



City of Union

Agenda

City Council Meeting

Monday, January 13, 2025 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. NEW MAYOR/COUNCIL SWORN IN	
2.1. Oath of New Officers	4 - 6
	Oath of Office - 2025 Mayor & Council - Pdf
3. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3.1. Sheriff's Monthly Report	7 - 9
	December 2024 - Pdf
4. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Union City Park Renovation	10 - 11
	City of Union Resolution 2024-12 - Pdf
5. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5.1. Council Goals and New Goal Setting	
5.2. Policy on Expenditures/Voucher Process	
5.3. Water-Wastewater Rate Review	
6. CONSENT AGENDA:	
6.1. Business/Special Meeting Minutes	
• December 9th, 2024 Special Meeting - Executive Session	
• December 9th, 2024 City Council Meeting	12 - 15
	City Council - Dec 09 2024 - Minutes - Pdf
6.2. Work Session Minutes	
• December 9th, 2024 Work Session	16 - 17
	Council Work Session - Dec 09 2024 - Minutes - Pdf
6.3. Information Reports	
• Office Manager Monthly Report	18 - 35

[December 2024 - Pdf](#)

- Ordinance Enforcement Monthly Report 36 - 37
[December 2024 - Pdf](#)
- Animal Officer Monthly Report 38 - 40
[November & December 2024 - Pdf](#)
- Library Monthly Report 41 - 42
[December 2024 - Pdf](#)

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

- 7.1. Water Sewer Committee
- 7.2. Charter Committee
- 7.3. Zoning Committee
- 7.4. Trails Committee
- 7.5. Library Committee
- 7.6. Buffalo Flat Project

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- 8.1. Public Works Monthly Report 43 - 44
[December 2024 - Pdf](#)
- 8.2. Wastewater Monthly Report 45 - 46
[December 2024 - Pdf](#)
- 8.3. City Administrator Monthly Report 47 - 58
[December 2024 - Pdf](#)

9. PUBLIC COMMENT

Audience members may bring any concern before the Council at this time.

Public comment rules:

All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.

10. UPCOMING MEETINGS AND SUGGESTIONS:

- 10.1. January 27th, 2024 - Council Work Session @ 6PM
- 10.2. February 10th, 2024 - Council Work Session @ 6PM
- 10.3. February 10th, 2024 - Council Business Meeting @ 7PM

11. ADJOURNMENT:

The City of Union Regular Business Meeting will be streamed live on our Facebook page beginning at 7:00pm. Please like and follow our Facebook page (<http://www.facebook.com/cityofunion.ontheweb>), to be notified and view our live feed. The feed will be monitored and pertinent comments to all matters being discussed will be shared with Council. You may also email comments to admin@cityofunion.com during the meeting, which will be shared with Council at the appropriate time.

For any questions, please contact us at 541-562-5197.

Seating in the Leonard Almquist Chambers is open to the public.

If you have a disability that requires any special materials, services, or assistance, please contact City Hall at 541-562-5197 so we may arrange appropriate accommodations.



Memorandum

Subject: Oath of New Officers
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Oath of Office - 2025 Mayor and Council](#)

OATH OF OFFICE PRESCRIBED BY THE CITY OF UNION CHARTER

I, **Susan Hawkins**, do affirm that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Oregon, and the Charter and Ordinances for the City of Union. I affirm that I will discharge the duties of my office with fidelity and to the best of my ability.

Candidate

Subscribed and sworn to before me this **13th** day of **January, 2025**.

City Recorder

OATH OF OFFICE PRESCRIBED BY THE CITY OF UNION CHARTER

I, **Kori Cox**, do affirm that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Oregon, and the Charter and Ordinances for the City of Union. I affirm that I will discharge the duties of my office with fidelity and to the best of my ability.

Candidate

Subscribed and sworn to before me this **13th** day of **January, 2025**.

City Recorder

OATH OF OFFICE PRESCRIBED BY THE CITY OF UNION CHARTER

I, **Trisha Seale**, do affirm that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Oregon, and the Charter and Ordinances for the City of Union. I affirm that I will discharge the duties of my office with fidelity and to the best of my ability.

Candidate

Subscribed and sworn to before me this **13th** day of **January, 2025**.

City Recorder

OATH OF OFFICE PRESCRIBED BY THE CITY OF UNION CHARTER

I, **Donald George**, do affirm that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Oregon, and the Charter and Ordinances for the City of Union. I affirm that I will discharge the duties of my office with fidelity and to the best of my ability.

Candidate

Subscribed and sworn to before me this **13th** day of **January, 2025**.

City Recorder



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:
[ACTIVITIES DEC 24](#)
[Yearly 2024](#)

Union Activities –DECEMBER 2024

The Union County Deputies contributed hours to the total for the month. The statistics/report reflect the activities done by Sheriff's Deputies:

HOURS	108.5
Vacation/Sick Time	30
TOTAL Time	138.50
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	0
WARNINGS	4
ARRESTS	4
CALLS FOR SERVICE	13
FI'S	0
WALK-INS	0
TOWS/IMPOUNDS	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy arrested three wanted persons from an address on Arch and Bellwood
 Responded for a disturbance call
 Responded for a Domestic Disturbance, one cited for harassment
 Report of a child left unattended in a vehicle, child was ok and parent counseled
 Responded for a report of an injured deer, UTL
 Options given for a civil dispute
 Deputy attempt to locate a driving complaint UTL
 Report taken for a theft
 Responded for a possible trespass, determined no crime was committed
 Deputy located and recovered a stolen vehicle, one person arrested
 Responded for a vehicle crash
 Residence searched for stolen property
 Report taken for an assault
 Responded for an animal complaint
 Responded for a suspicious person going door to door, confirmed Ziply employee
 Responded for a welfare check, person was fine

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00	0.00	5.00	8.00	0.00	9.00	10.00	1.00	8.00	0.00	0.00
2	8.00	8.00	0.00	10.00	0.00	0.00	7.50	1.25	9.00	9.50	0.00	7.00
3	9.00	0.00	0.00	0.00	0.00	0.00	7.00	2.00	10.00	8.00	0.00	8.00
4	8.00	0.00	6.00	10.00	0.00	0.00	10.00	0.00	10.25	0.75	8.00	8.00
5	0.00	7.75	7.25	0.00	2.75	0.00	0.00	10.00	10.50	0.00	9.00	6.00
6	0.00	0.00	9.00	0.00	9.50	13.50	0.00	11.00	2.25	0.00	10.25	1.00
7	0.00	9.50	7.00	2.00	4.00	12.50	0.00	12.50	2.75	8.00	3.00	0.00
8	9.25	9.50	0.00	10.50	10.00	12.50	9.00	10.00	2.50	9.00	0.00	0.00
9	9.00	9.00	0.00	9.00	10.00	10.00	7.00	0.00	10.00	8.00	0.25	10.00
10	8.25	0.00	0.00	8.00	0.00	10.00	0.00	0.00	10.00	8.00	0.00	8.00
11	7.50	1.50	0.00	8.50	0.00	10.00	0.00	0.50	10.00	0.00	11.00	8.00
12	0.00	9.50	7.50	0.00	0.00	10.00	0.00	0.00	11.00	0.00	10.00	9.00
13	2.00	7.75	8.50	0.00	10.00	10.00	0.00	10.00	1.00	0.00	8.00	0.00
14	0.00	3.00	11.50	0.00	9.50	0.00	0.00	10.00	0.00	8.00	0.00	1.00
15	8.75	9.00	9.00	10.00	8.50	0.00	8.00	9.75	4.00	8.00	0.00	2.00
16	9.50	0.00	0.00	10.00	10.00	0.00	9.00	2.50	0.00	8.00	0.00	8.00
17	8.50	0.00	0.00	11.00	0.00	9.00	10.00	0.00	0.00	9.75	0.00	5.00
18	9.00	0.00	0.00	0.00	0.00	8.00	10.00	3.50	10.00	0.50	8.00	9.00
19	0.00	10.00	8.00	9.00	0.00	0.00	0.00	12.00	12.75	0.00	7.00	7.50
20	0.00	9.50	8.50	0.00	0.00	8.50	0.00	12.00	4.50	0.00	8.00	1.00
21	0.00	9.50	18.25	0.00	0.00	0.00	0.00	12.00	5.50	8.50	8.00	2.00
22	8.75	4.00	2.50	9.00	0.00	0.00	10.00	10.00	0.00	7.50	0.00	0.00
23	8.50	0.00	0.00	4.50	0.00	0.00	10.00	1.00	0.00	0.00	0.00	8.00
24	5.75	0.00	0.00	1.50	0.00	8.50	9.00	1.50	8.00	9.50	0.00	10.00
25	5.50	0.00	0.00	1.50	0.00	8.00	10.00	1.00	10.00	10.25	10.00	10.00
26	0.00	5.50	10.00	0.00	0.00	10.00	0.00	14.00	10.00	0.00	9.00	10.00
27	0.00	7.50	7.50	0.00	0.00	0.00	0.00	15.50	11.50	0.00	8.00	0.00
28	0.50	8.00	10.00	0.00	0.00	0.00	3.00	10.00	0.00	10.00	10.00	0.00
29	2.75	3.00	0.00	9.00	10.00	0.00	9.00	11.75	0.00	8.00	0.50	0.00
30	8.00	0.00	2.00	0.00	10.00	0.00	0.00	1.50	8.000	0.00	0.00	0.00
31	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00
Total	138.5	131.5	132.50	128.50	102.25	140.5	137.50	195.25	174.5	155.25	128.00	138.50

Over/Short	120	120	120	120	120	120	120	120	120	120	120	120
	18.50	11.50	12.50	8.50	(17.75)	20.50	17.50	75.25	54.50	35.25	8.00	18.50



Memorandum

Subject: Union City Park Renovation
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Back in July the City Council was presented with the proposed Parks Master Plan in order to inform the City's Park Planning efforts and approved a Parks Master Plan to use as guidance for future City planning, management and financing efforts for the Union City Park renovation. Main Street Union now asks council to consider a resolution to approve and appoint Main Street Union to pursue grant funding on behalf of the City of Union for the purpose of funding the Union City Park Renovation Project.

ATTACHED:

[Resolution 2024-12](#)

City of Union Resolution 2024-12

A RESOLUTION GRANTING AUTHORITY TO MAIN STREET UNION TO PURSUE GRANT FUNDING FOR THE UNION CITY PARK RENOVATION

WHEREAS, Main Street Union is a non-profit organization in the City of Union and is organized and managed to address the economic, cultural and community interests of the residents and business owners in our city; and

WHEREAS, Main Street Union has devoted two years to doing surveys, pursuing professional advice, meeting with the public and contacting organizations who might be interested in funding this project for the benefit of the City of Union; and

WHEREAS, the City of Union City Council reviewed the project plans and details submitted by the representatives of Main Street Union and accepted the park master plan on July 8th, 2024; and

WHEREAS, the City of Union does not have the staff or resources to pursue grant funding for the project; and

WHEREAS, Main Street Union is a registered 501c (3) organized in the State of Oregon for the purpose of building constructive relationships with our local government to promote and preserve the quality and economic stability of Union and are qualified to represent the city and its citizens in pursuing this project on our behalf;

NOW, THEREFORE, BE IT RESOLVED that the City of Union hereby consents and agrees to appoint Main Street Union to pursue grant funding on behalf of the City of Union for the purpose of funding the Union City Park Renovation Project.

Adopted by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of _____ 20___.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, December 9, 2024

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

Mayor: Hawkins
Councilors: Cox, Black, Blackburn, Middleton, and Boyer-Davis

The City Council of the City of Union was called to order on December 9th, 2024, at 7:04 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton, John Black and Jay Blackburn

ABSENT WITH CONSENT:

ABSENT WITHOUT CONSENT:

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

- a) Sheriff's Monthly Report

Officer Capers gave his oral report detailing various activities during the month of November including patrols, traffic warnings, and arrests. The council expresses appreciation for the sheriff's efforts and acknowledges upcoming changes in coverage.

3. OLD BUSINESS:

Public comment is welcome on each subject addressed under the public comment rules stated below.

- a) Recreational Immunity

Mayor Hawkins and Administrator Tate discuss the second reading of Ordinance 571, which limits liability for recreational use of city real property. Councilor Cox made a motion to approve Ordinance 571 as presented. Councilor Boyer-Davis seconded the motion. Motion carried unanimously.

4. NEW BUSINESS:

Public comment is welcome on each subject addressed under the public comment rules stated below.

- a) City Administrator 1-year evaluation and review of contract

Mayor Hawkins and Celeste discuss the city administrator's performance review, which was positive. Councilor Boyer-Davis made a motion to approve the proposed 3% salary increase for city administrator, Celeste Tate as provided in the second year of her contract with a favorable one year performance evaluation. Councilor Cox seconded the motion. Motion carried unanimously.

- b) Union City Park Renovation

Debbie Clark came forward and brought a revised copy of a requested resolution authorizing Main Street Union to pursue grant funding for the Union City Park Renovation Project. Meriah Williams asked that the matter be tabled as she had not seen the revision and is not what the group had voted on and approved. Councilor Middleton tabled the agenda item for a future meeting.

- c) Planning Commission Application

Mayor Hawkins appointed Dan Steinbeigle to the Planning Commission.

- d) Library Board Application

Mayor Hawkins appointed Sara Hartley to the Library Board

- e) November 5, 2024 General Election Results

Councilor Middleton made a motion to accept the abstract of votes regarding the ballots case in the State of Oregon General Election held Tuesday November 5th, 2024 for City of Union Mayor and City Council positions as prepared by duly elected County Clerk of the County of Union Lisa Feik. Motion was seconded by Councilor Boyer-Davis. Motion carried unanimously.

5. CONSENT AGENDA:

Councilor Middleton made a motion to accept the consent agenda as presented. Councilor Cox seconded the motion. Motion carried unanimously.

5.1. BUSINESS/SPECIAL MEETING MINUTES

- 5.1.1. November 12th, 2024 City Council Meeting

5.2. WORK SESSION MINUTES

- 5.2.1. November 12th, 2024 Work Session
- 5.2.2. November 25th, 2024 Work Session

5.3. INFORMATION REPORTS

- 5.3.1. Office Manager Monthly Report
- 5.3.2. Ordinance Officer Monthly Report
- 5.3.3. Library Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- a) Water Sewer Committee

The Water Sewer Committee discusses the need to replace and maintain fire hydrants. Donald George provides a detailed report on the condition of fire hydrants and the importance of regular flushing. The council acknowledges the need for updates and plans to address the issues in the upcoming meetings.

- b) Charter Committee

The Charter Committee has not met recently, and the next meeting is scheduled for January.

- c) Zoning Committee

The Zoning Committee discusses the rural and extended urban growth boundaries and the need for future zoning changes. The council appreciates the work done by the Zoning Committee and plans to continue discussions in the new year.

- d) Trails Committee

The Trails Committee is working on finalizing plans for trails around the golf course.

- e) Library Committee

The Library Committee reports on the success of the Christmas parade and upcoming open house. The council acknowledges the efforts of the Library Committee and the Friends of the Library.

- f) Buffalo Flat Project

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Public Works Monthly Report
- b) Wastewater Monthly Report
- c) City Administrator Monthly Report

8. PUBLIC COMMENT

Audience members may bring any concern before the Council at this time.

Public comment rules:

All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.

Miriam Hess expressed concerns about the impact of microwave antennas on public health.

Sara Hartley expressed concerns that nobody from city hall has gone around to businesses to see how the city can help them the successful. She would like to see some Ordinances changed to make it easier for businesses to survive in the City of Union and for the downtown thrive.

Donna Beverage gave a report on the Christmas parade and also discussed the petition that was sent to the Grande Ronde Model Watershed, as well as legislators Merkley, Wyden and Bentz asking that the Buffalo Flats Project be stopped. She also thanked the council for their support of her as commissioner and that her term ends at the end of the year.

9. UPCOMING MEETINGS AND SUGGESTIONS:

a) December 23rd, 2024 - Council Work Session @ 6PM

This meeting was cancelled

b) January 13th, 2024 - Council Work Session @ 6PM

c) January 13th, 2024 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

This meeting was adjourned at 8:13PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, December 9, 2024

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on December 9, 2024, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton, John Black and Jay Blackburn

ABSENT WITH CONSENT:

ABSENT WITHOUT CONSENT:

2. PRESENTATIONS:

- a) Zoning, City Limits and Urban Growth Boundary - Process for change

City Administrator Tate discusses the urban growth boundary and its implications for sewer service, noting that areas outside the boundary cannot receive sewer service, even if within city limits. Tate mentions that most areas outside the UGB but within city limits are agricultural or rural residential, making sewer service impractical. Tate mentions that some cities in Oregon face similar issues, and the city may need to manage zoning according to county standards. The discussion includes the challenges of expanding the urban growth boundary, citing population projections and the lack of necessary land. The need for updating the comprehensive plan, including housing capacity and economic opportunity analyses, is discussed. Tate suggests that disincorporating low-priority areas might be easier than expanding the UGB. Mayor Hawkins and Councilor Black discuss the potential impact of disincorporation on taxes and services. Councilor Middleton and Administrator Tate discuss the different rules for water and sewer service. Tate explains that DEQ allows water service but restricts sewer service outside the UGB.

Councilor Cox suggests contacting state representatives to seek legislative changes. Tate and Middleton discuss the technicalities of water and sewer service regulations. Councilor Cox proposes reaching out to state representatives for legislative support. Tate and Middleton discuss the different authorities over water and sewer quality. Councilor Blackburn questions the zoning of certain areas and the potential for exemptions. Mayor Hawkins and Councilor Blackburn discuss the feasibility of expanding the UGB in areas with existing water and sewer infrastructure. Tate mentions that updated flood plain maps could support the need for UGB expansion. Mayor Hawkins and Councilor Blackburn discuss the potential for growth in areas with existing infrastructure. Tate suggests that updating the comprehensive plan and flood plain maps could strengthen the case for UGB expansion. Councilor Cox recommends doing as much legwork in-house before seeking external funding. Councilor Blackburn inquires about exceptions for sewer service in certain areas. Tate explains that exceptions are rare and typically involve public health hazards. The discussion includes the potential for exceptions in areas with existing infrastructure. Mayor Hawkins and Councilor Blackburn discuss the need for better understanding the number of exceptions and their locations.

- b) Public Works Standards - Alternative Street Standards for Grandfathered Streets

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 6:30 PM

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's December 2024](#)

[Expenses December 2024](#)

[Office Manager Report-December 2024](#)

[Revenues December 2024](#)

Council Approval Report

(Council Approval Report)

Vendor Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850								
78645	12/05/24	water engineering services	12/15/24	\$525.00	\$525.00	200-200-5202120	Engineering	\$20,000.00	\$17,999.25
78644	12/05/24	CDBG	12/15/24	\$3,248.75	\$3,248.75	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$731,503.17
78645	12/05/24	wastewater engineering services	12/15/24	\$1,661.25	\$1,661.25	300-300-5202120	Engineering	\$20,000.00	\$13,360.98
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223								
80177550	12/05/24	meter read/mobile hosting unit/monthly	12/15/24	\$69.51	\$69.51	200-200-5203800	IT/Computer/Software	\$13,020.00	\$6,189.38
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754								
X060500	12/05/24	routine water testing	12/15/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$2,305.00
263	Busy Bee Professional Cleaning & Construction, 67495 Hwy 203, La Grande, OR, 97850								
4497	12/09/24	ranger station proj/house #3/insulation removal	12/15/24	\$5,250.00	\$5,250.00	115-000-5403203	Land/Buildings	\$310,514.00	\$309,558.64
533	CTB Performance, LLC, 220 E Beakman, Union, OR, 97883								
Nov '24	12/05/24	ordinance truck maint/repairs-alternator	12/15/24	\$387.00	\$387.00	100-120-5202500	Vehicle Maintenance	\$150.00	\$150.00
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077								
1755	12/09/24	supplies/air compressor for well #2	12/15/24	\$240.94	\$240.94	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,390.18
287	12/09/24	public works supplies	12/15/24	\$263.42	\$263.42	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,390.18
2769	12/09/24	hydraulic oil/lift truck	12/15/24	\$111.12	\$111.12	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,443.66
218	Daggett, Heather, PO Box 865, Union, OR, 97883								
Dec '24	12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
Dec '24	12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,396.16
Dec '24	12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,987.04
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883								
24-11	12/05/24	airbnb contract services	12/15/24	\$1,228.54	\$1,228.54	800-800-5202190	Contract Services	\$20,592.00	\$10,018.26
444	Davis, Anita, 277 W Bryan, Union, OR, 97883								
reimb Dec '24	12/09/24	wax for library floor	12/15/24	\$23.14	\$23.14	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,540.92
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850								
94899	12/09/24	copy contract	12/15/24	\$13.63	\$13.63	100-110-5202190	Contract Services	\$7,500.00	\$5,653.63
94899	12/09/24	copy contract	12/15/24	\$6.83	\$6.83	100-160-5202190	Contract Services	\$1,000.00	\$895.08

**City of Union
Council Approval Report
(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		94899	12/09/24	copy contract	12/15/24	\$20.47	\$20.47	200-200-5202190	Contract Services	\$5,000.00	\$4,534.87
		94899	12/09/24	copy contract	12/15/24	\$20.47	\$20.47	300-300-5202190	Contract Services	\$7,000.00	\$6,534.87
		94899	12/09/24	copy contract	12/15/24	\$6.83	\$6.83	800-800-5202190	Contract Services	\$20,592.00	\$10,018.26
							\$68.23				
34		ORLAG139768	12/05/24	Fastenal, PO Box 1286, Winona, MN, 55987 water dept supplies	12/15/24	\$153.96	\$153.96	200-200-5202181	Supplies (Janitorial & Op)	\$40,000.00	\$30,390.18
522				Gardner, Dylan, 599 E Ash, Union, OR, 97883			\$153.96				
Dec '24			12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
Dec '24			12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,396.16
Dec '24			12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,987.04
							\$240.00				
56				George, Robin, PO Box 906, Union, OR, 97883							
Dec '24			12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
Dec '24			12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,396.16
Dec '24			12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,987.04
							\$240.00				
10				Hometown Hardware, PO Box 1024, Union, OR, 97883							
60618			12/05/24	city hall supplies	12/15/24	\$95.50	\$95.50	100-110-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$2,251.70
60715			12/05/24	water dept supplies	12/15/24	\$68.25	\$68.25	200-200-5202181	Supplies (Janitorial & Op)	\$40,000.00	\$30,390.18
60740			12/05/24	water dept supplies	12/15/24	\$34.60	\$34.60	200-200-5202181	Supplies (Janitorial & Op)	\$40,000.00	\$30,390.18
60166			12/05/24	treatment plant supplies	12/15/24	\$13.50	\$13.50	300-300-5202181	Supplies (Janitorial & Op)	\$52,422.00	\$28,287.13
60706+			12/05/24	streets supplies	12/15/24	\$144.65	\$144.65	500-500-5202181	Supplies (Janitorial & Op)	\$6,500.00	\$2,431.09
60750+			12/05/24	fire dept supplies	12/15/24	\$7.00	\$7.00	700-710-5202181	Supplies (Janitorial & Op)	\$5,500.00	\$5,129.87
60171			12/05/24	ranger station supplies	12/15/24	\$85.00	\$85.00	800-800-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$4,135.95
							\$448.50				
167				IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392							
3164782464			12/09/24	treatment plant lab supplies	12/15/24	\$537.23	\$537.23	300-300-5202181	Supplies (Janitorial & Op)	\$52,422.00	\$28,287.13
							\$537.23				
11				KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336							
4169007			12/05/24	street banner pole bands	12/15/24	\$178.56	\$178.56	500-500-5202181	Supplies (Janitorial & Op)	\$6,500.00	\$2,431.09
							\$178.56				
46				LEAF, PO Box 5066, Hartford, CT, 06102-5066							
17482135			12/05/24	copier contract	12/15/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$5,653.63
17482135			12/05/24	copier contract	12/15/24	\$14.98	\$14.98	100-160-5202190	Contract Services	\$1,000.00	\$895.08
17482135			12/05/24	copier contract	12/15/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,534.87
17482135			12/05/24	copier contract	12/15/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,534.87

Council Approval Report
(Council Approval Report)

Vendor Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
17482135	12/05/24	copier contract	12/15/24	\$14.98	\$14.98	680-800-5202190	Contract Services	\$20,592.00	\$10,018.26
15									
22984022	12/09/24	Mckesson Medical, PO Box 936279, Atlanta, GA, 31193-6279 ambulance medical supplies	12/15/24	\$341.97	\$341.97	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$7,357.74
22985017	12/09/24	ambulance medical supplies	12/15/24	\$423.82	\$423.82	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$7,357.74
215									
834926-IN	12/05/24	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927 treatment plant supplies	12/15/24	\$2,820.09	\$2,820.09	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$28,287.13
5									
242365	12/05/24	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425 treatment plant truck headlight	12/15/24	\$25.78	\$25.78	300-300-5202500	Vehicle Maintenance	\$2,500.00	\$2,098.34
242210	12/05/24	truck repair	12/15/24	\$261.73	\$261.73	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,443.66
242522	12/05/24	equip maint/side by side	12/15/24	\$34.99	\$34.99	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,443.66
146									
2025-2026	12/05/24	OHA Cashier, PO Box 14260, Portland, OR, cross connection cert renewal/Heather	12/15/24	\$305.00	\$305.00	300-300-5202600	Dues/License/Certs	\$3,500.00	(\$472.48)
18									
4110496	12/05/24	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076 water locates	12/15/24	\$4.47	\$4.47	200-200-5202190	Contract Services	\$5,000.00	\$4,534.87
4110496	12/05/24	sewer locates	12/15/24	\$4.47	\$4.47	300-300-5202190	Contract Services	\$7,000.00	\$6,534.87
17									
697	12/05/24	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824 camera footage review/upgrade camera software	12/15/24	\$400.00	\$400.00	100-110-5203800	IT/Computer/Software	\$13,888.00	\$9,894.80
Dec '24	12/05/24	IT services	12/15/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$9,894.80
Dec '24	12/05/24	IT services	12/15/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$384.00
Dec '24	12/05/24	IT services	12/15/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$6,189.38
Dec '24	12/05/24	IT services	12/15/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$8,906.41
Dec '24	12/05/24	IT services	12/15/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,832.57
Dec '24	12/05/24	IT services	12/15/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$4,778.89
Dec '24	12/05/24	IT services	12/15/24	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,342.49
Dec '24	12/05/24	IT services	12/15/24	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$868.00	\$798.00
20									
32207105	12/09/24	Oxarc, PO Box 2605, Spokane, WA, 99220-2605 treatment plant supplies	12/15/24	\$1,799.02	\$1,799.02	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$28,287.13
32210279	12/09/24	treatment plant supplies	12/15/24	\$2,242.89	\$2,242.89	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$28,287.13
32204468	12/09/24	S Tenth culvert	12/15/24	\$1,280.34	\$1,280.34	500-500-5205000	Street Repairs	\$50,000.00	\$45,845.70

Council Approval Report (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
55	Phillips, Paul, PO Box 244, Union, OR, 97883					\$5,322.25				
Dec '24		12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
Dec '24		12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,396.16
Dec '24		12/05/24	cell phone stipend/July-Dec	12/15/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,987.04
						\$240.00				
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312									
1001647051		12/09/24	workmans comp	12/15/24	\$72.20	\$72.20	100-110-5202710	Insurance/Property/Liabil	\$7,000.00	\$2,339.66
1001647051		12/09/24	fees assessed	12/15/24	\$4.98	\$4.98	100-110-5202991	Misc Expense	\$750.00	\$730.05
1001647051		12/09/24	workmans comp	12/15/24	\$156.95	\$156.95	200-200-5202710	Insurance/Property/Liabil	\$27,500.00	\$4,594.20
1001647051		12/09/24	workmans comp	12/15/24	\$156.95	\$156.95	300-300-5202710	Insurance/Property/Liabil	\$23,500.00	\$594.20
1001647051		12/09/24	workmans comp	12/15/24	\$49.83	\$49.83	500-500-5202710	Insurance/Property/Liabil	\$4,000.00	(\$3,066.10)
1001647051		12/09/24	workmans comp	12/15/24	\$12.46	\$12.46	600-600-5202710	Insurance/Property/Liabil	\$4,000.00	\$3,919.48
1001647051		12/09/24	workmans comp	12/15/24	\$37.37	\$37.37	700-720-5202710	Insurance/Property/Liabil	\$11,190.00	(\$1,696.77)
1001647051		12/09/24	workmans comp	12/15/24	\$12.46	\$12.46	800-800-5202710	Insurance/Property/Liabil	\$4,500.00	(\$3,033.78)
						\$503.20				
14	TAL Building Centers, 203 SE Park Plaza Dr. Suite 250, Vancouver, WA, 98684									
5006-2064590		12/05/24	water parts/supplies	12/15/24	\$161.86	\$161.86	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,390.18
						\$161.86				
514	Tate, Celeste, PO Box 1113, Elgin, OR, 97827									
Dec '24		12/05/24	phone stipend July-Dec	12/15/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$800.00
Dec '24		12/05/24	phone stipend July-Dec	12/15/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,396.16
Dec '24		12/05/24	phone stipend July-Dec	12/15/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,987.04
						\$240.00				
242	TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404									
52522-IN		12/09/24	CDBG proj	12/15/24	\$1,146.51	\$1,146.51	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$731,503.17
						\$1,146.51				
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
November '24		12/05/24	water/sewer mobile internet	12/15/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$6,189.38
November '24		12/05/24	water/sewer mobile internet	12/15/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$8,906.41
November '24		12/05/24	fire/ambulance mobile internet	12/15/24	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,342.49
						\$44.62				
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457									
M015283		12/05/24	routine water testing	12/15/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$2,305.00
M077047		12/05/24	routine sewer testing	12/15/24	\$170.10	\$170.10	300-300-5204950	Sewer Testing	\$4,915.00	\$4,061.50
						\$225.10				
84	Union Market, PO Box 886, Acct #2014, Union, OR, 97883									

DCATB corrected to be \$503.19

Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Nov '24	12/05/24	public works supplies	12/15/24	\$11.48	\$11.48	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,390.18
		Nov '24	12/05/24	public works supplies	12/15/24	\$22.49	\$22.49	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,390.18
		Nov '24	12/05/24	streets supplies	12/15/24	\$40.95	\$40.95	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$2,431.09
							\$74.92				
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	INV00541449	12/05/24	CDBG/well depth gauge	12/15/24	\$192.08	\$192.08	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$731,503.17
		INV00554872	12/09/24	treatment plant lab supplies	12/15/24	\$442.45	\$442.45	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$28,287.13
							\$634.53				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293										
		Nov '24	12/05/24	public works fuel	12/15/24	\$196.86	\$196.86	200-200-5202490	Fuel	\$6,500.00	\$4,817.81
		Nov '24	12/05/24	prompt pay credit	12/15/24	(\$0.40)	(\$0.40)	200-200-5202490	Fuel	\$6,500.00	\$4,817.81
		Nov '24	12/05/24	prompt pay credit	12/15/24	(\$0.40)	(\$0.40)	300-300-5202490	Fuel	\$4,000.00	\$3,284.37
		Nov '24	12/05/24	streets dept fuel	12/15/24	\$72.07	\$72.07	500-500-5202490	Fuel	\$4,000.00	\$3,049.37
		Nov '24	12/05/24	medic 9 fuel	12/15/24	\$128.63	\$128.63	700-720-5202490	Fuel	\$2,227.00	\$1,671.27
		Nov '24	12/05/24	prompt pay credit	12/15/24	(\$0.26)	(\$0.26)	700-720-5202490	Fuel	\$2,227.00	\$1,671.27
							\$396.50				
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521										
		21089797	12/09/24	phone/alarms	12/15/24	\$214.25	\$214.25	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,987.04
							\$214.25				
							\$29,941.01				

Total Bills To Pay:

City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 10th day of December 2024.

Council Member	<u>Maddalena Pae</u>	<u>12/19/24</u>
Council Member	<u>Amita Bagn Dars</u>	
City Administrator	<u>Colin H. Tek</u>	<u>12-16-24</u>

**City of Union
Council Approval Report
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
526 2373	Air Fuzion LLC, 10703 B Walton Road, La Grande, OR, 97850	12/19/24	air conditioner/lab room	12/19/24	\$6,895.00	\$6,895.00	310-000-5409850 <i>CAJ</i>	Building Improvements	\$30,000.00	\$25,887.88
73 2025	American Water Works Assoc, PO Box 972997, Dallas, TX, 75397	12/19/24	annual membership dues 2025	12/19/24	\$412.00	\$412.00	200-200-5202500 <i>CAJ</i>	Dues/License/Certs	\$5,000.00	\$4,925.00
4 Dec '24	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	12/19/24	city hall	12/19/24	\$141.73	\$141.73	100-110-5202501	Heat	\$1,300.00	\$1,204.81
Dec '24		12/19/24	city hall	12/19/24	\$141.75	\$141.75	200-200-5202501	Heat	\$8,000.00	\$7,854.81
Dec '24		12/19/24	city hall	12/19/24	\$141.75	\$141.75	300-300-5202501	Heat	\$4,500.00	\$3,995.98
Dec '24		12/19/24	treatment plant	12/19/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$3,995.98
Dec '24		12/19/24	treatment plant	12/19/24	\$285.53	\$285.53	300-300-5202501	Heat	\$4,500.00	\$3,995.98
Dec '24		12/19/24	library	12/19/24	\$269.93	\$269.93	600-600-5202501	Heat	\$2,500.00	\$2,249.06
Dec '24		12/19/24	ranger station	12/19/24	\$162.71	\$162.71	800-800-5202501	Heat	\$3,500.00	\$3,176.04
Dec '24		12/19/24	ranger station	12/19/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,500.00	\$3,176.04
Dec '24		12/19/24	ranger station	12/19/24	\$14.82	\$14.82	800-800-5202501 <i>CAJ</i>	Heat	\$3,500.00	\$3,176.04
74 85578215 85582225	Bound Tree, 23537 Network Place, Chicago, IL, 60673	12/19/24	ambulance medical supplies	12/19/24	\$35.48	\$35.48	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,591.95
		12/19/24	ambulance medical supplies	12/19/24	\$89.99	\$89.99	700-720-5202181 <i>CAJ</i>	Supplies (Janitorial & Op	\$14,000.00	\$6,591.95
157 IN-051457	Byrnes Oil, PO Box 700, Pendleton, OR, 97801	12/19/24	diesel for well generator	12/19/24	\$1,248.26	\$1,248.26	200-200-5202181 <i>CAJ</i>	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
402 reimb Dec '24	Davenport, Chelsea, PO Box 946, Union, OR, 97883	12/19/24	airbnb supplies	12/19/24	\$20.31	\$20.31	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,050.95
reimb Dec '24		12/19/24	airbnb supplies	12/19/24	\$20.87	\$20.87	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,050.95
reimb Dec '24		12/19/24	cleaning supplies	12/19/24	\$27.52	\$27.52	800-800-5202181 <i>CAJ</i>	Supplies (Janitorial & Op	\$6,000.00	\$4,050.95
34 ORLAG139791	Fastenal, PO Box 1286, Winona, MN, 55987	12/19/24	public works supplies	12/19/24	\$70.88	\$70.88	200-200-5202181 <i>CAJ</i>	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
522 Dec '24 reimb	Gardner, Dylan, 599 E Ash, Union, OR, 97883	12/19/24	training/hood river/water ceu's	12/19/24	\$61.25	\$61.25	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,996.16
Dec '24 reimb		12/19/24	training/hood river/sewer ceu's	12/19/24	\$61.25	\$61.25	300-300-5202570 <i>CAJ</i>	Telephone/Cell	\$3,500.00	\$1,372.79
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124				\$122.50	\$122.50				

City of Union Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	16899743	12/19/24	pump parts	12/19/24	\$494.49	\$494.49	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
	16894033	12/19/24	S Bellwood waterline	12/19/24	\$5,987.84	\$5,987.84	210-000-5404500	System Improvements	\$755,384.00	\$755,384.00
	16895499	12/19/24	S Bellwood waterline	12/19/24	\$168.39	\$168.39	210-000-5404500	System Improvements	\$755,384.00	\$755,384.00
	16895500	12/19/24	S Bellwood waterline	12/19/24	\$662.59	\$662.59	210-000-5404500	System Improvements	\$755,384.00	\$755,384.00
					\$7,313.31					
	64	November '24	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	12/19/24	\$1,723.34	\$1,723.34	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$691.78
					\$1,723.34					
	15	2295190	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	12/19/24	\$22.20	\$22.20	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,591.95
					\$22.20					
	16	42261351	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	12/19/24	\$75.60	\$75.60	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,591.95
					\$75.60					
	271	Dec '24	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	12/19/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
		Dec '24	12/19/24 adobe program/monthly	12/19/24	(\$12.00)	(\$12.00)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
		Dec '24	12/19/24 cash back rewards	12/19/24	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
		Dec '24	12/19/24 rackspace email	12/19/24	\$39.99	\$39.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
		Dec '24	12/19/24 norton/yearly	12/19/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
		Dec '24	12/19/24 offer program/monthly	12/19/24	(\$0.60)	(\$0.60)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
		Dec '24	12/19/24 cash back rewards	12/19/24	\$23.17	\$23.17	100-110-5202181	Supplies (Janitorial & Op	\$13,888.00	\$9,291.48
		Dec '24	12/19/24 yearly/hostgator	12/19/24	\$46.00	\$46.00	100-120-5202490	IT/Computer/Software	\$750.00	\$451.59
		Dec '24	12/19/24 ordinance truck fuel	12/19/24	\$23.40	\$23.40	200-200-5202010	Fuel	\$5,000.00	\$4,613.88
		Dec '24	12/19/24 training/meals-water ceu's	12/19/24	\$106.00	\$106.00	200-200-5202010	Travel/Training	\$5,000.00	\$4,613.88
		Dec '24	12/19/24 water cert testing fee	12/19/24	\$360.00	\$360.00	200-200-5202010	Travel/Training	\$5,000.00	\$4,613.88
		Dec '24	12/19/24 water/sewer system conference/robin and dylan	12/19/24	\$31.80	\$31.80	200-200-5202010	Travel/Training	\$5,000.00	\$4,613.88
		Dec '24	12/19/24 training/meals-water ceu's	12/19/24	(\$14.40)	(\$14.40)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
		Dec '24	12/19/24 cash back rewards	12/19/24	(\$5.43)	(\$5.43)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
		Dec '24	12/19/24 cash back rewards	12/19/24	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
		Dec '24	12/19/24 rackspace email	12/19/24	(\$7.80)	(\$7.80)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
		Dec '24	12/19/24 cash back rewards	12/19/24	\$40.00	\$40.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
		Dec '24	12/19/24 norton/yearly	12/19/24	\$67.20	\$67.20	200-200-5202430	Clothing	\$1,200.00	\$468.52
		Dec '24	12/19/24 clothing allowance/heather	12/19/24	\$31.80	\$31.80	300-300-5202010	Travel/Training	\$2,500.00	\$2,113.88
		Dec '24	12/19/24 training/meals-sewer ceu's	12/19/24	\$52.50	\$52.50	300-300-5202010	Travel/Training	\$2,500.00	\$2,113.88
		Dec '24	12/19/24 lab supplies	12/19/24	\$360.00	\$360.00	300-300-5202010	Travel/Training	\$2,500.00	\$2,113.88
		Dec '24	12/19/24 water/sewer system conference/robin and dylan	12/19/24	\$23.40	\$23.40	300-300-5202010	Travel/Training	\$2,500.00	\$2,113.88
		Dec '24	12/19/24 training/meals-sewer ceu's	12/19/24	\$40.00	\$40.00	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
		Dec '24	12/19/24 norton/yearly	12/19/24	\$21.41	\$21.41	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95

City of Union Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Dec '24	12/19/24	lab supplies	12/19/24	\$71.98	\$71.98	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
	Dec '24	12/19/24	rackspace email	12/19/24	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
	Dec '24	12/19/24	cash back rewards	12/19/24	(\$8.05)	(\$8.05)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
	Dec '24	12/19/24	clothing allowance/heather	12/19/24	\$67.20	\$67.20	300-300-5202430	Clothing	\$1,200.00	\$468.58
	Dec '24	12/19/24	streets lift truck hydraulic motor	12/19/24	\$389.80	\$389.80	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,035.82
	Dec '24	12/19/24	hazelnut shells/used instead of ice melt	12/19/24	\$12.99	\$12.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,517.78
	Dec '24	12/19/24	library float supplies	12/19/24	\$122.39	\$122.39	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,517.78
	Dec '24	12/19/24	rackspace email	12/19/24	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,517.78
	Dec '24	12/19/24	cash back rewards	12/19/24	(\$21.62)	(\$21.62)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,517.78
	Dec '24	12/19/24	library float supplies	12/19/24	\$7.48	\$7.48	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,517.78
	Dec '24	12/19/24	phone service/library	12/19/24	\$29.97	\$29.97	600-600-5202570	Telephone/Cell	\$1,200.00	\$1,001.36
	Dec '24	12/19/24	books	12/19/24	\$10.49	\$10.49	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$9.18	\$9.18	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$236.21	\$236.21	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$17.59	\$17.59	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$20.99	\$20.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$15.61	\$15.61	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$20.10	\$20.10	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$15.78	\$15.78	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$5.28	\$5.28	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$23.75	\$23.75	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$20.98	\$20.98	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	books	12/19/24	\$18.07	\$18.07	600-600-5203410	Library Books/Magazines	\$5,500.00	\$2,433.24
	Dec '24	12/19/24	rackspace email	12/19/24	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,591.95
	22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600			\$2,787.90				
	41795757	12/19/24	copy paper	12/19/24	\$25.09	\$25.09	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
	41795757	12/19/24	wall calendar	12/19/24	\$19.67	\$19.67	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,156.20
	41795757	12/19/24	copy paper	12/19/24	\$10.84	\$10.84	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$461.13
	41795757	12/19/24	copy paper	12/19/24	\$10.84	\$10.84	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$180.88
	41795757	12/19/24	copy paper	12/19/24	\$35.10	\$35.10	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$29,433.18
	41795757	12/19/24	wall calendar	12/19/24	\$19.67	\$19.67	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
	41795757	12/19/24	copy paper	12/19/24	\$35.10	\$35.10	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
	41827644	12/19/24	label tape/lab supplies	12/19/24	\$21.59	\$21.59	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$20,431.95
	300		Rattle Tale Coffee & Such, 805 W Delta, Union, OR,			\$177.90				
	975087	12/19/24	airbnb supplies	12/19/24	\$45.00	\$45.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,050.95
	24		Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-5644			\$45.00				

City of Union
Council Approval Report
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Jan '25	12/19/24	volunteer life insurance	12/19/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$5,181.35
	Jan '25	12/19/24	volunteer life insurance	12/19/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$3,290.46
					\$9.38					
514	reimb Dec '24	12/19/24	Tate, Celeste, PO Box 1113, Elgin, OR, 97827 office supplies	12/19/24	\$23.97	\$23.97	100-110-5202180	Supplies (Janitorial & Op)	\$4,500.00	\$2,156.20
50	426590	12/19/24	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693 billing/postage	12/19/24	\$316.77	\$316.77	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,924.17
	426590	12/19/24	billing/postage	12/19/24	\$316.77	\$316.77	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,922.54
	426590	12/19/24	billing/postage	12/19/24	\$78.93	\$78.93	700-710-5202640	Postage/Shipping	\$973.00	\$579.68
	426590	12/19/24	billing/postage	12/19/24	\$78.93	\$78.93	700-720-5202640	Postage/Shipping	\$1,241.00	\$1,052.34
					\$791.40					
25	T015562	12/19/24	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457 routine water testing	12/19/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$2,200.00
26	Dec '24	12/19/24	US Cellular, Dept. 0205, Palatine, IL, 60055-0205 on call phone	12/19/24	\$27.09	\$27.09	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,996.16
	Dec '24	12/19/24	on call phone	12/19/24	\$27.09	\$27.09	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,372.79
	Dec '24	12/19/24	ambulance cell phone	12/19/24	\$53.55	\$53.55	700-720-5202570	Telephone/Cell	\$850.00	\$582.32
					\$107.73					
321	Dec '24	12/19/24	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416 city hall	12/19/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$9,291.48
	Dec '24	12/19/24	internet/cameras	12/19/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Op)	\$3,500.00	\$2,115.01
	Dec '24	12/19/24	public works shop	12/19/24	\$189.25	\$189.25	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,996.16
	Dec '24	12/19/24	city hall	12/19/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,885.37
	Dec '24	12/19/24	internet/phone	12/19/24	\$81.63	\$81.63	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,372.79
	Dec '24	12/19/24	city hall	12/19/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$8,671.92
	Dec '24	12/19/24	city hall	12/19/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,777.57
	Dec '24	12/19/24	city hall	12/19/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$868.00	\$645.26
	Dec '24	12/19/24	city hall	12/19/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,305.18
	Dec '24	12/19/24	airbnb #2 internet	12/19/24	\$61.20	\$61.20	800-800-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$4,050.95
					\$632.08					
					\$23,896.70					


Total Bills To Pay:


City of Union


Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 19th day of December 2024.

Council Member 

Council Member  12/23/24

City Administrator 

CASH SUMMARY COMPARED TO BUDGET (Expenses) December 2024

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 11,508.14	\$ 79,563.96	\$ 280,293.04	22.1%
Building Maintenance Rsv	\$ 360,514.00	\$ 5,250.00	\$ 6,205.36	\$ 354,308.64	1.7%
Vehicle/Equip Rsv	\$ 156,753.00	\$ -	\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 2,195.30	\$ 53,675.44	\$ 55,230.56	49.3%
Emergency Event	\$ 116,017.00	\$ -	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 1,322.97	\$ 12,430.04	\$ 23,981.96	34.1%
Park Rsv	\$ 24,911.00	\$ -	\$ -	\$ 24,911.00	0.0%
Special Tree Fund	\$ 15,380.00	\$ -	\$ -	\$ 15,380.00	0.0%
Court	\$ 3,159.00	\$ 10.00	\$ 560.00	\$ 2,599.00	17.7%
Recycling	\$ 828.00	\$ -	\$ 261.79	\$ 566.21	31.6%
Planning	\$ 30,873.00	\$ 1,920.55	\$ 13,440.45	\$ 17,432.55	43.5%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$22,206.96	\$188,073.46	\$ 1,237,241.54	13.2%
WATER FUND					
Water Department	\$ 1,207,811.00	\$ 25,806.94	\$ 198,596.26	\$ 1,009,214.74	16.4%
Water Rsv	\$ 2,505,384.00	\$ 11,406.16	\$ 979,902.99	\$ 1,525,481.01	39.1%
Total Water Fund	\$ 3,713,195.00	\$ 37,213.10	\$1,178,499.25	\$ 2,534,695.75	31.7%
SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 31,057.58	\$ 220,861.03	\$ 619,581.97	26.3%
Sewer Rsv	\$ 309,696.00	\$ 6,895.00	\$ 60,010.92	\$ 249,685.08	19.4%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 88,115.82	\$ 290,486.18	23.3%
Total Sewer Fund	\$ 1,528,741.00	\$ 52,638.55	\$368,987.77	\$ 1,159,753.23	24.1%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00	\$ -	\$ -	\$ 102,779.00	0.0%
Total SDC	\$ 102,779.00	\$ -	\$0.00	\$ 102,779.00	0.0%
STREET FUND					
Street Department	\$ 378,737.00	\$ 9,771.50	\$ 87,142.23	\$ 291,594.77	23.0%
Street Rsv	\$ 722,771.00	\$ -	\$ 65,912.56	\$ 656,858.44	9.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 9,771.50	\$153,054.79	\$ 1,024,133.21	13.0%
LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 10,129.58	\$ 67,946.33	\$ 283,548.67	19.3%
Total Library Fund	\$ 351,495.00	\$ 10,129.58	\$67,946.33	\$ 283,548.67	19.3%

EMERGENCY SERVICES FUND					
Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 1,158.38	\$ 14,419.31	\$ 213,192.69	6.3%
Ambulance Department	\$ 285,714.00	\$ 7,198.05	\$ 68,860.44	\$ 216,853.56	24.1%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ -	\$ -	\$ 171,540.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 8,356.43	\$83,279.75	\$ 601,586.25	12.2%

RANGER STATION FUND					
Ranger Station	\$ 122,182.00	\$ 3,311.85	\$ 33,818.75	\$ 88,363.25	27.7%
Total Ranger Station	\$ 122,182.00	\$ 3,311.85	\$33,818.75	\$ 88,363.25	27.7%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$0.00	\$ 38,250.00	0.0%

GRAND TOTAL	\$ 9,144,011.00	\$143,627.97	\$2,073,660.10	\$ 7,070,350.90	22.7%
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City of Union, Oregon



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Union, OR 97883

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Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

MEMORANDUM

January 9, 2025

TO: Celeste Tate, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – for December 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of November: **\$191,926.84**
- ❖ Total expenditures for the month of November: **\$143,627.97**

- ❖ A total of **\$106,343.67** was billed out in utility bills for the month

- ❖ We delivered 48 delinquent notices on January 6th. Delinquent fees total **\$980.00**. As of January 15th, any delinquent account is unpaid the services will be shut off, and account will be paid in full to have services turned back on.

- ❖ Airbnb Revenue for November before deducting cleaning and management fees: **\$3607.17**

- ❖ The statements mailed out in November to be delivered in December were evidently lost in the mail somewhere between our billing company and Union. The billing company has confirmation of when the statements were loaded onto the mail truck, but after that it is unknown where they went. We posted on social media that the statements appeared to be lost, that people could call or come by to get their balance, but not everyone sees social media. We waited, hoping the statements would show up until after the 15th, and then mailed out post cards to those accounts that had not yet been paid to let them know what happened and what was owed.

- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, and Accounts Payable for the month.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

December 2024

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 852,514.00		\$1,010,236.47	\$ (157,722.47)	118.5%
Property Taxes	\$ 175,000.00	\$ -	\$ 172,835.81	\$ 2,164.19	98.8%
Delinquent Taxes	\$ 5,000.00	\$ -	\$ 2,529.90	\$ 2,470.10	50.6%
Interest	\$ 34,101.00	\$ -	\$ 504.78	\$ 33,596.22	1.5%
Franchise Fees	\$ 115,000.00	\$ -	\$ 47,057.78	\$ 67,942.22	40.9%
Oregon Liquor Revenue	\$ 40,000.00	\$ 2,047.67	\$ 17,162.32	\$ 22,837.68	42.9%
Cigarette Tax	\$ 1,500.00	\$ 121.37	\$ 701.89	\$ 798.11	46.8%
Oregon Shared Revenue	\$ 24,500.00	\$ -	\$ 10,627.48	\$ 13,872.52	43.4%
Transient Lodging Tax	\$ 4,500.00	\$ -	\$ 767.91	\$ 3,732.09	17.1%
Liquor License Fees	\$ 150.00	\$ -	\$ 30.00	\$ 120.00	20.0%
License/Permits	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ -	\$ 610.00	\$ 2,390.00	20.3%
Burn Permits	\$ 1,200.00	\$ 100.00	\$ 290.00	\$ 910.00	24.2%
Court Fines	\$ 750.00	\$ -	\$ 150.00	\$ 600.00	20.0%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 906.00	\$ 7,720.43	\$ 7,279.57	51.5%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 3,175.04	\$1,271,224.77	\$ 223,090.23	85.1%
WATER FUND					
Cash on Hand	\$ 1,182,108.00		\$ 1,298,037.34	\$ (115,929.34)	109.8%
Interest	\$ 47,285.00	\$ -	\$ 752.43	\$ 46,532.57	1.6%
Water Bills	\$ 601,002.00	\$ 41,050.91	\$ 297,095.92	\$ 303,906.08	49.4%
Set-up Fees	\$ 1,300.00	\$ -	\$ 575.00	\$ 725.00	44.2%
Installation Fees	\$ 5,000.00	\$ 4,080.00	\$ 5,760.00	\$ (760.00)	115.2%
CDBG Grant	\$ 1,700,000.00	\$ 50,232.00	\$ 973,040.00	\$ 726,960.00	57.2%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00		\$ 1,405.13	\$ 94.87	93.7%
Total Water Fund	\$ 3,713,195.00	\$ 95,362.91	\$ 2,576,665.82	\$ 1,136,529.18	69.4%
SEWER FUND					
Cash on Hand	\$ 594,487.00		\$507,346.38	\$ 87,140.62	85.3%
Interest	\$ 15,716.00	\$ -	\$ 752.43	\$ 14,963.57	4.8%
Sewer Bills	\$ 657,738.00	\$ 54,561.67	\$ 332,317.49	\$ 325,420.51	50.5%
Set-up Fees	\$ 1,200.00		\$ 525.00	\$ 675.00	43.8%
Septic Fees	\$ 100.00	\$ -	\$ 25.00	\$ 75.00	25.0%
Installation Fees	\$ 3,500.00	\$ 450.00	\$ 1,900.00	\$ 1,600.00	54.3%
Billed Labs	\$ 2,500.00	\$ 110.00	\$ 380.00	\$ 2,120.00	15.2%
Transfers In	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00		\$ 1,149.14	\$ 350.86	76.6%

Total Sewer Fund	\$ 1,528,741.00	\$ 55,121.67	\$844,395.44	\$ 684,345.56	55.2%
SYSTEM DEVELOPMENT FUND (SDC)					
Cash on Hand	\$ 98,826.00		\$ 98,826.31	\$ (0.31)	100.0%
Interest	\$ 3,953.00	\$ -	\$ -	\$ 3,953.00	
Water Development Charge		\$ -	\$ -	\$ -	0.0%
Sewer Development Charge		\$ -	\$ -	\$ -	0.0%
Water New Growth		\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 102,779.00	\$ -	\$ 98,826.31	\$ 3,952.69	96.2%
STREET FUND					
Cash on Hand	\$ 458,939.00		\$ 504,970.17	\$ (46,031.17)	110.0%
State Gas Taxes	\$ 168,000.00	\$ 15,359.95	\$ 87,895.22	\$ 80,104.78	52.3%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Interest	\$ 18,357.00	\$ -	\$ -	\$ 18,357.00	
SCA Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	
Bridge STIP	\$ 316,392.00	\$ -	\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 15,359.95	\$ 592,865.39	\$ 584,322.61	50.4%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ -	\$ 117,055.43	\$ 7,944.57	93.6%
Grant Funds	\$ 64,250.00	\$ -	\$ 1,200.00	\$ 63,050.00	1.9%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 38.45	\$ 545.12	\$ 6,454.88	7.8%
Total Library Fund	\$ 351,495.00	\$ 38.45	\$ 262,186.08	\$ 89,308.92	74.6%
EMERGENCY SERVICES FUND					
Cash on Hand	\$ 388,505.00		\$ 393,814.86	\$ (5,309.86)	101.4%
Interest	\$ 15,541.00	\$ -	\$ 376.22	\$ 15,164.78	2.4%
EMS Surcharge Fees	\$ 184,320.00	\$ 10,849.00	\$ 43,457.42	\$ 140,862.58	23.6%
Ambulance Svc Fees	\$ 89,000.00	\$ 8,359.12	\$ 47,326.65	\$ 41,673.35	53.2%
Burn Permits	\$ 1,500.00	\$ 100.00	\$ 300.00	\$ 1,200.00	20.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00		\$ 1,012.50	\$ (12.50)	101.3%
Grant Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 19,308.12	\$ 486,287.65	\$ 198,578.35	71.0%
RANGER STATION FUND					
Cash on Hand	\$ 56,989.00		\$ 48,086.34	\$ 8,902.66	84.4%
Interest	\$ 2,280.00	\$ -	\$ 125.21	\$ 2,154.79	5.5%
Rent	\$ 62,813.00	\$ 3,560.70	\$ 35,046.61	\$ 27,766.39	55.8%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 3,560.70	\$ 83,258.16	\$ 38,923.84	68.1%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 36,538.00		\$ 36,357.51	\$ 180.49	99.5%
Interest	\$ 1,462.00	\$ -	\$ -	\$ 1,462.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$ 36,357.51	\$ 1,892.49	95.1%
GRAND TOTAL	\$ 9,213,011.00	\$ 191,926.84	\$6,252,067.13	\$ 2,960,943.87	67.9%



Memorandum

Subject: Ordinance Enforcement Monthly Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

ATTACHED:
[Ordinance Officer Monthly Report](#)

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
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www.cityofunion.com

Home to the Buffalo Peak Golf Course

December 2025

To:

Susan Hawkins-City Mayor
Celeste Tatel-City Administrator
City Council Members

From:

Shawna Opie-Ordinance Officer

Complaints:

1- Complaint for Burning household trash at night: letter was sent, so far, no more complaints.

1-Check on fire hydrants for bushes/shrubs or trees blocking hydrants: sent letters to two houses and both were taken care of.

2-Letters sent for accumulation of debris and/or totes full of debris. The totes were removed; the other is working on the problem; I will follow up.

2-Letters sent for the accumulation of household trash in trailers: will follow up

2- Letters sent for someone living in trailers on property, one came in and got a permit, will follow up with the other one.

1-Letter and ticket sent for illegal burn that the fire department was called out for during the night, resident was burning without a permit, also was burning illegal materials.

A letter was sent to Brandi concerning Rita trailers, gave them 30 days from December 17 to retrieve them or the city would be disposing of them per our discretion.



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[NovDec 24 Activities](#)
[Yearly Animal Control](#)

Union Animal Enforcement Hours—November/ December 2024

Animal Enforcement Deputy Kelly contributed to these hours that reflect animal control activities only in Union for the month.

HOURS: 12.25

Calls for Service: 4

Dog at large: 4

Citations: 1
Warnings: 0
Impounds: 0
Other Action: 2

Dog Bites: 0

Barking Dog: 0

Citations: 0
Warnings: 1
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 0

Other: See below*

3 Kennel License Inspections completed

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Deputy responded for deceased sheep and rabbits, determined to be killed by a dog, will attempt to locate dog

Report of dogs in with cattle, deputy responded and attempted to contact dog owner. Note that cattle are grazing on the dogs property on a lease.

Dog owner located for killing sheep and rabbits, owner was cited

2024	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1								0.5				
2		1										
3												
4												
5												
6		1.5				1						
7								0.5				
8												
9		2						4.5				
10									2			
11												1
12									1			
13											2	3
14								1.75				
15								1				
16												
17			1.5									
18	1.5											1
19	3					0.5						
20												
21												
22			1									
23												
24												
25	1.75		1						0.5			
26						1			1.5			
27												4
28												
29			1									
30												
31												1.25
TOTAL	6.25	4.5	4.5			2.5		8.25	5		2	10.25



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report December 2024](#)

December Monthly Report 2024

Statistics

	This Year	Last Year
Patron Count	741	879
Circulation Count:	1167	1077
Adult	534	560
Children	633	517
Audios	59	62
Videos	184	214
Music CD's	0	0
Materials Added	15	87
Reference Questions	40	15
Programs for Patrons	14	10
Participants	180	178
Computer Usage	1282236	#####
New Patrons	9	8
ILL Requests	307	347
Notary	0	4

Events and Additions:

Library closed 12/25 & 12/26

Selfies with Santa 12/20, 12/23, 12/24

Open House/Christmas Party 12/20; 30 in attendance

We gave out gift set prizes, bookmarks, & stuffies for the majority of Dec

Won 1st place in the Christmas parade, tied.

We gave away cocoa mugs w/ cocoa & candycanes to celebrate Jolabokaflo

12/24 Polar Express movie

The kindergarten classes came for custom storytime & all children received

Head Start came for custom storytime & craft

1 adult craft night, 2 after school crafts

Hosted a falconry event with 4 falconers & their raptors. 46 in attendance.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[Public Works Monthly Report December 2024](#)

City of Union Council Report for December 2024
Public Works Department

Water: The state came out and completed our water assessment and we had a good report. The new generator was installed at well #3 and we received training on the operation of the generator. Currently the generator is exercised once a week for 30 minutes. A new 6" waterline was installed along South Bellwood looping the waterline running down East Iowa into East Harrison. We repaired a leaking water service line at North fourth Street. Replaced two old ¾" water valves at well #3 as one of the valves was leaking. Completed the monthly water meter reads using the new application, we had a couple hiccups but managed to get it done.

Sewer: The sewer mainline was extended about 50 feet towards the end of West Birch. This will aid in potential future development. The sewer mainline was extended from South Bellwood into East Iowa Street. We hooked up two small pumps into the effluent pond at the golf course and are slowly draining the pond back through the sewer plant as we need to fix the piping in the bottom of the pond.

Streets: Our snow equipment is ready to go should we need to plow roads bust open drifts or sand intersections. The Christmas lights and holiday banners have been taken down. Repaired a stop sign on Willowdale and North First Street and a street name sign on North First and North Second Street.

Misc: Started demo of the South Airbnb at the Ranger Station. The Christmas lights in the park have been removed and put away for the year. Replaced locks on the middle Airbnb at the Ranger Station. Robin and Dylan attended classes in Hood River to keep their certifications current.

Paul Phillips
Public Works Lead
January 8, 2025



Memorandum

Subject: December 2024 Wastewater Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report December 2024](#)

Wastewater Report December 2024

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied with treatment plant product. Drying Beds 2 has Digester sludge from the secondary digester, drying bed 1 has nasty items from plant cleaning & 2 load from Catherine Creek hides. Drying beds 3 & 4 are currently holding rain water.

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
New tubing on chlorine pump #2
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge in Catherine Creek with a daily average of 200,000 gallons daily.

Laboratory –

Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks. Internally processing or outsourcing sample requirements for discharge into Catherine Creek.

Other

- Put a heater at the Or Street lift station due to the off and on cold temps and monitor the temperature for freezing conditions as needed.
- Helped Dylan renew his certifications after attending the conference
- Helped Dylan schedule his next water test.
- New AC unit was installed by Air Fuzion
- Fix Leaks on the influent screen

Golf Course Pond –

- Lowering the level in the pond in preparation for the repair to the intake line for the golf course irrigation. Got DEQ approval for the repairs that need to be made.

Water -

- Water turn on 264 S 4th
- Water turn on 1151 N Main



Memorandum

Subject: City Administrator Monthly Report
Meeting: City Council - Jan 13 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[City Administrator Report Dec 2024](#)

[FEMA FAQ](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

CITY ADMINISTRATOR REPORT - December 2024

Administration:

I am currently reviewing the requirements set forth as part of the new National Flood Insurance Program Requirements and representatives have reached out with a request to meet with the city on these new requirements. Cities across the state have been grappling with these new requirements and the majority of those I have reached out to have defaulted to a permit-by-permit basis including Union County. More information is in the handout. While I am still looking into what this means for the City of Union, it could affect what land in the city is able to be developed while still adhering to the requirements. There are a few open budget committee positions due to one current member's inability to serve this year, and a couple of positions ending their term in January. The city has posted on the Facebook page, website, and posted information in the newsletter. I will be bringing applications to the council for consideration in February. Now that I have been here one year on January 8th, I am working on an overall workplan for the city to tie into the council goals and will work with the different areas of the city on individual departmental workplans.

Training:

New councilors have registered for the upcoming "Elected Essentials" training at the Baker City Armory put on by the League of Oregon Essentials. This training will be on January 31st from 8:15-5:00 PM and includes lunch. I have also reached out to the Oregon Government Ethics Commission to set up virtual training for all of council as part of the new requirements. After the date of goal setting is decided, I would like to schedule the training in coordination with that date.

Public Works:

Training on the new power backup generator and computer system occurred on December 13th as scheduled. We are currently reviewing the contingency money left in the well project, working through punch list items with the engineers. Public Works is ready for the snow if it ever comes, with needed equipment serviced and ready to go. As part of the budgeting and planning process for the upcoming year, I am working on a preventative maintenance plan for water and wastewater and will work with public works to plan out their workplans.

Buffalo Flats:

Aaron Bliesner will come by on January 9th with the 80% design package. I have not yet reviewed the information but will do that over the next week or so. I will then formulate questions for a meeting with Jim and Aaron in the next week or two. As flood plain administrator, I am tasked with reviewing any potential effects to the flood plain as a result of a project and either approving the project and issuing a permit or denying the permit. Any denials would then come before council. A focus group meeting will also be scheduled to review the 80% design packet.

College Street Bridge:

An internal meeting has been scheduled for January 7th. This meeting will be an hour-long meeting to go over the scope, timeline and budget for the future design phase. This meeting will be held online with 10-15 ODOT folks, Michelle Owen, Paul Philips and myself. I will share out what I learn at the meeting and what the future steps look like.

Oregon National Flood Insurance Program Endangered Species Act Integration

Pre-Implementation Compliance Measures Basics

What are PICMs?

Pre-Implementation Compliance Measures, also known as PICMS, are short-term measures that communities must adopt to comply with Endangered Species Act (ESA) requirements under the NFIP. FEMA has developed these measures to address Reasonable and Prudent Alternative (RPA) Element 2 (Interim Measures) in the 2016 National Fisheries and Marine Services (NMFS) Biological Opinion (BiOp). These interim measures are intended to occur as the agency undertakes a National Environmental Policy Act (NEPA) review to assess the effects of FEMA's NFIP-ESA integration efforts.

Under PICM, communities may select one of three compliance measures:

1. Prohibit all new development in the floodplain;
2. Incorporate the ESA performance standards into local floodplain ordinances through a model ordinance; or
3. Require permit applications to develop a Floodplain Habitat Assessment documenting that their proposed development in the Special Flood Hazard Area (SFHA) will achieve "No Net Loss."

Which communities in Oregon are subject to PICM?

PICM, and future Oregon NFIP-ESA integration performance standards, apply to communities that are:

1. Located in the Oregon implementation area, as specified by the 2016 NMFS BiOp;
2. Participating in the NFIP; and
3. Have a mapped SFHA

PICM standards and requirements only apply to areas located within the SFHA.



What is "no net loss"?

Any development action resulting in negative impacts to one or more key floodplain functions that are then mitigated or avoided to offset said impacts.

In other words: when developing in the SFHA, all development actions must be adequately avoided or mitigated to ensure that floodplain functions can operate at the same capacity as before the development action occurred.

No Net Loss focuses on the floodplain functions of:

- Floodplain Storage
- Water Quality
- Vegetation

The NFIP is a national program, why is only Oregon subject to PICM?

NFIP-ESA integration is occurring in areas where FEMA has consulted with the US Fish and Wildlife Service (USFWS) and NMFS. FEMA consulted with NMFS to address changes needed to the NFIP program within Oregon's Columbia River drainage basin and Coast to better protect ESA-listed species of salmonoids and Southern Resident Killer Whales within the area.

Other areas where consultations have occurred are in the Puget Sound of Washington, California, New Mexico, and Florida. Other ESA-listed species may have their needs addressed in the future in other parts of the country.

What authority allows FEMA to apply additional performance standards for No Net Loss?

Under 44 CFR 60.3(a)(2) a community must ensure that all other Federal, State and Local permits have been obtained when they are permitting a project in the SFHA. As such a local community must ensure that a "take permit" under section 10 of the ESA is not required. The NMFS Biological Opinion on the implementation of the NFIP in Oregon has determined that developing a floodplain may affect the three key floodplain functions and potentially cause take.

Therefore, a community must ensure that any project that has an adverse effect on those three functions mitigates for the effect to a "no net loss" standard. FEMA has been authorized take under the RPAs in the NMFS BiOp on the implementation of the NFIP in Oregon. A community participating in the NFIP can use the NFIP take authorization for coverage as long as they are abiding by the NFIP-ESA performance standards.

A community also has the option of seeking their own take coverage for a project through another federal nexus. They may also choose to develop a Habitat Conservation Plan for their floodplain development program under section 10 of the ESA and obtain their own take permit.

How long is PICM supposed to last?

PICM is intended to address ESA compliance as interim measures while the agency undertakes a NEPA review of FEMA's proposed NFIP-ESA integration efforts. PICM will be required for communities through the remainder of the Environmental Impact Statement (EIS) process. Once the Record of Decision (ROD) for the EIS is issued, and thus marking the end of the EIS process, PICM will no longer be required. The ROD is expected to be issued in 2026.

When will PICM go into effect?

Communities must adopt and implement a PICM by **December 1st, 2024**. If communities do not select a PICM by this deadline, they will be defaulted to the Permit-by-Permit approach (PICM #3). Communities adopting the model ordinance (PICM #2), must ensure the ordinance is adopted by their community by July 31st, 2025. As communities work to adopt the ordinance, they will still be required to implement another PICM option between December 1st, 2024 and July 31st, 2025.

Learn more and participate

Visit www.fema.gov/about/organization/region-10/oregon/nfip-esa-integration to access the model ordinance, habitat assessment guide, and read the latest information about NFIP-ESA Integration in Oregon.

You can also contact us at FEMA-R10-MIT-PICM@fema.dhs.gov

Oregon National Flood Insurance Program Endangered Species Act Integration Guidance for Communities

FEMA is assisting communities with coming changes to the National Flood Insurance Program (NFIP) in Oregon. Changes are needed to protect the habitat of several species of fish and the Southern Resident killer whales to comply with the Endangered Species Act (ESA).

FEMA outlined these changes in the draft NFIP-ESA Implementation Plan, which FEMA will fully implement in 2027. Until then, communities need to begin implementing interim measures, known as Pre-Implementation Compliance Measures (PICMs), to protect habitat and achieve no net loss. FEMA has developed these measures to address the 2016 National Marine Fisheries Service (NMFS) Biological Opinion (BiOp).

These measures are intended to occur as the agency undertakes a National Environmental Policy Act (NEPA) review to assess the effects of FEMA's proposed NFIP-ESA integration efforts.



The 2021 Plan outlines the actions FEMA plans to take to ensure Oregon NFIP implementation is compliant with the ESA and the 2016 BiOp issued by NMFS.

What is “no net loss”?
Any development actions that result in a loss to one or more key floodplain functions must be mitigated or avoided.

The PICMs include the following three options:

Prohibit all new development

Model Ordinance

Permit-by-Permit

Prohibit All New Development

What is involved?

With this option, communities could protect essential fish habitat by prohibiting all new development in the floodplain. A prohibition on floodplain development may take many forms, such as a Moratorium and Director's decisions.



How this complies with NFIP-ESA Integration in Oregon

Avoids adverse impacts to floodplain functions and essential fish habitat associated with floodplain development.

Key considerations

- Historically, communities applying this option have small areas of floodplain that have little development pressure, or the Special Flood Hazard Area is already in community ownership.
- Communities have the option of going through the process to prohibit development or move forward with approval to prohibit development from a planning director.
- FEMA advises communities to consult with their attorneys on how to legally enact this option.
- Exceptions to prohibition of all new development may include habitat restoration projects and activities identified as exempt from no net loss, but will have to be specified when implementing this PICM.

Model Ordinance

What is involved?

Communities could incorporate the ESA requirements into local floodplain ordinances.

How this complies with NFIP-ESA Integration in Oregon

Section 6.0 of the Model Ordinance provides ESA compliance through no net loss standards.

Key considerations

- FEMA used the current Oregon Model Ordinance as the basis for creating the PICM model ordinance. As a result, the language remains consistent with current guidance in other aspects of floodplain management.
- The [Model Floodplain Management Ordinance](#) provides guidance on federal and state standards; however, communities will need to review their existing ordinances and ensure that all the required components are included.
- Compliance with the ESA is built into the code of the Model Ordinance. Therefore, communities do not need to go through a separate or additional process to ensure ESA compliance.



- The Model Ordinance provides new performance standards to address protection of ESA-listed fish and essential fish habitat, including mitigation ratios that will achieve no net loss.
- The Model Ordinance may be the most practical PICM option for communities that receive a large number of permit applications in the floodplain.

Permit-by-Permit

What is involved?

Requires permit applicants to develop a habitat assessment documenting that their proposed development in the Special Flood Hazard Area will achieve no net loss. Communities would review each floodplain development permit for potential impacts to ESA-listed fish and essential fish habitat.



How this complies with NFIP-ESA Integration in Oregon

Individual habitat assessments identify the existing floodplain functions at the development site in question and identify the mitigation measures taken to ensure ESA compliance.

Key considerations

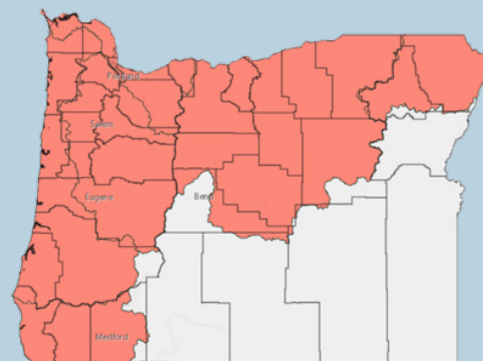
- Regional [Habitat Assessment Guidance](#) provides a methodology for conducting and reviewing the assessment.
- This guidance also includes:
 - Instructions for how to prepare a mitigation plan that will meet the mitigation ratios.
 - Suggestions on who should conduct these analyses.
 - Ideas for how communities can obtain reviews of these assessments if they do not have internal capacity.
- The Permit-by-Permit approach may be the most practical for communities that have some development in the floodplain or larger communities where floodplain regulations are dispersed across their code.

Affected Communities

The PICMs and the Oregon NFIP-ESA integration performance standards apply to communities that are:

- Located in the Oregon implementation area, as specified by the 2016 NMFS BiOp;
- Participating in the NFIP; and
- Have a mapped SFHA

For more information in determining if your community is in the plan area, please visit [National Flood Insurance Program – Endangered Species Act Integration in Oregon | FEMA.gov](#).



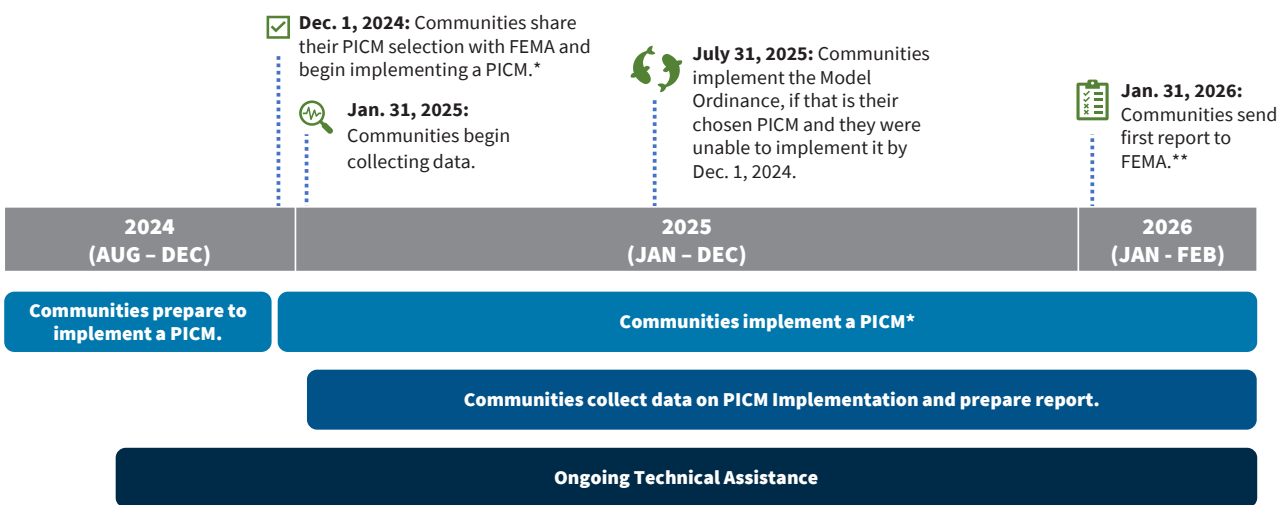
A total of 227 communities across 31 counties are affected in Oregon.

Next Steps

By Dec. 1, 2024 communities will share their PICM selection with FEMA and begin implementing a PICM. Key reporting and enforcement dates are highlighted in the timeline below.

Communities are required to implement the PICMs through the remainder of the Environmental Impact Statement (EIS) process. The Final Implementation Plan is anticipated by 2026 following the Record of Decision in the EIS process. Once the Record of Decision (ROD) for the EIS is issued, and thus marking the end of the EIS process, PICM will no longer be required. The ROD is expected to be issued in 2026.

PRE-IMPLEMENTATION COMPLIANCE MEASURES (PICM) IMPLEMENTATION TIMELINE



*If a community chooses the Model Ordinance approach and is unable to put it in place by Dec. 1, the community must implement the Permit-by-Permit approach or prohibit all new development in the Special Floodplain Hazard Area until they are able to implement the Model Ordinance approach, which must be implemented by July 31, 2025.
 **FEMA will provide a reporting tool. If report is not provided, it will result in a community visit.



FEMA Resources and Assistance



FEMA is offering several resources to assist communities in preparing for Oregon NFIP-ESA integration. Visit this website to learn more and review information about NFIP-ESA Integration: <https://www.fema.gov/about/organization/region-10/oregon/nfip-esa-integration>

You can also contact us at FEMA-R10-MIT-PICM@fema.dhs.gov



Oregon National Flood Insurance Program Endangered Species Act Integration

Floodplain Functions Overview

FEMA is assisting communities with coming changes to the National Flood Insurance Program (NFIP) in Oregon. Changes are needed to protect the habitat of several species of fish and the Southern Resident killer whales to comply with the Endangered Species Act (ESA).

FEMA outlined these changes in the draft 2021 NFIP-ESA Implementation Plan, which FEMA will fully implement in 2027. Until then, communities need to begin implementing interim measures, known as Pre-Implementation Compliance Measures (PICMs), to protect habitat and achieve no net loss.

No net loss is a standard where any development action resulting in negative impacts to one or more key floodplain functions are then mitigated or avoided to offset said impacts. Communities must mitigate for each impact to the floodplain function. Floodplain functions include:

- Floodplain storage
- Water quality
- Vegetation

To make mitigating for these three functions measurable, FEMA has identified proxies for each of the functions that translate to potential development actions occurring in the floodplain. Mitigation ratios will be tied to these proxies, which include:

- Undeveloped Space (Floodplain Storage)
- Pervious Surface (Water Quality)
- Trees (Vegetation)

Floodplain Storage

About

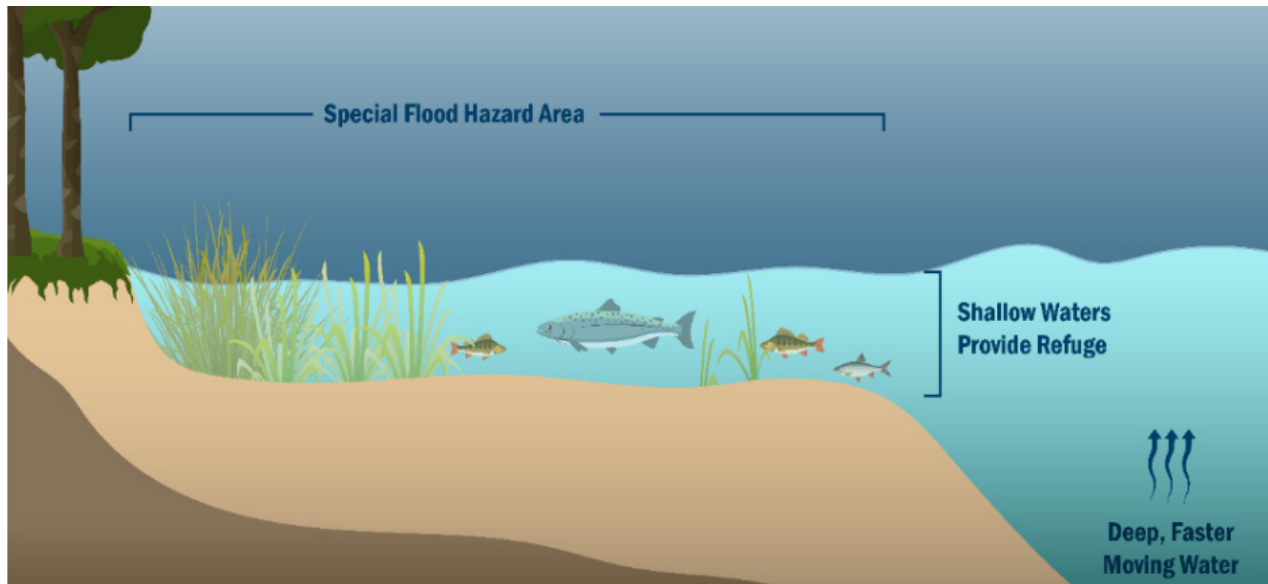
Floodplain storage is the three-dimensional space in which floodwaters can flow across and where fish can take refuge during the one-percent annual chance flood (i.e., 100-year flood, special flood hazard area). The proxy for this function, undeveloped space, will be measured from the existing ground to the Base Flood Elevation (BFE) that is undeveloped.

Why does it matter?

During flood events, fish find refuge in the Special Flood Hazard Area (SFHA) to move away from deeper, fast-moving water.



The National Flood Insurance Program serves to protect lives and property, while reducing costs to taxpayers due to flooding loss.



Potential development impacts

- Development such as buildings, storage tanks, roads or other structures reduces where floodwaters can spread and where fish have access to shelter and food.
- When fish cannot find slower moving water or areas where they can take refuge during a flood, they may be killed or swept downstream to areas that are not suitable for their stage of life.
- Development can alter streamflows and increase water velocity during flood events, endangering fish.

What is base flood elevation?

The base flood elevation, or BFE, is the expected height floodwaters could reach during the base flood. A “base flood” is a flood which has a one percent chance of being equaled or exceeded in any given year. Learn more about BFEs in your area by reviewing Flood Insurance Rate Maps, flood profiles in the Flood Insurance Study, or working with your local floodplain administrator.

How to comply with the NFIP-ESA Integration in Oregon

The following actions help to achieve no net loss standards:

- Avoid impacts by not reducing the amount of floodplain storage capacity between the ground and BFE in the SFHA.
- Minimize impacts by reducing the amount of new fill or structures at or below the BFE in the SFHA.
- Create new floodplain storage capacity to offset the loss caused by any development, such as removing fill and structures that occupy space.

Water Quality

About

Water quality is a measure of the condition of water and how suitable it is for a specific use or purpose.

Why does it matter?

- Serves an important role in the health of ESA-listed fish and essential fish habitat.
- Decreased water quality can harm fish and organisms living in the water that fish feed on.

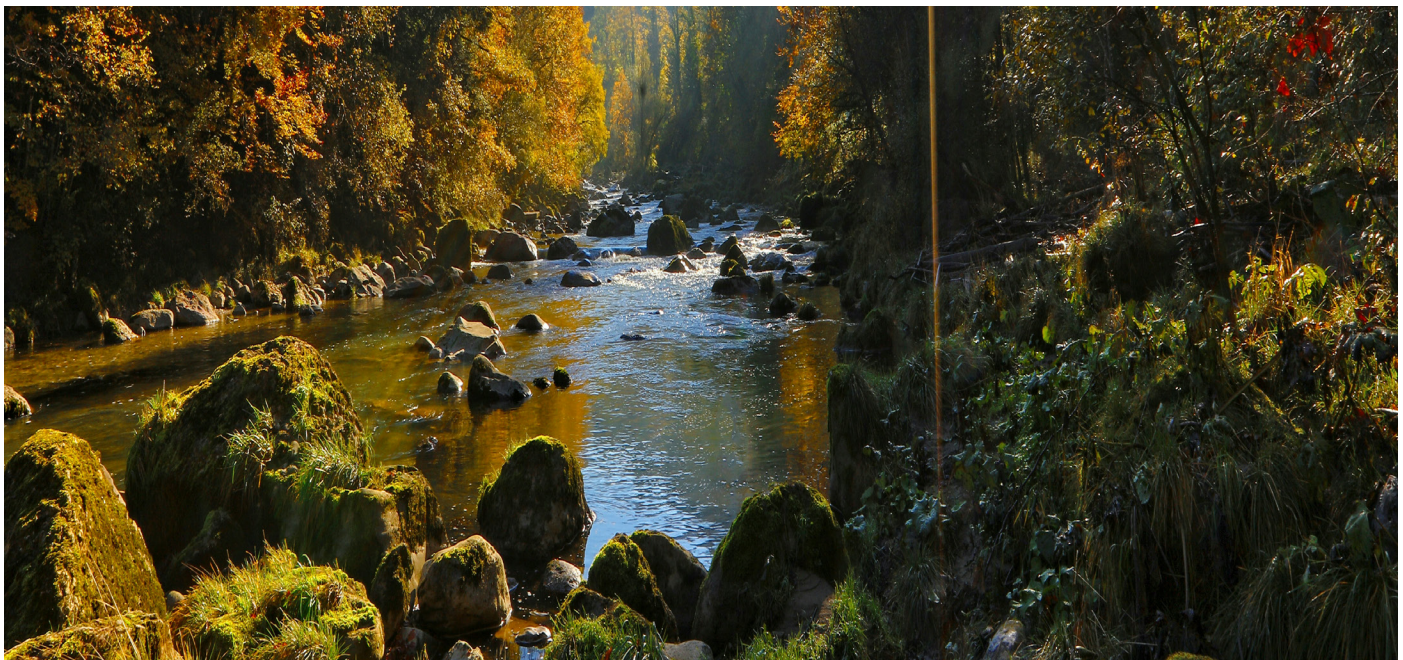
Potential development impacts

- Development can add new surfaces like concrete or asphalt, known as impervious surfaces, that prevent water from absorbing into the ground where soils and plants filter pollutants.
- Impervious surfaces can collect debris and pollutants. As a result, water flowing over these surfaces picks up debris and pollutants and carries them into surface waters or stormwater collection surfaces.
- Additionally, impervious surfaces can:
 - o Absorb heat, which can result in warmer water temperatures and negatively impact fish.
 - o Increase the volume or speed of water downstream if water is not absorbed into the ground.
 - o Result in erosion, increased flood damage, or reduced groundwater recharge due to stormwater runoff.

How to comply with the NFIP-ESA Integration in Oregon

The following actions help to achieve no net loss standards:

- Avoid impacts by minimizing the amount of impervious surface in the SFHA, such as expanding structures vertically instead of horizontally.
- Minimize impacts by reducing the amount of new impervious surface, like including planted areas to filter stormwater within parking lots.
- Remove an area of existing impervious surface or use low impact development or green infrastructure practices to filter stormwater to offset impacts. If those methods are not possible, providing stormwater retention or detention and treatment to minimize pollutants and avoid increases to peak volume or flow.



Vegetation

About

Vegetation, as it relates to the SFHA, includes both native and non-native plants growing in the floodplain and on the edge of a waterbody, such as along streams or riverbanks.

Why does it matter?

- Vegetation like grasses, shrubs, trees, and flowering plants serve as habitat for fish and the invertebrates fish eat, and reduces the risk of erosion by stabilizing soils.
- Trees, particularly those that are six inches in diameter at breast height (dbh) or larger, provide several important habitat benefits:
 - Offering shade, which helps regulate water temperature.
 - Providing woody debris, which contributes to habitat-forming processes for ESA-listed fish.
 - Reducing the risk of erosion by stabilizing soils with their roots.

Potential development impacts

Development can lead to removing trees to accommodate construction equipment or clear the ground for fill, infrastructure, and structures.

How to comply with the NFIP-ESA Integration in Oregon

The following actions help to achieve no net loss standards:

- Avoid removing trees that are six inches dbh or larger.
- Reduce the number of trees six inches dbh or larger that are removed, such as locating a house to remove the fewest trees possible.
- Replace any trees six inches dbh or larger that are removed per mitigation ratio tables identified in the Model Ordinance and Habitat Assessment Guide.

FEMA Resources and Assistance

FEMA is offering several resources to assist communities in preparing for Oregon NFIP-ESA integration. Visit this website to learn more and review information about NFIP-ESA Integration: www.fema.gov/about/organization/region-10/oregon/nfip-esa-integration

You can also contact us at FEMA-R10-MIT-PICM@fema.dhs.gov