those that do them, report that the costs and time far outweigh the benefits, if any.

When I have asked my teams about why the process is done, the responses are typically, "because that's what 'successful' businesses do", "because we always have", "because I was told to", or in the HR world, "because it provides documentation in situations where we need to terminate someone".

I have yet to receive a response from any employee or manager of any of the private or public organizations I have worked for across six states that stated something similar to, "because our performance reviews help provide good feedback that properly develops and motivates us to strive for our own unique ability to innovate and be the best version of ourselves."

I have experienced and witnessed traditional processes that were touted by "model companies" as being the best process to inspire performance; eventually fall into disarray, encourage fraud, and destroy a company's culture.

I have also experienced a few processes that closely mirror what is addressed in the articles provided and can attest to the substantial difference it makes for the company, its management and the employees. If done right, management and their subordinates are more likely to strive to work together and develop in a way that accomplishes what traditional reviews have always sought to accomplish. However, there are still issues with the processes I have encountered and there is still much to be desired in the pursuit of a process that works best for the unique circumstances in each organization. I'm not positive there is a "one size fits all" approach, but it

is important to challenge the traditional narrative and move towards a process that accomplishes what is intended.

Due to the major impact annual reviews have on employee perception and relationship with an organization, and in our effort to become the “model city”, it is worth reconsidering the following questions:

Why are we doing this process?

What are the intended outcomes?

Does our process properly achieve those outcomes?

What are the downsides of the process?

Is the process sustainable for all parties involved?

What other options are there?

Should this process be done at all?

### **FISCAL IMPACT:**

Exact fiscal numbers would be difficult to determine without an in-depth cost/benefit analysis, however, this process impacts the organization through:

- Staff Time
- Retention costs
- Recruiting costs
- Employee efficiency/moral improvements (better product and service)
- Staffing levels
- Innovations

### **RECOMENDATION:**

Staff recommends the council fully read the three attached articles to best prepare for an in-depth discussion about how we can best understand the context and climate around performance reviews and utilize that to formulate a process that will positively impact the City for decades to come.

It is further recommended that the process should:

- Be simple, agile, and sustainable for all parties
- Separate the performance improvement process from City Manager/City Council annual review conversations.
  - Major roadblocks should be addressed immediately, not through a delayed review process
- Stay out of the weeds
- Focused on the future
- Be a conversation, not a dissertation

- Include reviews of both the City Manager and City Council
- Reference the goals created at the retreat as part of the process
- Not be a point-in-time process
- Be a living process, if something isn't working, change it

For the benefit of the City Council, I have provided the core competencies that are typically covered in a more traditional City Manager Review and reflect what is found in the job description.

## **City Manager Core Competencies**

### **1. City Council Relationships**

- Effectively implements policies and programs approved by City Council
- Reporting to City Council is timely, clear, concise, and thorough
- Accepts direction or instructions in a positive manner and listens objectively to input from all Councilors without favoritism
- Effectively aids the City Council in establishing long range goals
- Supports Council goals, mission, and vision
- Makes thoughtful contributions to City Council
- Keeps Council informed of current plans and activities of administration and new developments in technology, legislation, government practices and regulations, etc.
- Anticipates, communicates, and provides documentation of potential issues that may come before Council
- Participates in Council discussions and makes recommendations where appropriate without exerting undue pressure in Council policy decisions

### **2. Leadership**

- Utilizes a strategic, forward-thinking approach
- Seeks to develop knowledge, skills, and abilities of employees

### **3. Community/Public Relations**

- Presents a positive public image and exhibits courtesy to the public
- Seeks to use criticism of self or City in positive ways
- Maintains effective relations with media representatives
- Open to suggestions from the public concerning improvements in service
- Seeks resolution to citizen complaints in a timely manner and according to Council policy
- Open, honest, and transparent with Council and citizens
- Seeks opportunities to effectively inform and involve the public
- Seeks to understand and respond to community needs

### **4. Behavioral Competencies**

- Controls emotions effectively in difficult situations

- Anticipates and creatively develops practical solutions to problems encountered in the course of work
- Exhibits flexibility in accepting and adapting to change
- Demonstrates personal honesty and frankness in daily relationships
- Engages in self-development of knowledge, skills, and abilities
- Completes work in acceptable time periods
- Performs work accurately

## **5. Fiscal Management**

- Prepares and proposes a balanced, understandable, and realistic budget in a timely manner
- Budget is well documented and organized to aid Council with policy decisions
- Seeks efficiency, economy, and effectiveness in all programs
- Controls expenditures in accordance with approved budget
- Keeps Council informed about revenues and expenditures, actual and projected
- Seeks creative solutions to reducing expenses

## **6. Intergovernmental Relationships**

- Represents City to intergovernmental bodies
- Effective communication with local, regional, state, and federal government agencies
- Pursues financial resources from other organizations (ex: cost sharing, grants, etc.)
- Participates in local, regional, and state committees and organizations
- Effectively lobbies with legislators and state agencies regarding City programs and projects
- Effectively responds to local politics, customs, and interests

## **7. Decision Making**

- Conducts research to attempt gathering of all available facts prior to making decisions
- Is objective in decision making
- Considers possible alternatives and their consequences before making decisions
- Reaches timely decisions and initiates action
- Notifies all stakeholders prior to implementing decisions

City Manager Burgener also went on the LOC handout in the packet that covers ~ Are You Still Doing City Manager Performance Evaluations? And What to Do Instead.



# Are You Still Doing City Manager Performance Evaluations?

## And What to Do Instead

By Scott Lazenby, Ph.D., Adjunct Associate Professor, Portland State University

Ken Miller, author of *Extreme Government Makeover*, says to audiences he speaks to: “Raise your hand if you are the person you are today because of your annual performance review.” Most of the time, there are no hands raised. But in one session, a woman did raise her hand. Surprised, he asked her, “You really are the person you are today because of your annual performance evaluation?” She said, “Yes. Of course, I’m cynical and jaded.”

In his book, Miller makes the point that annual performance reviews do far more harm than good, and if you do nothing else, simply quit doing them.

Ken Miller isn’t alone in this opinion. Samuel Culbert has a PhD in clinical psychology and is a professor at UCLA’s Anderson School of Management. In his *Wall Street Journal* article titled “Get Rid of the Performance Review,” Culbert outlines the damage caused by the traditional annual performance review.

In his book by the same name, the first line states, “It’s time to finally put the performance review out of its misery,” and he spends the next 150 pages in a thoughtful argument backing up his assertion. He drives home the point that if the intent is to improve the performance of the individual and the organization, the annual review process in fact does the exact opposite.

Other management scholars and writers have come to the same conclusion. Tom Coens and Mary Jenkins, a labor attorney and personnel professional, wrote a book titled, “Abolishing Performance Appraisals.” Many companies are following their advice, either intentionally or through benign neglect.

Both sets of experts suggest positive alternatives to the annual review, and I’ll return to that in a moment. But first let’s step back and talk about why performance reviews seem to find their way into many city manager employment agreements.

### The Role of the City Council

The city council’s role is to set the overall policy direction for the city. But the council is also ultimately accountable to the voters for the effective operation of the city organization. In turn, the council hires a city manager to handle the day-to-day running of the city, and it is entirely appropriate for the council to hold her or him accountable for the performance of the organization. The first tenet of the ICMA Code of Ethics states, “Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.”

But what exactly does a council do to ensure that the city is running well?



First, the council decides who to hire as city manager. This is probably the most important step in the whole process. Continual self-improvement is important and something to strive for. But in reality, a person's ability to manage and lead is basically set on the day they are hired, and it's unreasonable to expect much change there. The skills, abilities and personality of the city manager will always be pretty much what they are when you hire them.

Second, the council does have control over when it's time for the city manager to leave the organization. It's not a decision to be taken lightly, and councils need to face the fact that city managers are just human beings, with strength and weaknesses, so switching out city managers means trading one set of weaknesses for another. But as a profession, we do acknowledge that we serve at the will of the council.

This kind of irreconcilable difference is relatively rare. The default decision should be the same one a city manager has with their department heads, who are also at-will employees: the assumption is that it's a long term relationship, and we'll work together to keep it a healthy one. There is absolutely no need to revisit the issue on an annual basis. It doesn't make sense to treat the CEO as a temporary employee.

### The Motivational Power of Council Goals

So how do you take a positive approach, and act as a city council to ensure the city manager's performance meets your expectations? Let's stipulate that the annual performance review isn't the way to do it. What do you do instead?

Samuel Culbert advocates what he calls a "performance preview." It's designed for a one-to-one conversation between an employee and supervisor, but the key elements apply just as well to a larger dialog between the members of the city council and the city manager and staff.

First, the discussion is forward looking, not backward looking. What are actions we will take going forward? What can we do in the future, not what have we done in the past.

Second, it's a two-way dialog, not a top down power play. The question is not only what can the city manager and staff do in the future to make the city operate more effectively, but also what can the city council do to improve the effectiveness of the organization?

**“Simply giving [a city manager] goals that are achievable but stretch the organization is the single most effective thing a city council can do to maximize the performance of their manager and staff.”**

And this dialog has two components. The first focuses on specific actionable goals for the coming year. They should be grounded first in the council's overall vision for the community, such as "Help build a thriving downtown," or "Take care of our infrastructure." But to be useful in a performance management context, the focus should be on the tactical steps for moving toward these higher goals. Things like, "Create a downtown urban renewal district by September," or "Refer a park bond measure to the voters in November."

You may be thinking, "Wait—this is what we do already in our annual council retreat. There must be more to it than this."

My answer is, "no, there isn't." Because here's a secret I learned in 40 years of working with a lot of other city managers: all of us—well, at least most of us—are very powerfully motivated to please the city councils we work for, and to lead our staff in accomplishing the goals that are set before us. Some of us don't like to be told how to achieve the goals, and good governing boards focus on the ends rather than the means. But simply giving us goals that are achievable but stretch the organization is the *single most effective thing* a city council can do to maximize the performance of their manager and staff.

We're not alone in this. Daniel Pink, in his book *Drive*, summarizes decades of research on human motivation. He identifies the three most powerful motivators for all people: autonomy, mastery and purpose. As a city council, you can push every one of these buttons by saying, "Our common vision is to make our community a better place (purpose), and we can do this if you can help us achieve these goals (mastery), and we leave it up to you and your staff on how to get there (autonomy)."

In my experience, city councils can be pretty good at this. People often run for a city council position to make a difference in the community, and to get things done. It does involve some give and take to reach a consensus when there are competing goals, but it's much more fun to talk about concrete goals than to have endless conversations about nice but operationally useless generalities like transparency, sustainability and equity.

So bottom line, unless the city manager is a total screw-up, the city council can simply skip the performance review, and instead focus on setting clear, achievable and meaningful goals for the city manager and staff.

*(continued on page 28)*



## PERFORMANCE EVALUATIONS

### Critical Conversations

Samuel Culbert's "performance preview" does have a second component. This one is hard enough to implement in a one-to-one relationship between a supervisor and employee, and even more difficult in the context of the many-to-one relationship between the council and manager.

In a nutshell, it focuses on practical things that both parties can do to make the council-staff team work better. Would the council like more reporting on projects or programs? Or is the council getting buried in details? For its part, is the council providing clear direction, and deciding on key policy issues rather than ignoring them? Is the council focusing on the policy and staying out of administration?

This is the most difficult part of the conversation, because it requires the council to not only come to a consensus on what it wants (not always easy), but then to also articulate this consensus as clearly and unambiguously as possible. The book, *Crucial Conversations*, can help here, because as humans, we all tend to be pretty bad at this kind of conversation. Generalities

**"For the past six decades, researches have demonstrated over and over that pay is not a motivator."**

like, "The city manager needs to be more assertive," or "The council needs to be more transparent," are useless and a waste of time. It's better to focus on specific actions to be taken. As an example, during my time with the city of Lake Oswego we experimented with a different method of notifying the council when staff members are contacted by the press.

This conversation can occur whenever and as often as needed, and

treated as simply a fairly routine aspect of communicating and working together. Things should not be allowed to fester until some arbitrary calendar date rolls around. Here, Patrick Lencioni's work on effective teams can be useful, and in rare cases, a facilitator trained in these concepts (building an environment of trust that leads to a healthy discussion of conflicting ideas) can help.

But returning to the issue of performance, I believe focusing on goals produces much greater results than a discussion on teambuilding, and I see no problem in skipping it altogether if there isn't a pressing need for it.

# Mobilizing your community



Connected communities are strong communities. By advancing our technologies and services, we're helping to create the opportunities that make Oregon a better place to live and work. When everything works together, your community moves forward.



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## The Compensation Question

This article would end here, except for one problem. I know that at least one reader might be thinking, “If we don’t do an annual performance review, what do we base the city manager’s compensation on?” I’ll address that here, but it disturbs me that this far into the 21st century we even need to have this conversation.

For the past *six decades*, researchers have demonstrated over and over that pay is not a motivator. Let me repeat that. Pay is not a motivator. Let’s be more specific. There is no relationship between pay and performance. It’s on the bottom of Maslow’s triangle, and you won’t get staff to come to work for you, or stay with the organization, if compensation is significantly below the market. But once that basic need is met, it just isn’t a motivator.

Daniel Pink, in the Ted Talk that is listed in the references below, notes that since this seems counter-intuitive to many people, it is the most researched area in all of management theory. Back in 1968, Frederick Herzberg published an article titled, “One More Time: How Do You Motivate Employees?” and it remains to this day the most reprinted article from the *Harvard Business Review*. (The magazine published the article again recently, and the editor wryly noted, “Herzberg’s conclusions don’t seem to have fully penetrated the American workplace, if the extraordinary attention still paid to compensation and incentive packages is any indication.”) By the way, the answer to Herzberg’s question is the same intrinsic motivators that Daniel Pink identifies. Doing a good job is rewarding in and of itself.

So here’s how a city council should handle the compensation for the city manager. Do it exactly the same way you do for all your staff: establish a pay range and steps based on where you want your city to be in the larger market. Adjust the range from time to time for changes in the cost of living, like you do for other staff. Occasionally survey the market to make sure you’re still in the range you want to be. That’s it. There may be some other details in a compensation package, like covering some of the cost of using a private cell phone and car for city business, or matching contributions to a deferred comp account. But these too should be based on the market, and not some kind of performance incentive, like dangling cheese in front of a rat.

Remember, doing a good job and achieving objectives is a very powerful motivator in and of itself. In other research cited below, interfering with this motivator by tying a pay bonus to performance was found to *actually decrease performance*.

## Conclusion

First, *stop going through the motions of an annual city manager performance evaluation*. I suspect that many city councils may not be doing them anyway out of benign neglect. If that’s the case, they should congratulate themselves for being a well-managed city. A consequence of not doing annual reviews is that the city manager’s compensation would, and should, be based on market factors and the requirements of the job.

Second, do establish clear, achievable but stretching goals for the city manager and staff. Will all the goals be met? Of course not: as John Lennon said, “Life is what happens while we’re making other plans.” But this is the single most important thing a city council can do to make the organization as effective as it can be.

Third, when necessary, have an open two-way discussion on how the city council and staff can improve the team’s effectiveness. This conversation should be forward-looking. And it should be a public discussion, since there will be no criticism if it instead focuses on positive steps people can take to work more effectively.

## References:

### Performance Reviews

*Get Rid of the Performance Review! How Companies Can Stop Intimidating, Start Managing—and Focus on What Really Matters*. Samuel Culbert, Hachette Book Group 2000.

“Get Rid of the Performance Review! It destroys morale, kills teamwork and hurts the bottom line; And that’s just for starters.” Samuel Culbert, *Wall Street Journal* Oct. 20, 2008.

*Abolishing Performance Appraisals: Why They Backfire and What to do Instead*. Tom Coens and Mary Jenkins, Berrett-Koehler Publishers, 2000.

### The Importance of Intrinsic vs. Extrinsic Motivation

*Drive: The Surprising Truth about What Motivates Us*. Daniel Pink, Penguin Books, 2009.

“The Problem of Pay” in *12: The Elements of Great Managing*, Rodd Wagner and James Harter, Gallup Press, 2006.

Ted Talk: *The Puzzle of Motivation*. Daniel Pink.  
[www.ted.com/talks/dan\\_pink\\_on\\_motivation](http://www.ted.com/talks/dan_pink_on_motivation) ■



*Dr. Lazenby is the former city manager of Lake Oswego and Sandy. He has a PhD in public administration and policy from Portland State University (PSU) and is currently an adjunct associate professor in PSU’s public administration program.*

City Manager Burgener explained how on the spot coaching is much more helpful to him to continue to do those things compared to a long-drawn-out list of things that we may forget.

Mayor Backus asked City Manager Burgener how does the City currently do reviews?

City Manager Burgener explained he is going to be working on updating the current review process. He has already talked to our staff in general and received very similar feedback on our process that we do. He explained one thing he will say is that our staff is doing reviews, which is great. They have a really good process that they follow, which is phenomenal, and he does appreciate that they do take priority to helping have those conversations with their staff. He explained the initial response he got from them is they would appreciate a different way of doing it because they're not finding them to be really super helpful in the process and if there is a different way we can have those conversations with staff to help have that more coaching, good documentation obviously, but to help them actually move forward as opposed to just a once a year having a review. He is looking at changing this process with our staff. He explained we might have to hybrid a little bit depending on the type of department or the type of role, but something similar to where we want to really work on focusing on development and making the best of our employees compared to the other traditional.

Mayor Backus talked about the city manager job description, which Council President Miller put those duties into a spread sheet. He would like to see how Council feels about going through those and have a review based on that. He also talked about reviewing the wage separately.

Councilor Holmes explained she feels we have two things here: the six-month review and then also we should figure out what this process is going to look like long term.

Councilor Santiago asked when the next review would be?

Mayor Backus replied he feels it reads the next review would be one year from today.

Councilor Haugen explained he is an advocate for keeping things simple. He thinks Scott Lazenby offers some sage advice for us and other communities. He stated the quarterly approach is nice.

Councilor Jacobs explained she is of the same mindset of simple and keep it relevant and keep the feedback in the moment. She likes the quarterly conversation. She stated it is a dialog, and we focus on what went well, what needs improvement or what does the manager need from us to help them do their job more efficiently. She does agree we should be forward thinking, but she also thinks it's very beneficial though to just look back at the last quarter and see what went well and what needs improvement. She would like to have some level of documentation. She explained if we really want to do like an annual essentially, you're looking at the last three quarters, do a review of quarter four and then it includes the whole year holistically and, in the conversation, you just do a whole wrap up.

Council President Miller feels we have two things that we need to look at a little bit separately, even though they are related. He would like Council to consider that we do have a standard practice and agreement that if we do have an issue or feedback that we do that immediately, just like we have been hearing. He stated speaking from experience on Council, when you have this many people that have different opinions about things, the issue becomes if you don't have a criterion what we're evaluating, you get so many comments all over the place. He does agree that we do need to make it simplified, but we also have to have a standard on what we're evaluating, otherwise, you're going to get so much feedback all over the place that it's going to be inconsistent and what we experienced last time is it creates a lot of confusion and a lot of mixed messages because we speak as one, even though we're collectively, we have to speak as one message to the city manager so it is understandable. He stated when he looks back at how much time they put into establishing the job duties and the core functions of the city manager, and the Council had a lot of input on that, it just seems to him that of the fifteen essential job functions that this Council agreed on and spent a lot of time on that it is as simple of is the city manager meeting expectations or is there room for improvement. He stated he hopes that this Council can agree that if they ever have a concern with the manager, they will be addressing that immediately other wise it is lost time.

Councilor Santiago explained she agrees what has been said up here and of course keep it simple. She sees it as two different things; a check off list of some of the things that we are looking for and is he meeting everything we are looking for as a city manager. She also agrees on the quarterly check in. She would like to see more of an update on how the city manager is using the team/staff in order to execute the Council goals.

Councilor Holmes explained she thinks the purposes of this evaluation becomes more goal focused, or project focused and the Lazenby article does say that if you are going to have more of a goal focused review that you do need to focus more on looking at the tactical steps for moving toward those higher goals. She explained the process they take at her place of employment.

There was a continued discussion on the evaluation criteria for the city manager.

Councilor Santiago would like to add #8 ~ Strategic Planning to the list provided by City Manager Burgener.

Council President Miller explained he sent his draft concept to Mayor Backus to get his feedback before he planned on sending it out to the rest of the Council. He would like to send out the draft and get feedback. He asked since there is a financial piece to this can we at least get a consensus that if there is a pay component to this are we going to retro it to a certain back date?

Councilor Jacobs explained when she read through the contract, she didn't see that at six months there would be a compensation component to it.

City Manager Burgener explained he doesn't think it was spelled out in the contract directly, but there was discussion about the fact that we are doing salary studies and that was including his position as well.

### **Adjournment**

Mayor Backus adjourned the work session at 7:01 pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC



# SCAPPOOSE *Oregon*

**MONDAY, MARCH 3, 2025  
CITY COUNCIL MEETING  
REGULAR MEETING 7:00 PM  
COUNCIL CHAMBERS  
33568 EAST COLUMBIA AVENUE  
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at [www.youtube.com/watch?v=GnlhOIXNsrc](http://www.youtube.com/watch?v=GnlhOIXNsrc).

## **Call to Order**

Mayor Backus called the March 3, 2025 City Council meeting to order at 7:02 pm.

## **Pledge of Allegiance**

## **Roll Call**

Joseph A. Backus	Mayor	Benjamin Burgener	City Manager
Tyler Miller	Councilor President	Chris Fluellen	Police Chief
Jeanette Santiago	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	Laurie Oliver Joseph	Community Development Director
Marisa Jacobs	Councilor	NJ Johnson	Asst to City Manager/City Planner
Joel Haugen	Councilor	(Laurie & NJ left at 7:40pm)	

**Excused:** Councilor Andrew Lafrenz

**Remote:** One unknown caller (left at 7:17pm)

## **Approval of the Agenda**

Councilor Haugen moved, and Council President Miller seconded the motion that Council approve the Agenda. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Haugen, aye.

Council President Miller explained we just got out of the work session, and he doesn't think they came to a determination of how they want to proceed with the city manager review. He asked if they wanted to make any amendments to the agenda.



Mayor Backus feels the Council probably isn't ready to go into Executive Session. He asked would it make sense to remove that and then just discuss the city manager review process more?

Councilor Jacobs explained she feels they need to make a decision on what criteria they are going to use in the process of the city manager review.

Council Miller moved, and Councilor Jacobs seconded the motion that Council approve the City Council agenda as amended with the removal of agenda items 6 & 7 and amending agenda item # 8 to City Manager Review Process. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Haugen, aye.

#### **Public Comment ~ Items not on the agenda**

There were no public comments.

#### **Consent Agenda ~ February 18, 2025 City Council work session minutes; and February 18, 2025 City Council meeting minutes**

Councilor Holmes moved, and Councilor Haugen seconded the motion that Council approve the Consent Agenda ~ February 18, 2025 City Council work session minutes; and February 18, 2025 City Council meeting minutes. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Haugen, aye.

#### **New Business**

##### **Resolution 25-01 - A Resolution Endorsing a Property Acquisition for the Community Development Center Office**

Assistant to City Manager/City Planner NJ Johnson went over the staff report. The City of Scappoose currently rents office space for the Building, Engineering, and Planning Departments, collectively known as the Community Development Center (CDC). The City needs to, at some point, purchase a building for Community Development Center operations. A property that suits the needs of the Community Development Department became available. Since the property is not publicly listed for sale and negotiations are still ongoing, the specific site cannot be named at this time. Following an executive session with Council to discuss the property, City staff have been working with the property owner's realtor and other involved parties to arrive at a reasonable contingent offer. Purchasing a building for the Community Development Center is more advantageous to the City's long-term financial standing than continuing to rent. Renting office space develops no equity in the property so if the City were to move into a new building in order to offer additional services or grow, it would have no return on its investment. Purchasing a building is the first step to building equity for the City's investment into CDC office

space. Owning the building and land also provides the City with more control over the site, how it is used, and how it operates. For example, staff could provide a portion of the building to emerging small businesses as an incubator space, which could foster entrepreneurship in support of Council Priority 4.2. Space could also be made available for local professionals or agency partners who are visiting the area, such as Business Oregon representatives, to hold meetings in the building's public facing conference room. Approving this Resolution endorses the property acquisition for a new Community Development Center building, authorizes staff to continue negotiations with current property owner, and authorizes staff to pursue funding assistance opportunities such as grants and loans including but not limited to the Oregon Main Street Revitalization Grant. The cost of purchasing the property and building will likely be between \$700,000-825,000 (pending further inspections, quotes, and negotiations) plus approximately \$150,000-300,000 for improvements to the site and building. The total estimated preliminary cost for purchase and improvements is between \$850,000-1,125,000. Staff are pursuing a \$400,000 grant from Oregon Main Street for the acquisition of the building. This grant application is due March 13, 2025 and the City will be notified of a decision in May 2025. Staff are also pursuing a \$10,000 grant from City/County Insurance Services (CIS) for tree removal and replanting. Staff have confirmed the availability and applicability of a loan through Business Oregon for the remaining costs at an interest rate of 4%. Staff recommends that Council adopt Resolution 25-01 - A Resolution Endorsing a Property Acquisition for the Community Development Center Office, as written.

Councilor Santiago moved, and Councilor Jacobs seconded the motion that Council approve Resolution 25-01 - A Resolution Endorsing a Property Acquisition for the Community Development Center Office, as written. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Haugen, aye.

### **Limited Land Use Decision Process**

Community Development Director Laurie Oliver Joseph went over the memorandum submitted in the staff report.

**Monday, March 3, 2025**

### **MEMORANDUM**

**To:** City Council/Planning Commission

**From:** Laurie Joseph, Community Development Director

**Re:** Limited Land Use Decisions – recent legislative changes now in effect

**Purpose:** This memo seeks to bring City Council and the Planning Commission up to date on recent legislation involving Limited Land Use (LLU) decisions.

**Summary:** Effective as of January 1, 2025, SB 1537 amends ORS 197 to:

1. Expand the types of decisions that qualify as LLU decisions by adding replats, property line adjustments, and extensions, alterations, or expansions of nonconforming uses. The new definition for LLU decision in ORS 197.015(12) is as follows:  
*(a) "Limited land use decision" means a final decision or determination made by a local government pertaining to a site within an urban growth boundary that concerns:*  
*(A) The approval or denial of a tentative subdivision or partition plan, as described in ORS 92.040 (1). (B) The approval or denial of an application based on discretionary standards designed to regulate the physical characteristics of a use permitted outright, including but not limited to site review and design review.*  
*(C) The approval or denial of an application for a replat.*  
*(D) The approval or denial of an application for a property line adjustment.*  
*(E) The approval or denial of an application for an extension, alteration or expansion of a nonconforming use.*

**What this means for Scappoose:** We already considered the above application types to be LLU decisions, with the exception of, "extensions, alterations, or expansions of nonconforming uses", which will be incorporated into our code as part of the 50 Year Plan code amendments. Any applications of this type that are submitted prior to the code amendments being adopted will follow the LLU decision procedures in conformance with SB 1537. From January 1, 2025, and onwards, however, the City will need to process and determine LLU applications in accordance with the process described in point 2 below.

2. Mandates the process for approval of LLU decisions. ORS 197.195 spells out the process by which a local government must process a LLU decision and that, *"A city shall apply the procedures in this section, and only the procedures in this section, to a limited land use decision, even if the city has not incorporated limited land use decisions into land use regulations, as required by ORS 197.646 (3), except that a limited land use decision that is made under land use standards that do not require interpretation or the exercise of policy or legal judgment may be made by city staff using a ministerial process"*.

**What this means for Scappoose:** In evaluating the new mandatory approval process for LLU decisions, there are a number of factors that will need to be addressed for Scappoose to be compliant with the new legislation. Only those items that do not currently meet the new requirements are addressed below:

**Noticing:** The City currently provides notice to all affected agencies (PUD, Port, Columbia County, DLCD, etc.) and property owners within 200-feet of the site that is the subject of the LLU application. As of January 1, 2025, the City is only permitted to provide notice to properties within 100-feet (noticing to agencies is still acceptable). The

City has begun to only notice to 100-feet for LLU decisions since we must follow the new rules.

**Hearings:** Under the new legislation, no hearing can be held for initial LLU decisions (although the City must hold a hearing for local LLU decision appeals). Currently, the Scappoose Development Code (SDC) section 17.164.110 lists the Planning Commission as the approval authority for subdivisions, major partitions and site development review<sup>1</sup>. Because the Planning Commission must meet in public and currently holds a public hearing in order to reach a final decision on all land use applications within its approval authority, this SDC requirement violates the new LLU legislation.

As part of the 50 Year Plan code amendments (and prior to the new legislation), the City proposed amendments to the SDC chapter on site development review and subdivisions to make some of these applications (below a certain threshold) staff decisions. The impetus for these proposed amendments was a desire to streamline land use approvals where there is little to no discretion involved. These amendments were vetted by the 50 Year Plan Stakeholder Advisory Committee, City Council and the Planning Commission over the course of the last year. LLU decisions must be made by applying established criteria and require limited discretionary interpretation of those criteria and very limited application of policy or legal judgement. If the application meets the criteria, then there is an obligation to approve the application. In many cities, subdivisions and site development review applications are already staff approved, so this is not unusual. In order to be compliant with the new legislation, the City plans to revise the already proposed amendments to the development code to specify that all LLU decisions would be staff approved, rather than some being approved by the Planning Commission and some being approved by staff.

This is being proposed for the following reasons:

- Holding a public meeting where the Planning Commission is the decision maker makes less sense now since the applicant will no longer be able to speak during the meeting (too adjacent to a public hearing process). Now, only the staff and Planning Commission would have an opportunity to speak during the meeting, which substantially reduces the benefit of making a LLU decision in a public setting.
- Staff would utilize the same process, standards, and due diligence to evaluate the LLU application and write findings for how the application meets the criteria as they do now, the only difference is it would be written as a decision instead of as a recommendation to the Planning Commission.

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<sup>1</sup> Staff currently approves the following LLU decisions: Property line adjustments, replats and minor partitions.

- Noticing will still be provided to neighboring property owners within 100 feet of the application and interested parties will still have 14 days to submit written comments prior to the decision.
- By having staff approve all LLU applications, the applicant could receive a decision on their application 4 – 6 weeks sooner. This will help to streamline approval for certain developments where the use is outright permitted.

**Interim situation:** The City has an active LLU decision that is scheduled for Planning Commission on March 13, 2025 for the new Wauna Credit Union branch. In discussions with the City Attorney, it was decided that the best course of action is to allow the Planning Commission to continue as the review authority for LLU decisions until the development code has been amended. Because the City has not yet amended our code to comply exactly with SB 1537, this means the City must follow the statutory language where there is a direct conflict between it and the City's current code, but where the statute is silent or permits flexibility, our existing code will control. A public meeting is one of these areas. The statute (ORS 197.195) does not specify that a City cannot hold a public *meeting* to reach its LLU decision, although it does say you cannot hold a public *hearing* (except upon appeal). Further, the statute does not specify who the City's local decision-maker in land use decisions must be. In contrast, the existing development code provides that the Planning Commission is the City's designated decision-maker for LLU decisions. Because the Planning Commission cannot reach a decision without meeting in public, it follows that (until the City's development code is updated) it must hold public meetings for the Planning Commission to decide LLU decisions. For the timing and required contents of notices, however, staff will fully comply with the current requirements of ORS 197.195 instead of following the requirements set forth in the SDC.

\*\*\*End of memorandum\*\*\*

Council and staff had a discussion on this topic.

Mayor and Council thanked Community Development Director Laurie Oliver Joseph and Assistant to City Manager/City Planner NJ Johnson.

City Manager Burgener thanked Community Development Director Laurie Oliver Joseph and Assistant to City Manager/City Planner NJ Johnson for all they do.

Council President Miller thanked staff for these late nights and that Council appreciate staff being here in person to give updates.

## **Announcements – information only**

### **Calendar**

Mayor Backus went over the calendar.

### **Updates: City Manager; Police Chief; Councilors; and Mayor**

City Manager Burgener explained in total we are applying for about seventeen grants. He explained he has been attending the monthly meetings at the Senior Center. He gave an update on local groups and entities that he has been reaching out to.

Mayor Backus asked about having the Senior Center come to Council to give an update.

Chief Fluellen gave an update on the Police Department.

Councilor Haugen stated it is nice to see all the initiatives afoot in Scappoose.

Councilor Santiago explained on February 20 she attended the EDC meeting and there were lots of great discussions and it was a very productive meeting. She explained at that meeting they decided on their goals ~ Downtown overlay and discussed parking; increase business outreach; provide a letter of support to development of the hotel; and then completing their strategic plan. She stated a reminder on April 26 is Earth Day cleanup.

Council President Miller explained he attended the County Commissioner meeting. He went over the County's meeting calendar. He explained all those meetings can impact the City of Scappoose, so he encourages the citizens to dial in, and City Councilors as well. He asked if we are looking at some sort of SMS capability on the City app that our residents can sign up for?

City Manager Burgener replied that is a discussion topic that we are looking into.

Mayor Backus explained the Annual Town Meeting is on April 5 at the Scappoose High School. He explained at the April 7 Council meeting Sheriff Pixley will be present and will be asking if Council is interested in a resolution supporting the levy and if so, they will have it ready for the April 7 meeting.

City Manager Burgener explained we are in the lobby season, and we are getting a lot of requests to lobby on behalf of our City for certain things that impact cities. One of those that came through was SB49-1 and they are asking us to go and testify against that. He stated if it is something that the Council has already discussed then it is very easy for him to jump on some of these, but some of these are very time sensitive and Council hasn't discussed what he is looking for direction or approval to advocate on behalf of the City if we don't have time to bring it to Council or do you want staff to stay out of those conversations.



There was a discussion on City Manager Burgener lobbying for the City and having him reach out to Council individually and if he receives four yeses' then he would move ahead and then he discuss it at the next meeting.

City Manager Burgener asked Council their thoughts on SB49-1 which would remove a lot of local control.

The consensus of the Council was to have City Manager Burgener move ahead with lobbying on SB49-1.

### **City Manager Review Process**

Mayor Backus asked Council regarding the six-month review process draft from Council President Miller.

Council President Miller asked City Manager Burgener his thoughts on the draft review form.

City Manager Burgener replied if this was a six month or yearly review that would be fine, but he feels the quarterly shouldn't be so weighed down or repetitive.

There was discussion on the city manager review processes and the consensus was to use the draft provided by Council President Miller, after removing number 14 at the next meeting.

### **Adjournment**

Mayor Backus adjourned the meeting at 8:35 pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC

## If I were a Mayor...

Mayors have difficult jobs because they have to look at all the things that are important to the community. I believe that I could find a way to make the most important community needs happen. The things I would focus on first are enhancing learning experiences, introducing a mentor/mentee program within the school district, and bringing more accessible affordable childcare to the community.

Ways to enhance learning experiences are having different ways of teaching and presenting lessons. Like for example, delivering lessons with more hands-on experiences for littler kids and less quiet in your seat learning. Incorporating outdoor classes when there is good weather could provide a fresh new learning area for kids of all ages to learn in. Adding gardening, and life skill classes like sewing, cooking and first aid. Using technology or hands on things that interest kids could help them be involved in and pay more attention to the lessons that are being taught.

I would also like to establish a mentorship program in the community. Older students could help younger students with homework or unfinished work from earlier in the school day. They could also be tutors for their mentees. Helping them with the subjects that are having trouble in. Some mentees are in mentorship programs because they can't focus or feel alone after something hard has happened in their life outside of school. The mentors can help them see brightness in their time of darkness and be a listening ear or a shoulder to cry on. Mentors can also help their mentees raise their self-esteem, self-worth, and giving them courage and/or confidence. A mentor's main purpose is to make sure kids don't feel put down just because they have learning disabilities or are just slower at understanding the concepts and making them feel welcome and not alone.

Another thing I would fight for if I were mayor is access to affordable childcare. Why we need more affordable childcare is because working parents need more options for affordable, accessible, safe places to leave their kids while they're at work as well as making afterschool or community programs more available to more kids. Our community needs more options for their children to be able to stay late in the evening while they are at work. Or better yet, an option at the school for those kids who participate in afterschool programs or sports. Having the ability to stay at the school in the evening would greatly increase the number of kids that would be able to participate in these after school activities and sports within the community.

The way I would incorporate these three topics into the community as mayor is to introduce the mentor program as an after-school program that could double as affordable childcare and a way to enhance their learning experience. Mentees would get the support they need in the form of a tutor or a friend, mentors would could get community service time as well as experience in childcare, and the parents would get affordable childcare which in return would increase the community participation.

If I was elected as Mayor, I would make it my responsibility to change the community for the better by enhancing the learning experience, having good mentorship programs, and incorporating those needs into the need for accessible childcare.

-Baylee Denley

## City of Scappoose Council Action & Staff Report

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**Date Submitted:** March 11, 2024

**Agenda Date Requested:** March 17, 2024

**To:** Scappoose City Council

**From:** Charlotte Baker, Contract Administrator

**Subject:** Resolution 25-02 Authorizing Application for Local Government Grant Program

**Type of Action Requested:**

[ x ]	Resolution	[   ]	Ordinance
[   ]	Formal Action	[   ]	Report Only

**Issue and Analysis:**

The City is planning to apply for the Oregon State Parks and Recreation Department's Local Government Grant Program for the purpose of developing the Grabhorn Property into a City park. The City is requesting a grant of \$1,000,000 to construct frontage improvements, a parking lot, a restroom, a walking path, a mixed-use field, and a disc golf course on the Grabhorn Property. Part of the application process is the successful passage of a resolution by City Council authorizing the City Manager to submit the application for this grant.

**Recommendation:**

Staff recommends Council approve Resolution 25-02 and authorize the City Manager to submit an application for the Local Government Grant Program for the purpose of developing the Grabhorn Property.

**Suggested Motion:**

I move City Council approve Resolution 25-02 and authorize the City Manager to submit an application for the Local Government Grant Program for the purpose of developing the Grabhorn Property.

**RESOLUTION AUTHORIZING APPLICATION FOR LOCAL GOVERNMENT  
GRANT PROGRAM**

RESOLUTION NO. 25-02

IN THE MATTER OF AUTHORIZING THE  
CITY OF SCAPPOOSE TO APPLY FOR A LOCAL  
GOVERNMENT GRANT FROM THE OREGON  
PARKS AND RECREATION DEPARTMENT FOR  
DEVELOPMENT OF THE GRABHORN PROPERTY  
AND DELEGATING AUTHORITY TO THE CITY  
MANAGER TO SIGN THE APPLICATION.

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, the City of Scappoose desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, Scappoose City Council has identified development of the Grabhorn Property as a high priority need in the City of Scappoose; and

**WHEREAS**, the City desires to develop the Grabhorn Property to include parking, restrooms, frontage improvements, a mixed-use field, a walking path and a disc golf course, in keeping with the Parks Master Plan Update adopted in 2024; and

**WHEREAS**, the City of Scappoose has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the City of Scappoose will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED BY THE SCAPPOOSE CITY COUNCIL AS FOLLOWS:**

- Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for development of Grabhorn Park.
- Section 2: This Resolution shall be effective following its adoption by the Scappoose City Council.

Passed by the Scappoose City Council this \_\_\_\_\_ day of March, 2025.

ATTEST:

\_\_\_\_\_  
Joseph A. Backus, Mayor

\_\_\_\_\_  
Susan M. Reeves, City Recorder

# CITY OF SCAPPOOSE

## April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Council Work Session 6pm  City Council 7pm	8	9	10	11	12
13	14	15	16	17 EDC ~ Noon Planning Commission, 7pm	18	19
20	21 Council Work Session 6pm  City Council 7pm	22	23	24	25	26 Earth Day Event  Spring Clean Up Event
27	28	29	30			

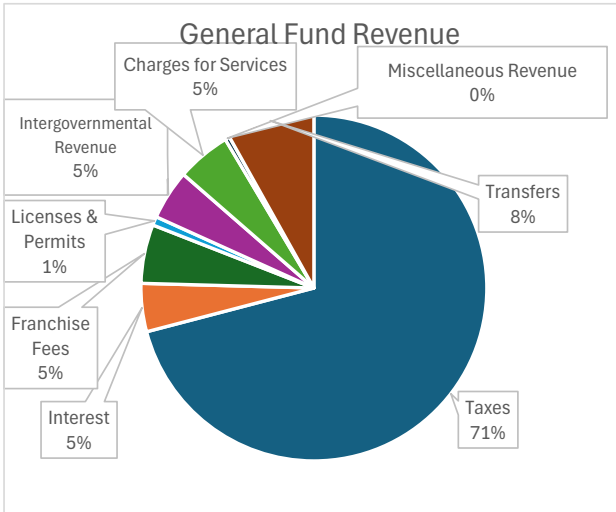


## General Fund Monthly Financials

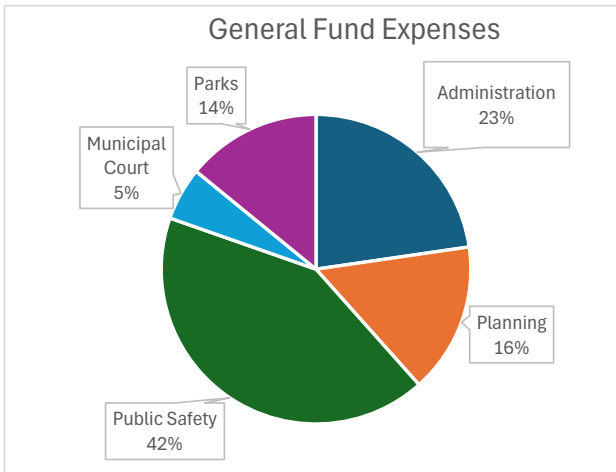
### February 2025



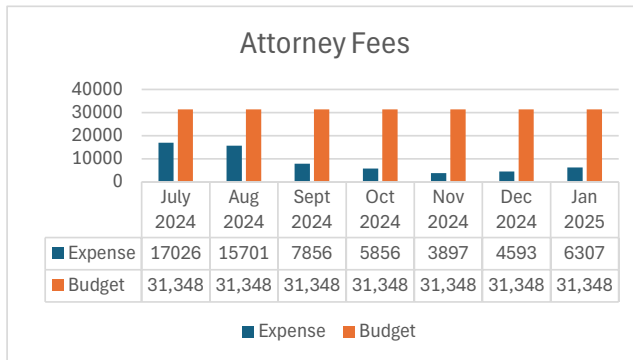
Description	Budget	2023-24 Activity	2024-25 Activity	Budget %
Cash Carry Over	\$ 4,444,327	\$ 6,117,715.00	\$ 5,579,358.93	
Park Reserve Cash Carry Over	\$ 100,000	\$ 50,000.00	\$ 100,000.00	
<b>Fund Balance</b>	<b>\$ 4,544,327</b>	<b>\$ 6,167,715.00</b>	<b>\$ 5,679,358.93</b>	
Taxes	\$ 2,492,763	\$ 2,369,949.37	\$ 3,159,984.62	126.77%
Interest	\$ 235,000	\$ 188,270.82	\$ 200,714.20	85.41%
Franchise Fees	\$ 520,300	\$ 94,607.09	\$ 245,217.59	47.13%
Licenses & Permits	\$ 41,831	\$ 36,159.27	\$ 36,387.82	86.99%
Intergovernmental Revenue	\$ 617,000	\$ 260,966.78	\$ 207,117.81	33.57%
Charges for Services	\$ 341,981	\$ 48,692.98	\$ 224,575.79	65.67%
Miscellaneous Revenue	\$ 252,000	\$ 45,303.32	\$ 19,722.81	7.83%
Transfers	\$ 551,364	\$ 312,444.08	\$ 361,430.80	65.55%
<b>Revenue</b>	<b>\$ 5,052,239</b>	<b>\$ 3,356,393.71</b>	<b>\$ 4,455,151.44</b>	
Payroll Expenses	\$ 107,737	\$ 59,311.83	\$ 51,245.40	47.57%
Materials & Services	\$ 1,300,546	\$ 736,572.51	\$ 659,744.39	50.73%
Capital Outlay	\$ 40,000	\$ 9,427.61	\$ 988.31	2.47%
<b>ADMINISTRATION</b>	<b>\$ 1,448,283</b>	<b>\$ 805,311.95</b>	<b>\$ 711,978.10</b>	
Payroll Expenses	\$ 629,702	\$ 264,169.94	\$ 351,050.54	55.75%
Materials & Services	\$ 274,194	\$ 43,393.63	\$ 101,496.81	37.02%
Capital Outlay	\$ 129,243	\$ 80,869.86	\$ 19,808.00	15.33%
Transfers	\$ 30,683	\$ 23,718.68	\$ 20,455.36	66.67%
<b>PLANNING</b>	<b>\$ 1,063,822</b>	<b>\$ 412,152.11</b>	<b>\$ 492,810.71</b>	
Payroll Expenses	\$ 2,311,118	\$ 1,210,406.31	\$ 1,068,185.61	46.22%
Materials & Services	\$ 405,125	\$ 184,931.38	\$ 164,978.41	40.72%
Capital Outlay	\$ 103,600	\$ 12,182.07	\$ -	0.00%
Transfers	\$ 123,773	\$ 70,221.36	\$ 82,515.36	66.67%
<b>POLICE DEPARTMENT</b>	<b>\$ 2,943,616</b>	<b>\$ 1,477,741.12</b>	<b>\$ 1,315,679.38</b>	
Payroll Expenses	\$ 99,652	\$ 58,532.32	\$ 62,399.91	62.62%
Materials & Services	\$ 195,527	\$ 93,153.66	\$ 106,973.33	54.71%
Transfers	\$ 6,696	\$ 4,464.00	\$ 4,464.00	66.67%
<b>MUNICIPAL COURT</b>	<b>\$ 301,875</b>	<b>\$ 156,149.98</b>	<b>\$ 173,837.24</b>	
Payroll Expenses	\$ 318,602	\$ 191,443.71	\$ 189,404.18	59.45%
Materials & Services	\$ 165,295	\$ 48,180.63	\$ 56,062.19	33.92%
Capital Outlay	\$ 230,000	\$ 75,558.61	\$ 184,821.18	80.36%
Transfers	\$ 17,852	\$ 11,008.00	\$ 11,901.36	66.67%
<b>PARK DEPARTMENT</b>	<b>\$ 731,749</b>	<b>\$ 326,190.95</b>	<b>\$ 442,188.91</b>	
Contingency	\$ 1,407,221	\$ 379,430.00	\$ -	0.00%
Unappropriated Ending Fund Balance	\$ 1,700,000	\$ -	\$ -	0.00%
<b>NON DEPARTMENTAL</b>	<b>\$ 3,107,221</b>	<b>\$ 379,430.00</b>	<b>\$ -</b>	
<b>Expense</b>	<b>\$ 9,596,566</b>	<b>\$ 3,556,976.11</b>	<b>\$ 3,136,494.34</b>	
<b>Retained Earnings - Current Rev - Exp</b>	<b>\$ (4,544,327)</b>	<b>\$ (200,582)</b>	<b>\$ 1,318,657</b>	
<b>General Government Totals</b>	<b>\$ -</b>	<b>\$ 5,967,132.60</b>	<b>\$ 6,998,016.03</b>	



Taxes	\$	3,159,984.62
Interest	\$	200,714.20
Franchise Fees	\$	245,217.59
Licenses & Permits	\$	36,387.82
Intergovernmental Rev	\$	207,117.81
Charges for Services	\$	224,575.79
Miscellaneous Revenue	\$	19,722.81
Transfers	\$	361,430.80
Total Revenue	\$	4,455,151.44



Administration	\$	711,978.10
Planning	\$	492,810.71
Public Safety	\$	1,315,679.38
Municipal Court	\$	173,837.24
Parks	\$	442,188.91
Total Expense	\$	3,136,494.34



# Enterprise Fund Financials

## February 2025



Description	Budget	2023-24 Actual	2024-25 Amount	Budget %
<b>STORM DRAINAGE</b>				
Cash Carry Over	\$ 1,597,635.00	\$ 888,741.00	\$ 1,636,196.31	
<b>Fund Balance</b>	<b>\$ 1,597,635.00</b>	<b>\$ 888,741.00</b>	<b>\$ 1,636,196.31</b>	
Interest	\$ 35,000.00	\$ 32,948.96	\$ 58,629.27	167.51%
Charges for Services	\$ 986,568.00	\$ 616,894.09	\$ 597,024.85	60.52%
<b>Revenue</b>	<b>\$ 1,021,568.00</b>	<b>\$ (154,981.28)</b>	<b>\$ 655,654.12</b>	
Payroll Expenses	\$ 398,489.00	\$ 79,508.85	\$ 111,303.92	27.93%
Materials & Services	\$ 239,215.00	\$ 49,227.18	\$ 44,039.63	18.41%
Capital Outlay	\$ 207,000.00	\$ 26,245.25	\$ 68,938.00	33.30%
Transfers	\$ 52,292.00	\$ -	\$ 34,861.36	66.67%
Contingency	\$ 1,722,207.00	\$ -	\$ -	0.00%
<b>Expense</b>	<b>\$ 2,619,203.00</b>	<b>\$ 154,981.28</b>	<b>\$ 259,142.91</b>	
<b>Retained Earnings - Current Rev-Exp</b>	<b>\$ (1,597,635.00)</b>	<b>\$ (309,962.56)</b>	<b>\$ 396,511.21</b>	
<b>STORM DRAINAGE</b>	<b>\$ -</b>	<b>\$ 578,778.44</b>	<b>\$ 2,032,707.52</b>	
<b>UTILITY WATER</b>				
Cash Carry Over	\$ 5,248,020.00	\$ 4,711,069.00	\$ 4,500,101.08	
<b>Fund Balance</b>	<b>\$ 5,248,020.00</b>	<b>\$ 4,711,069.00</b>	<b>\$ 4,500,101.08</b>	
Interest	\$ 30,000.00	\$ 279,421.00	\$ 1,964,999.00	6550.00%
Intergovernmental Revenue	\$ 5,225,000.00	\$ 279,421.00	\$ 1,964,999.00	37.61%
Charges for Services	\$ 5,755,370.00	\$ 1,831,552.98	\$ 1,703,417.12	29.60%
Miscellaneous Revenue	\$ -	\$ 5,602.85	\$ 4,372.60	
<b>Revenue</b>	<b>\$ 11,010,370.00</b>	<b>\$ 2,395,997.83</b>	<b>\$ 5,637,787.72</b>	

Payroll Expenses	\$	1,176,331.00	\$	685,283.50	\$	655,360.40	55.71%
Materials & Services	\$	779,260.00	\$	390,072.31	\$	320,016.22	41.07%
Capital Outlay	\$	11,300,000.00	\$	771,407.73	\$	2,526,400.20	22.36%
Transfers	\$	201,888.00	\$	148,664.00	\$	134,592.00	66.67%
Debt Services	\$	81,439.00	\$	81,438.78	\$	81,438.78	100.00%
Contingency	\$	2,719,472.00	\$	-	\$	-	0.00%

<b>Expense</b>	<b>\$</b>	<b>16,258,390.00</b>	<b>\$</b>	<b>2,076,866.32</b>	<b>\$</b>	<b>3,717,807.60</b>	
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<b>Retained Earnings - Current Rev-Exp</b>	<b>\$</b>	<b>(5,248,020.00)</b>	<b>\$</b>	<b>319,131.51</b>	<b>\$</b>	<b>1,919,980.12</b>	
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<b>UTILITY WATER</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>5,030,200.51</b>	<b>\$</b>	<b>6,420,081.20</b>	
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## UTILITY WASTEWATER

Cash Carry Over	\$	1,301,197.00	\$	4,275,595.00	\$	3,420,737.74	
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<b>Fund Balance</b>	<b>\$</b>	<b>1,301,197.00</b>	<b>\$</b>	<b>4,275,595.00</b>	<b>\$</b>	<b>3,420,737.74</b>	
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Interest	\$	90,000.00	\$	126,046.80	\$	88,959.76	98.84%
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Intergovernmental Revenue	\$	19,079,000.00	\$	71,596.00	\$	3,149,522.00	16.51%
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Charges for Services	\$	3,007,530.00	\$	1,846,493.47	\$	1,821,144.80	60.55%
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<b>Revenue</b>	<b>\$</b>	<b>22,176,530.00</b>	<b>\$</b>	<b>2,044,136.27</b>	<b>\$</b>	<b>5,059,626.56</b>	
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Payroll Expenses	\$	1,301,197.00	\$	695,392.50	\$	717,903.10	55.17%
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Materials & Services	\$	727,540.00	\$	298,626.70	\$	350,592.70	48.19%
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Capital Outlay	\$	17,290,000.00	\$	1,101,176.58	\$	5,014,257.60	29.00%
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Transfers	\$	101,488.00	\$	65,180.68	\$	67,658.64	66.67%
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Debt Services	\$	18,304.00	\$	18,304.00	\$	18,215.00	99.51%
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Contingency	\$	4,039,198.00	\$	-	\$	-	0.00%
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<b>Expense</b>	<b>\$</b>	<b>23,477,727.00</b>	<b>\$</b>	<b>2,178,680.46</b>	<b>\$</b>	<b>6,168,627.04</b>	
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<b>Retained Earnings - Current Rev-Exp</b>	<b>\$</b>	<b>(1,301,197.00)</b>	<b>\$</b>	<b>(134,544.19)</b>	<b>\$</b>	<b>(1,109,000.48)</b>	
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<b>UTILITY WASTEWATER</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>4,141,050.81</b>	<b>\$</b>	<b>2,311,737.26</b>	
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<b>Enterprise Funds</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>9,750,029.76</b>	<b>\$</b>	<b>10,764,525.98</b>	
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## Special Revenue Fund Financials

### February 2025



Description	Budget		2023-24 Actual		2024-25 Amount		Budget %
BUILDING							
Cash Carry Over	\$	54,908.00	\$	58,593.86	\$	68,594.00	
Fund Balance	\$	54,908.00	\$	58,593.86	\$	68,594.00	
Interest	\$	1,000.00	\$	1,893.84	\$	2,967.68	296.77%
Licenses & Permits	\$	200,000.00	\$	30,663.11	\$	150,156.22	75.08%
Miscellaneous Revenue	\$	24,000.00	\$	58.76	\$	-	0.00%
Transfers	\$	15,656.00	\$	42,666.68	\$	2,055.34	13.13%
Revenue	\$	240,656.00	\$	75,282.39	\$	155,179.24	
Payroll Expenses	\$	87,632.00	\$	51,851.62	\$	45,087.37	51.45%
Materials & Services	\$	192,114.00	\$	15,309.22	\$	21,164.71	11.02%
Transfers	\$	8,138.00	\$	-	\$	-	0.00%
Contingency	\$	7,680.00	\$	-	\$	-	0.00%
Expense	\$	295,564.00	\$	67,160.84	\$	66,252.08	
Retained Earnings Current Rev - Exp	\$	(54,908.00)	\$	8,121.55	\$	88,927.16	
BUILDING	\$	-	\$	66,715.41	\$	157,521.16	
PEG FEE FUND							
Cash Carry Over	\$	31,864.00	\$	49,840.00	\$	36,369.00	
Fund Balance	\$	31,864.00	\$	49,840.00	\$	36,369.00	
Interest	\$	2,280.00	\$	1,380.47	\$	972.88	
Peg Fees	\$	-	\$	4,412.53	\$	5,824.25	
Revenue	\$	2,280.00	\$	16,375.10	\$	17,956.34	
Dues Fees & Subscriptions	\$	30,595.00	\$	14,032.77	\$	14,531.58	47.50%
Contingency	\$	3,549.00	\$	-	\$	-	0.00%
Expense	\$	34,144.00	\$	14,032.77	\$	14,531.58	
Retained Earnings Current Rev - Exp	\$	(31,864.00)	\$	-	\$	-	
PEG FEE FUND	\$	-	\$	49,840.00	\$	36,369.00	
STREET FUND							
Cash Carry Over	\$	1,068,714.00	\$	2,028,264.00	\$	2,083,144.00	
Fund Balance	\$	1,068,714.00	\$	2,028,264.00	\$	2,083,144.00	
Interest	\$	36,000.00	\$	54,042.87	\$	72,475.58	201.32%
Intergovernmental Revenue	\$	1,006,955.00	\$	823,455.56	\$	722,389.38	71.74%
Charges for Services	\$	-	\$	44,169.29	\$	-	#DIV/0!
Revenue	\$	1,042,955.00	\$	921,667.72	\$	794,864.96	
Payroll Expenses	\$	285,876.00	\$	201,167.19	\$	117,080.87	40.96%
Materials & Services	\$	217,465.00	\$	84,961.02	\$	53,121.07	24.43%
Capital Outlay	\$	860,000.00	\$	689,364.75	\$	203,933.58	23.71%

Transfers	\$	58,550.00	\$	39,187.32	\$	38,313.36	65.44%
Contingency	\$	689,778.00	\$	-	\$	-	0.00%
<b>Expense</b>	<b>\$</b>	<b>2,111,669.00</b>	<b>\$</b>	<b>1,014,680.28</b>	<b>\$</b>	<b>412,448.88</b>	
<b>Retained Earnings Current Rev - Exp</b>	<b>\$</b>	<b>(1,068,714.00)</b>	<b>\$</b>	<b>(93,012.56)</b>	<b>\$</b>	<b>382,416.08</b>	
<b>STREET FUND</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,935,251.44</b>	<b>\$</b>	<b>2,465,560.08</b>	

#### FOOT PATHS & BICYCLE TRAILS

Cash Carry Over	\$	237,431.00	\$	222,425.00	\$	240,034.00	
<b>Fund Balance</b>	<b>\$</b>	<b>237,431.00</b>	<b>\$</b>	<b>222,425.00</b>	<b>\$</b>	<b>240,034.00</b>	
Interest	\$	5,000.00	\$	7,221.61	\$	7,908.77	158.18%
Intergovernmental Revenue	\$	6,500.00	\$	4,339.07	\$	4,523.18	69.59%
Charges for Services							#DIV/0!
<b>Revenue</b>	<b>\$</b>	<b>11,500.00</b>	<b>\$</b>	<b>11,560.68</b>	<b>\$</b>	<b>12,431.95</b>	
Materials & Services	\$	3,000.00	\$	-	\$	1,293.74	43.12%
Capital Outlay	\$	40,000.00	\$	-	\$	-	0.00%
Contingency	\$	205,931.00	\$	-	\$	-	0.00%
<b>Expense</b>	<b>\$</b>	<b>248,931.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,293.74</b>	
<b>Retained Earnings Current Rev - Exp</b>	<b>\$</b>	<b>(237,431.00)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(1,293.74)</b>	
<b>FOOT PATHS &amp; BICYCLE TRAILS</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>222,425.00</b>	<b>\$</b>	<b>238,740.26</b>	

#### WATTS HOUSE FUND

Cash Carry Over	\$	32,456.00	\$	35,896.00	\$	32,741.00	
<b>Fund Balance</b>	<b>\$</b>	<b>32,456.00</b>	<b>\$</b>	<b>35,896.00</b>	<b>\$</b>	<b>32,741.00</b>	
Interest	\$	1,000.00	\$	1,085.15	\$	1,006.18	100.62%
<b>Revenue</b>	<b>\$</b>	<b>1,000.00</b>	<b>\$</b>	<b>1,085.15</b>	<b>\$</b>	<b>1,006.18</b>	
Materials & Services	\$	11,000.00	\$	2,724.11	\$	3,748.17	34.07%
Capital Outlay	\$	10,000.00	\$	-	\$	-	0.00%
Contingency	\$	12,456.00	\$	-	\$	-	0.00%
<b>Expense</b>	<b>\$</b>	<b>33,456.00</b>	<b>\$</b>	<b>2,724.11</b>	<b>\$</b>	<b>3,748.17</b>	
<b>Retained Earnings Current Rev - Exp</b>	<b>\$</b>	<b>(32,456.00)</b>	<b>\$</b>	<b>(1,638.96)</b>	<b>\$</b>	<b>(2,741.99)</b>	
<b>WATTS HOUSE FUND</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>34,257.04</b>	<b>\$</b>	<b>29,999.01</b>	

#### UNEMPLOYMENT

Cash Carry Over	\$	96,369.00	\$	88,791.00	\$	93,126.00	
<b>Fund Balance</b>	<b>\$</b>	<b>96,369.00</b>	<b>\$</b>	<b>88,791.00</b>	<b>\$</b>	<b>93,126.00</b>	
Interest	\$	1,000.00	\$	2,783.67	\$	3,040.74	304.07%
Transfer In	\$	-	\$	-	\$	-	#DIV/0!
<b>Revenue</b>	<b>\$</b>	<b>1,000.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
Payroll Expenses	\$	50,000.00	\$	-	\$	-	0.00%
Contingency	\$	47,369.00	\$	-	\$	-	0.00%
<b>Expense</b>	<b>\$</b>	<b>97,369.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
<b>Retained Earnings Current Rev - Exp</b>	<b>\$</b>	<b>(96,369.00)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
<b>UNEMPLOYMENT</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>88,791.00</b>	<b>\$</b>	<b>93,126.00</b>	

#### LAW ENFORCEMENT FEE

Cash Carry Over	\$	13,054.00	\$	20,334.00	\$	17,784.00	
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<b>Fund Balance</b>	\$	<b>13,054.00</b>	\$	<b>20,334.00</b>	\$	<b>17,784.00</b>	
Interest	\$	300.00	\$	551.73	\$	529.80	176.60%
Intergovernmental Revenue	\$	5,000.00	\$	762.12	\$	1,575.12	31.50%
<b>Revenue</b>	\$	<b>5,300.00</b>	\$	<b>1,313.85</b>	\$	<b>2,104.92</b>	
Materials & Services	\$	10,000.00	\$	5,145.84	\$	4,577.79	45.78%
Contingency	\$	8,354.00	\$	-	\$	-	0.00%
<b>Expense</b>	\$	<b>18,354.00</b>	\$	<b>5,145.84</b>	\$	<b>4,577.79</b>	
<b>Retained Earnings Current Rev - Exp</b>	\$	<b>(13,054.00)</b>	\$	<b>(3,831.99)</b>	\$	<b>(2,472.87)</b>	
<b>LAW ENFORCEMENT FEE</b>	\$	<b>-</b>	\$	<b>16,502.01</b>	\$	<b>15,311.13</b>	
<b>Special Revenue Funds</b>	\$	<b>-</b>	\$	<b>2,413,781.90</b>	\$	<b>3,036,626.64</b>	

# System Development Fund Financials

## February 2025



**SCAPPOOSE**  
*Oregon*

Description	Budget	2023-24 Actual	2024-25 Amount	Budget %
<b>STORM DRAINAGE SDC</b>				
Cash Carry Over	\$ 395,645.00	\$ 377,625.00	\$ 397,484.00	
<b>Fund Balance</b>	<b>\$ 395,645.00</b>	<b>\$ 377,625.00</b>	<b>\$ 397,484.00</b>	
Interest	\$ 9,600.00	\$ 11,838.99	\$ 12,998.66	135.40%
System Development Charges	\$ 59,482.00	\$ -	\$ 710.48	1.19%
<b>Revenue</b>	<b>\$ 69,082.00</b>	<b>\$ 11,838.99</b>	<b>\$ 13,709.14</b>	
Capital Outlay	\$ 200,000.00	\$ -	\$ -	0.00%
Transfers	\$ 2,974.00	\$ -	\$ -	0.00%
Contingency	\$ 261,753.00	\$ -	\$ -	0.00%
<b>Expense</b>	<b>\$ 464,727.00</b>	<b>\$ -</b>	<b>\$ -</b>	
Retained Earnings Current Rev - Exp	\$ (395,645.00)	\$ 11,838.99	\$ 13,709.14	
<b>STORM DRAINAGE SDC</b>	<b>\$ -</b>	<b>\$ 389,463.99</b>	<b>\$ 411,193.14</b>	
<b>STREET SDC</b>				
Cash Carry Over	\$ 988,646.00	\$ 990,765.00	\$ 1,007,967.00	
<b>Fund Balance</b>	<b>\$ 988,646.00</b>	<b>\$ 990,765.00</b>	<b>\$ 1,007,967.00</b>	
Interest	\$ 35,000.00	\$ 30,843.19	\$ 29,929.54	85.51%
System Development Charges	\$ 192,054.00	\$ -	\$ -	0.00%
<b>Revenue</b>	<b>\$ 227,054.00</b>	<b>\$ 30,843.19</b>	<b>\$ 29,929.54</b>	
Capital Outlay	\$ 550,000.00	\$ 31,803.74	\$ (11,466.66)	-2.08%
Transfers	\$ 9,603.00	\$ -	\$ -	0.00%
Contingency	\$ 656,097.00	\$ -	\$ -	0.00%
<b>Expense</b>	<b>\$ 1,215,700.00</b>	<b>\$ 31,803.74</b>	<b>\$ (11,466.66)</b>	
Retained Earnings Current Rev - Exp	\$ (988,646.00)	\$ (960.55)	\$ 41,396.20	
<b>STREET SDC</b>	<b>\$ -</b>	<b>\$ 989,804.45</b>	<b>\$ 1,049,363.20</b>	
<b>PARKS SDC</b>				
Cash Carry Over	\$ 153,853.00	\$ 178,653.00	\$ 158,208.00	
<b>Fund Balance</b>	<b>\$ 153,853.00</b>	<b>\$ 178,653.00</b>	<b>\$ 158,208.00</b>	
Interest	\$ 5,000.00	\$ 5,152.00	\$ 5,041.22	100.82%
System Development Charges	\$ 84,084.00	\$ -	\$ -	0.00%
<b>Revenue</b>	<b>\$ 89,084.00</b>	<b>\$ 5,152.00</b>	<b>\$ 5,041.22</b>	
Capital Outlay	\$ 100,000.00	\$ 31,493.12	\$ 7,170.00	7.17%
Transfers	\$ 4,204.00	\$ -	\$ -	0.00%
Contingency	\$ 138,733.00	\$ -	\$ -	0.00%
<b>Expense</b>	<b>\$ 242,937.00</b>	<b>\$ 31,493.12</b>	<b>\$ 7,170.00</b>	
Retained Earnings Current Rev - Exp	\$ (153,853.00)	\$ (26,341.12)	\$ (2,128.78)	
<b>PARKS SDC</b>	<b>\$ -</b>	<b>\$ 152,311.88</b>	<b>\$ 156,079.22</b>	

**WATER SDC**

Cash Carry Over	\$	103,340.00	\$	252,528.00	\$	124,914.00	
<b>Fund Balance</b>	<b>\$</b>	<b>103,340.00</b>	<b>\$</b>	<b>252,528.00</b>	<b>\$</b>	<b>124,914.00</b>	
Interest	\$	4,000.00	\$	4,926.75	\$	1,648.05	41.20%
Transfers	\$	100,000.00	\$	83,333.32	\$	66,666.64	66.67%
System Development Charges	\$	360,280.00	\$	-	\$	20,553.27	5.70%
<b>Revenue</b>	<b>\$</b>	<b>464,280.00</b>	<b>\$</b>	<b>88,260.07</b>	<b>\$</b>	<b>88,867.96</b>	
Capital Outlay	\$	176,976.00	\$	-	\$	-	0.00%
Transfers	\$	17,328.00	\$	-	\$	2,055.34	11.86%
Debt Services	\$	280,589.00	\$	279,388.29	\$	280,588.15	100.00%
Contingency	\$	92,727.00	\$	-			0.00%
<b>Expense</b>	<b>\$</b>	<b>567,620.00</b>	<b>\$</b>	<b>279,388.29</b>	<b>\$</b>	<b>282,643.49</b>	
<b>Retained Earnings Current Rev - Exp</b>	<b>\$</b>	<b>(103,340.00)</b>	<b>\$</b>	<b>(191,128.22)</b>	<b>\$</b>	<b>(193,775.53)</b>	
<b>WATER SDC</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>61,399.78</b>	<b>\$</b>	<b>(68,861.53)</b>	

**WASTEWATER SDC**

Cash Carry Over	\$	822,122.00	\$	1,199,932.00	\$	909,272.00	
<b>Fund Balance</b>	<b>\$</b>	<b>822,122.00</b>	<b>\$</b>	<b>1,199,932.00</b>	<b>\$</b>	<b>909,272.00</b>	
Interest	\$	30,000.00	\$	33,968.74	\$	24,320.77	81.07%
System Development Charges	\$	226,464.00	\$	-	\$	5,588.48	2.47%
<b>Revenue</b>	<b>\$</b>	<b>256,464.00</b>	<b>\$</b>	<b>33,968.74</b>	<b>\$</b>	<b>29,909.25</b>	11.66%
Capital Outlay	\$	800,000.00	\$	246,118.45	\$	800,000.00	100.00%
Transfers	\$	11,323.00	\$	-	\$	-	0.00%
Contingency	\$	267,263.00	\$	-	\$	-	0.00%
<b>Expense</b>	<b>\$</b>	<b>1,078,586.00</b>	<b>\$</b>	<b>246,118.45</b>	<b>\$</b>	<b>800,000.00</b>	
<b>Retained Earnings Current Rev - Exp</b>	<b>\$</b>	<b>(822,122.00)</b>	<b>\$</b>	<b>(212,149.71)</b>	<b>\$</b>	<b>(770,090.75)</b>	
<b>WASTEWATER SDC</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>987,782.29</b>	<b>\$</b>	<b>139,181.25</b>	

**SDC Funds**

# Urban Renewal Fund Financials

## February 2025



Description	Budget	2023-24 Actual	2024-25 Amount	Budget %
<b>URBAN RENEWAL DISTRICT</b>				
Cash Carry Over	\$ 1,276,194.00	\$ 477,499.00	\$ 1,303,915.00	
<b>Fund Balance</b>	<b>\$ 1,276,194.00</b>	<b>\$ 477,499.00</b>	<b>\$ 1,303,915.00</b>	
Taxes	\$ 500,000.00	\$ 835,103.65	\$ 579,641.32	115.93%
Interest	\$ 35,000.00	\$ 28,407.03	\$ 51,048.42	145.85%
<b>Revenue</b>	<b>\$ 535,000.00</b>	<b>\$ 863,510.68</b>	<b>\$ 630,689.74</b>	
Payroll Expenses	\$ 5,518.00	\$ 2,111.59	\$ 3,588.26	65.03%
Materials & Services	\$ 81,886.00	\$ 34,199.02	\$ 34,241.66	41.82%
Capital Outlay	\$ 107,292.00	\$ -	\$ 37,098.00	34.58%
Contingency	\$ 1,616,498.00	\$ -	\$ -	0.00%
<b>Expense</b>	<b>\$ 1,811,194.00</b>	<b>\$ 36,310.61</b>	<b>\$ 74,927.92</b>	
Retained Earnings Current Rev - Exp	\$ (1,276,194.00)	\$ 827,200.07	\$ 555,761.82	
<b>URBAN RENEWAL DISTRICT</b>	<b>\$ -</b>	<b>\$ 1,304,699.07</b>	<b>\$ 1,859,676.82</b>	
<b>Urban Renewal Agency</b>	<b>\$ -</b>	<b>\$ 1,304,699.07</b>	<b>\$ 1,859,676.82</b>	

### 3/17/2025 Community Development Center Updates

#### **Planning Department:**

Land use applications under completeness review:

- Conditional Use approval for a proposed self-storage facility at the Cinnamon Tree property.
- Grace Lutheran Children's Center

Land use applications pending approval by the Planner:

- None

Land use applications recently approved by the Planner:

- Property Line Adjustment for The Lodge Carts.

Land use applications scheduled for Planning Commission:

- Wauna Credit Union decision scheduled for March 13, 2025.
- Addison Apartments hearing scheduled for April 17, 2025.

Ongoing projects:

50 Year Plan:

- The 50 Year Plan Stakeholder Advisory Committee requested additional analysis related to suitable lands for the UGB expansion and Urban Reserves areas, which staff, the consultant team and DLCD have been in discussions on. These discussions have now wrapped up and related changes have been made to the sub-areas under consideration. The last Stakeholder Advisory Committee meeting will be held on May 20, 2025.
- The Transportation Planning Rule Analysis and traffic study regarding the proposed rezoning of certain parcels is complete. ODOT has reviewed the traffic study and is satisfied with the analysis. Each parcel that is proposed for rezone where daily trips are projected to be higher under the new zoning than under current zoning will be required to record a trip cap which will limit the number of daily trips associated with that parcel. This will likely be temporary until the Transportation System Plan is updated next. Each landowner has been sent the traffic study and is aware of the need for the trip cap.

#### **Engineering Department:**

In plan review:

- OXBO Headquarters Site Development – Final review in progress
- Huser Subdivision – Final review in progress
- Buxton Ranch Planned Unit Development – 2<sup>nd</sup> review in progress

- Casey House Site Development – 1<sup>st</sup> Review complete
- JP West Partition (at SW 4<sup>th</sup> St) – 1<sup>st</sup> Review complete
- Hwy 30 Restaurant Complex – 1<sup>st</sup> Review complete
- Habitat for Humanity Townhomes – Awaiting plans for 1<sup>st</sup> Review
- NW Waterline Improvements – Awaiting plans for 1<sup>st</sup> Review

**Ongoing:**

- Public Works Design Standards – In progress
- NE 1<sup>st</sup> Street right of way dedication - Coordination with ODOT
- Moore Road improvements – Construction observations and coordination
- 3 MG Reservoir – Construction Observation and Submittal Review
- Dutch Canyon Ph4 Subdivision - Construction observation and submittal review
- SW Maple Street Sidewalk Infill project - Project Closeout in process with GIS
- Smith Road Sewer Pump Station - Project Closeout in process with GIS
- Myrtle and Oak Waterline – Construction observations and coordination

**Misc:**

- Developing guideline document for engineering plan review process
- Updating code enforcement template for sidewalk deficiencies

**Building Department:**

- Permits issued from February 17<sup>th</sup> – March 7<sup>th</sup>: 1 commercial mechanical, 2 residential mechanical, 1 residential structural

**Construction happening around town (for City projects, see Public Works update):**

- Dutch Canyon Phase IV Subdivision: Off-site storm utilities, installing curb and gutter, installing sewer lines in Callahan Road Street and completing franchise utility work.
- Moore Rd – Roadway prepped for paving, awaiting favorable weather to begin work
- Huser Subdivision – Site stabilized for winter, construction to resume in spring

## **Public Works Activities for February 17<sup>th</sup> – March 14<sup>th</sup> 2025**

### **Admin:**

- 1) WWTP Phase 1 construction management (ongoing) GOAL 5.2 (Concrete being poured for aeration basin)
- 2) Basalt well drilling and pump design on hold. Basalts not discovered yet. Contractor will perform exploratory drilling to get more data before determining next steps. GOAL 5.4 (ongoing)
- 3) General Public Works daily admin. Duties (ongoing)
- 4) Work on Treatment SCADA/Plant optimization (ongoing)
- 5) ARPA project management (ongoing) GOAL 5.4 (projects making good progress--all projects are scheduled for completion within the fundings required or extended timelines)
- 6) Reservoir Project (ongoing) GOAL 5.4 (construction underway)
- 7) Oak and Myrtle Water Main Replacement project scheduled to begin mid-March and be completed in about a month.
- 8) Attend Parks Committee Meeting (monthly/as requested)
- 9) Attend County and NWACT Transportation Meetings (ongoing)
- 10) Update Municipal Code in Chapters 2,9,11, 12 and 13. (ongoing)
- 11) Implement Mercury TMDL Plan with DEQ (ongoing)(annual report recently submitted)
- 12) Working to implement iamGIS (ongoing)
- 13) Smith Road Pump Station completed, working on close out.
- 14) Working on Grabhorn Grant application, due April 1, 2025. (In progress)
- 15) Management/reporting requirements for project funding from ARPA, SRF and Business Oregon Special Public Works Fund grants and loans (ongoing)
- 16) Work with ODOT for Maple St. crossing improvements (ongoing)
- 17) Working on 2025-2026 budget

### **Water Distribution PW**

- 1) Shut offs
- 2) Read water meters
- 3) Started meter change outs (Lots)
- 4) Key's shut down for work at Treatment plant
- 5) Process for bring a new water line into the system (Flush, Pressure test, flush, chlorinate hot, flush, system level, flush, bacT, pass) Dutch Canyon Phase 4
- 6) Water Leak 7 oaks. Lift station
- 7) Flushed Tyler dead end line
- 8) Got Dams going – cleaned south fork cleaned
- 9) Set water leak equipment out (Loggers)

### **Water Treatment**

- 1) Staff continues to work with the City's hydrologist and the driller to advance the basalt well to the basalt layer. A few issues have come up that the city is trying to work through.
- 2) MEI Construction removed some nuisance piping from their work area and made some temporary pipe connections which will allow them to move forward with preparation to start the installation of the geo piers. The geo pier work is scheduled to start on March 10<sup>th</sup>.
- 3) Water department staff completed the installation of the replacement turbidimeters at both treatment plants.
- 4) During the recent inclement weather, the diversion dams at Gourley and South Fork Creeks were opened to allow the high stream flows to push sediment that has built up above the dam to move down stream. The collectors located at the streams were cleaned and department staff plans on putting the surface system back into service sometime this week.

### **Collection PW:**



- 1) Flushed SE Tyler sewer line
- 2) Investigated Jobin lateral

**Wastewater Treatment:**

- 1) Concrete pour on Aeration Basin wall #4 and bottom of redundant UV channel.
- 2) Install sump pumps in the RAS building
- 3) Budget work
- 4) Work on effluent backup floats
- 5) Change sampler hoses and calibrate

**Parks PW:**

- 1) Maintenance on Parks equipment (ongoing)
- 2) Mowing and Maintenance at Parks (Veterans, Concomly, Miller, Heritage, Creekview, Grabhorn, Chapman Landing, Totem Pole, Trtek Trailhead, CZ Trail, City Hall, Skate Park, NE 3<sup>rd</sup> St, Park Strips (East side and West Side)
- 3) Filled holes at the dog park with dirt
- 4) Parks equipment maintenance
- 5) Clean up at Chapmen

**Streets PW:**

- 1) Fill Potholes
- 2) Street Sweeping – pick up gravel
- 3) Wind Storm clean up

**Storm PW:**

- 1) Maintain city storm swales (Davona, 8<sup>th</sup> Ct, Cascade (Westlane), EM Watts, Erin, Vernonia HWY, Onna Way, Veterans Park, Grabhorn ditch)
- 2) Sweeping
- 3) Did planning for dry well clean outs

**Maintenance:**

- 1) Daily Daily's (Locates, Work Orders)
- 2) Facility Cleaning and Organizing
- 3) Maintenance Public Works Vehicles / Equipment
- 4) LOTS of compound organizing and clean ups (ongoing)
- 5) Flagger Training for PW crew



**SCAPPOOSE**  
*Oregon*

## **Scappoose Police Department Department Report**



**Submitted by: Chief of Police C.A. Fluellen  
Scappoose, Oregon**

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### **Noteworthy Department Events and Activity:**

- Sergeant McKenzie McClure has successfully completed all of her pre-hiring requirements to include a detailed background investigation and both medical and psychological examinations. Her first official start date with the Department will be on Monday March 31, 2025. She will be hitting the “ground running” with attending Field Training Officer, (FTO) School, learning the job as a Sergeant, and has also been enrolled in the acclaimed Metro Sergeants Academy which will assist in her professional development as a new police supervisor.
- The Department is continuing to aggressively hire qualified candidates to join the Scappoose Police Department family. We currently have four candidates in the hiring process to include another Sergeant candidate and three Patrol Officer candidates.
- On April 23, 2025, the Department will be hosting another hiring panel to develop an Eligibility list of qualified candidates for full time patrol positions if vacancies arise within the Department for Patrol Officers. The April 23, 2025, panel will also serve as an interview process for potentially interested candidates who want to serve in SPD’s Reserve Officer Program. Chief Fluellen has received verbal confirmation from our partners at the Washington County Sheriff’s Office, (WCSO) that they are willing to accept our potential Reserve Police Officer(s) into their structured Reserved Academy starting in January 2026.
- After approximately five years of dedicated services to the community of Scappoose, officer Barnes will be transitioning over to the Washington County Sheriff’s Office as a Patrol Deputy. The Scappoose Police Department wishes him the best of luck in his future endeavors as a WCSO Deputy and thanks him for his years of dedicated service to the Department and City.
- Next month, Chief Fluellen and Property Evidence Technician Mrs. Terri Etter will be attending Evidence Management Training in Salem. This two-day, in-depth class will assist the Department in evidence management best-practices for managing evidence and property rooms. Both will receive a certificate of attendance upon completion.

## Law Enforcement Activity

### **FEBRUARY 2025**

**Total Calls for Service for FEBRUARY 2025: 348**

**Total Calls for Service for FEBRUARY 2024: 372**

**Total Arrests for February 2025: 7 Jail Bookings – 3 Cite and Release**

SERVICE CALL DESCRIPTION	FEBRUARY 2025	FEBRUARY 2024
TRAFFIC STOPS	135	85
ANIMAL COMPLAINTS	13	12
PREMISE CHECKS	31	20
TRAFFIC COLLISIONS	7	4
DISTURBANCES: VERBAL/PHYS	2	0
DOMESTICS	4	5
TRAFFIC COMPLAINTS	15	18
SUSP CIRC/VEH/PERS	24	28
911 HANG UPS	3	1
AGENCY ASSIST	6	6
*ORD VIO: ABV/ORD/PRK COMP	12	7
WELFARE CHECKS	13	12

*\*Please be advised that the above information is not an all-inclusive lists of the calls for services that our officers responded to during this timeframe. Thank you.*