



**GLADSTONE CITY COUNCIL MEETING
CIVIC CENTER COUNCIL CHAMBERS
May 14, 2024 – 6:30 PM**

6:30 p.m. - CALL TO ORDER

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85779473569?pwd=hm5Nz47pzqyRKP9do4v6cCgk85Yl7g.9kwNlfuWlhifomB>

Passcode: 384362

Or One tap mobile :

+17207072699,,85779473569#,,,,*384362# US (Denver); +12532050468,,85779473569#,,,,*384362# US

Or Telephone:

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+1 720 707 2699 US (Denver); +1 253 205 0468 US

Webinar ID: 857 7947 3569

Passcode: 384362

If members of the public would like to comment on an agenda item (either virtually or in person) please email your comments or your request to speak to bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on May 14, 2024. Individuals attending in person may submit a speaker card to the City Recorder prior to the beginning of the meeting. Comments are limited to three (3) minutes.

The City Council will also have *Gladstone City Event Announcements* during the meeting and *Business from the Audience* at the end of the meeting. To speak during either time, (virtually or in person) please email bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on May 14, 2024 with your name, topic of discussion and city of residence. Individuals attending in person may submit a speaker card to the City Recorder prior to the beginning of the meeting. Comments are limited to three (3) minutes.

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS OR CORRECTIONS

PRESENTATION: Presentation to former City Councilor Veronica Reichle

CONSENT AGENDA:

1. Approval of April 9, 2024 Regular Minutes
2. Approval of March Bank Balances
3. Budget Report for Period ending 03-31-2024
4. Approval of March Check Register
5. Legal costs for March 2024
6. Department Head Monthly Reports for April 2024

CORRESPONDENCE: None

7. REPORT – CLACKAMAS FIRE DISTRICT UPDATE – Assistant Fire Chief Brian Stewart

8. PRESENTATION: State of District – Water Environmental Services (WES) – WES Director Greg Geist (no attachments)

9. GLADSTONE CITY EVENT ANNOUNCEMENTS

This is an opportunity for members of the audience to bring to the Council’s attention any upcoming city events otherwise not listed on the Agenda. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others and must fill out a speaker card available in the back of the room prior to making a comment.

REGULAR AGENDA:

10. COMMUNITY FESTIVAL AGREEMENT WITH GLADSTONE/OAK LODGE ROTARY

Consider approving the Community Festival Agreement, Special Event Application and Noise Variance for the 2024 Gladstone Community Festival on August 2 & 3, 2024

11. POLICY GUIDANCE ON THE CLIMATE FRIENDLY & EQUITABLE COMMUNITIES RELATED TO OREGON ADMINISTRATIVE RULE (OAR) 66-012-0012

Consider providing direction to staff on Gladstone’s implementation of the Climate-Friendly and Equitable Communities (CFEC) Parking Reform Program.

12. CONTRACT FOR PROFESSIONAL AUDITING SERVICES

Consider approving a five year contract with Singer Lewak Accountants and Consultants for professional auditing services with the City of Gladstone and the Gladstone Urban Renewal Agency.

13. PROCESS FOR FILLING A VACANCY FOR CITY COUNCIL POSITION #3 PER GLADSTONE CITY CHARTER CHAPTER 32

Consider declaring City Council Position #3 vacant (due to Veronica Reichle’s resignation), and direct staff to accept applications to fill the vacancy.

BUSINESS CARRIED FORWARD

BUSINESS FROM THE AUDIENCE

Visitors: This is an opportunity for members of the audience to bring to the Council’s attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others and must fill out a speaker card available in the back of the room prior to making a comment.

BUSINESS FROM THE COUNCIL

COUNCIL AGENDA PLANNING DOCUMENT

ADJOURN

Upcoming Meeting Dates:

- May 22, 2024 – Joint City Council / Gladstone School Board Meeting – 5:30 p.m. (Gladstone High School Auditorium)
- June 11, 2024 – Regular City Council Meeting – 6:30 p.m.

MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at bannick@ci.gladstone.or.us. Staff will do their best to respond in a timely manner and to accommodate requests.



May

CONSENT AGENDA



GLADSTONE CITY COUNCIL MEETING MINUTES OF APRIL 9, 2024

Meeting was called to order by Mayor Milch at 6:31 p.m. – (Via Zoom and In Person)

ROLL CALL:

Mayor Michael Milch, Councilor Huckaby, Councilor Alexander, Councilor Reichle, Councilor Cook, Councilor Roberts, Councilor Garlington

ABSENT:

None.

STAFF:

Jacque Betz, City Administrator; Brian Stewart, Assistant Fire Chief; Darren Caniparoli, Public Works Director; Chad Jacobs, City Attorney; Tami Bannick, City Recorder;

AGENDA ADDITIONS OR CORRECTIONS

None.

CONSENT AGENDA

1. Approval of March 12, 2024 Regular Minutes.
2. Approval of February Bank Balances.
3. Budget Report for Period ending 02-29-2024.
4. Approval of February Check Register.
5. Legal costs for January & February 2024.
6. Department Head Monthly Reports for March 2024.
7. Approval of Oregon Liquor & Cannabis Commission (OLCC) application for H&S Energy, 19850 McLoughlin Blvd.

Councilor Roberts made a motion to approve the Consent Agenda. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Garlington – yes. Councilor Roberts – yes. Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Mayor Milch – yes. Motion passed with a unanimous vote.

CORRESPONDENCE

None.

8. REPORT – CLACKAMAS FIRE DISTRICT UPDATE

Chief Stewart introduced Lieutenant Jared Wick who is temporarily covering the Gladstone station. There will be a budget committee meeting in May that the public is welcome to attend in person or via Zoom. The Wildland Handcrew 30 started back up on April 1st with 12 of the 22 coming back from previous seasons. They will be spending the first three weeks in the classroom and working around the helicopter piece of training. The department has a new training facility over by station 4 off Lake Road and 224. The space will hold EMS offices and a training room that will have virtual training equipment. Chief Huffman secured a grant to get some virtual reality units that will center around multi-casualty training. He is working with a company in Australia to build a package that will be realistic to the local units and equipment. The district recently hired for a projects and facilities manager who will be responsible for 46 facilities, buildings, and structures on fire district properties. They will also be opening recruitment for a community resilience officer who will be a key person who understands the

community and its needs and helps Clackamas Fire understand how to fill those needs. Willamette View has donated two houses to the district, and crews have spent the last couple weeks training in them.

9. GLADSTONE CITY EVENT ANNOUNCEMENTS

Nancy Eichsteadt gave an update on Arbor Day and plant sale event happening on April 27th from 9:00 a.m. to 2:00 p.m. She highlighted donations, vendors, youth vendors, concessions, electronic recycling, library events, and the availability of a food barrel to collect for the food bank. They will be planting a tree courtesy of the Council as well.

Ginger Zimbaum, volunteer coordinator for the Gladstone school district, expressed her appreciation for the support of events and programs in the school district throughout the year. These include career day, reading to kids, mock interviews, field trips, the pen pal program, the food pantry grant, and the youth council.

Bob Everett came to talk about a few events. Bingo has two months left with donations going to the Art Guild this month and the high school choir next month. The Art Guild will have an art fair on Portland Avenue on June 1st from noon-4:00pm. The Clothes Closet will be open April 13th. Rotary Club will be starting up a movies in the park event this summer. The dates will be June 14th, Princess Bride; July 19, Back to the Future; and September 20th, Little Shop of Horrors.

REGULAR AGENDA

10. LETTER OF SUPPORT TO THE HOUSING AUTHORITY OF CLACKAMAS COUNTY SCATTERED SITES SECTION 18 DISPOSITION APPLICATION

City Administrator Betz advised recently, the county administrator sent information and requested cities provide a letter of support to the Clackamas County Housing Authority Section 18 Disposition Application. Discussion will include the countywide work being conducted along with discussion of the seven scattered sites located in Gladstone and the County is repositioning and reinvesting into future affordable housing.

The Housing Authority representatives, Devin Ellin and Vahid Brown, presented on repositioning the public housing portfolio across Clackamas County including the seven scattered site public homes in Gladstone. These units are 5 single-family homes and 1 duplex. Devin Ellin explained that repositioning means converting federal government assistance through the U.S Department of Housing and Urban Development (HUD) from public housing, Section 9, to rental assistance, Section 8. The section 9 subsidy is attached to a housing unit, whereas a Section 8 subsidy is attached to a tenant. The County is excited about the repositioning as it allows the County to replace their housing portfolio with new rental assistance vouchers and newly developable housing.

The reason this is happening now is due to the passage of the 2018 Metro Affordable Housing Bond and the 2020 Supportive Houses Services Measure presents the opportunity to use existing public housing assets to leverage public and private resources to increase affordable housing opportunities in Clackamas County.

Through the Section 18 Disposition Application, the Housing Authority will dispose of properties through one of three scenarios: Providing home ownership opportunities for existing residents, create recovery-oriented transitional homes, and/or sell the unit if it is unfit for the first two scenarios.

With the reposition from Section 9 to Section 8, current residents in housing units will receive rental assistance vouchers and be provided relocation help for each household to find replacement housing that suits their individual needs which could include exploring homeownership, moving into the private rental market, or moving into a unit owned by the Housing Authority. The disposition process has a 2-

year timeline, and everyone being displaced will need to be placed in suitable housing before anything can be done to the unit they are currently living in.

Discussion included distinction between the Community Land Trust Model, state Proud Ground and Habitat for Humanity and how that effects affordable housing. Devin Ellin provided additional clarification on how credit is calculated for vouchers, how long vouchers are valid, how this is different from what is currently being offered to residents, what the current inventory looks like and if there are any vacant homes that accept vouchers. Ms. Ellin also confirmed there will be no homelessness caused by the disposition of the relocation process.

Vahid Brown advised potentially six of the seven homes in Gladstone would slide into the home ownership category and the one home built after 1978 (when lead based paint was outlawed) would be placed for sale in the private market. Councilors were provided with clarification of “over-housed”. There was lengthy discussion regarding how the one duplex located in Gladstone, recovery homes, group homes and medical respite housing fit into the three scenarios and the processes involved in the reposition.

The City has been asked to provide a letter supporting Section 18 Disposition Application for the 7 scattered sites in Gladstone.

Councilor Huckaby made a motion that the City Council direct the City Administrator to draft a letter of support of scattered site Section 18 Disposition Application and specifically reference the seven sites in Gladstone as proposed by the Housing Authority of Clackamas County. Motion was seconded by Councilor Reichle. Ms. Bannick took a roll call vote: Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Councilor Cook – yes. Councilor Roberts - yes. Councilor Garlington – yes. Mayor Milch – yes. Motion passed unanimously.

11. RESOLUTION 1235 – A RESOLUTION PROCLAIMING ARBOR DAY IN THE CITY OF GLADSTONE

City Administrator Betz indicated this resolution will consider approval of proclaiming April 27, 2024 as Arbor Day in Gladstone.

One of the City Council adopted goals is to become a Tree City U.S.A. The first ad hoc Tree Board meeting was held on April 5th, and the next step is for the City Council to pass a proclamation or resolution. If the City Council approves this resolution, then this will become part of the application of the Tree City U.S.A. and a proclamation will be approved annually.

Councilor Alexander made a motion that the City Council choose to approve the resolution proclaiming April 27, 2024 as Arbor Day. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Roberts – yes. Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander - yes. Councilor Huckaby – yes. Councilor Garlington – yes. Mayor Milch – yes. Motion passes unanimously.

12. CITY OF GLADSTONE PAVING PROJECT CONTRACT

City Administrator Betz advised the Council that Public Works Director Caniparoli is very busy right now with current projects.

Public Works Director Caniparoli advised the recent roadway rating process identified roads that will need significant work over the next several years. There are eight roads that are covered in the 2024 Paving Project which will help the city maintain its commitment to a Paved Condition Index (PCI) of 71.

The Request for Proposal (RFP) process brought in six proposals with the lowest bid from KNL Industries Inc. at \$761,243.80. Staff recommends a contingency of 10% which amounts to \$76,124.83

for a total amount not to exceed \$837,368.18. All proposals received were below the engineered estimate of just over \$1 million. Staff recommends approval of the award of bid to KNL Industries Inc.

The Mayor indicated this will be the first year of five years for proposed projects of this magnitude, or similar costs and advised additional streets will be included on future projects based on the PCI.

Councilor Garlington and Councilor Roberts declared a potential conflict of interest because they live near the streets that are getting paved during this project.

Public Works Director Caniparoli indicated project information will included on the city's website, in the city newsletter and posted on the city's social media sites to keep the public informed on the project.

Councilor Roberts made a motion to approve a public improvement contract between the City of Gladstone and KNL Industries Inc. for a total contract amount not to exceed \$837,368.18 to complete the 2024 Paving Project. Motion was seconded by Councilor Alexander. Ms. Bannick took a roll call vote: Councilor Cook – yes. Councilor Roberts – yes. Councilor Garlington – yes. Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Mayor Milch – yes. Motion passes unanimously.

13. ORDINANCE 1530 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTERS 2.12 – CITY ADMINISTRATOR DUTIES (CLARIFYING JOB TITLES OF DEPARTMENT HEADS); 2.24 – PUBLIC LIBRARY; 2.32 FIRE DEPARTMENT AND REPEALING GMC; CHAPTER 3.16 – FIRE DEPARTMENT FIRE TRUCK TRUST FUND

City Attorney Jacobs advised this is a housekeeping ordinance to update language in the Gladstone Municipal Code to follow changes over the past several years such as receiving library and fire services through IGAs and other government agencies as well as changes to titles of different positions within the city.

Councilor Roberts made a motion to adopt ordinance 1530 as presented by city staff – an ordinance amending Gladstone Municipal Code Chapter 2.12 – City Administrator Duties; 2.24 – Public Library; and 2.32 – Fire Department and repeal Gladstone Municipal Code Chapter 3.16 – Fire Department Fire Truck Trust Fund.. Motion was seconded by Councilor Huckaby. Ms. Bannick took a roll call vote: Councilor Alexander – yes. Councilor Huckaby – yes. Councilor Reichle – yes. Councilor Garlington – yes. Councilor Roberts - yes. Councilor Cook – yes. Mayor Milch – yes. Motion passes unanimously.

14. INTERGOVERNMENTAL AGENCY (IGA) OF REGIONAL WATER PROVIDERS CONSORTIUM

City Administrator Betz indicated Gladstone belongs to and pays a membership to a consortium of regional water providers. They recently updated their IGA and provided each of their membership cities with a summary of those change which they would like to have approved by their governing bodies.

Ms. Betz indicated although we do not have an elected official who sits on the governing board, the city does have a staff member, Justin Poyser, who serves on the technical advisory group for this.

Public Works Caniparoli advised the Council consortium board members include representatives from the different water suppliers throughout the Portland Metro area.

In response to a question regarding participants included in the agreement, Ms. Betz advised the participants were removed from the agreement as changes happen so often therefore the consortium will have a list on file of membership and will provide these updates to the members as needed.

Councilor Huckaby made a motion to approve the amended and restated intergovernmental agreement of Regional Water Providers Consortium. Motion was seconded by Councilor Alexander. Ms. Bannick took a roll call vote: Councilor Garlington – yes. Councilor Roberts – yes. Councilor Cook – yes.

Councilor Reichle – yes. Councilor Alexander – yes. Councilor Huckaby – yes. Mayor Milch – yes. Motion passes unanimously.

15. INTERGOVERNMENTAL AGENCY (IGA) BETWEEN CLACKAMAS COUNTY AND THE CITY OF GLADSTONE FOR DEBRIS REMOVAL IN THE EVENT OF AN EMERGENCY DECLARATION

City Administrator Betz advised this is an IGA with Clackamas County to help remove and dispose of debris in the event of an emergency declaration. City staff do not anticipate using this much but appreciate having this agreement, or “tool,” available if needed. The recommendation is that the City Council allow Administrator Betz to sign the IGA with Clackamas County.

Councilor Huckaby made a motion to approve the intergovernmental agreement between Clackamas County and the City of Gladstone for debris removal and disposal during an emergency declaration. Motion was seconded by Councilor Alexander. Ms. Bannick took a roll call vote: Councilor Huckaby – yes. Councilor Garlington – yes. Councilor Roberts – yes. Councilor Cook – yes. Councilor Reichle – yes. Councilor Alexander – yes. Mayor Milch – yes. Motion passes unanimously.

BUSINESS CARRIED FORWARD

1. Administrator Betz gave the Council an update on the city’s diversity, equity, and inclusion engagement planning. She pointed in the agenda packet to a document that showed events the city is planning and how they will engage with the community to market them. Credit was given to Michelle Prusso and Marci Jory for all of their hard work putting these together. New suggestions were welcomed as the city sees this as a living document and would like to build on these each year.

Ms. Betz also indicated there is currently a community scholarship program where groups or organizations can apply for up to \$2,500 matching funds to create an event in Gladstone. Some of these events were mentioned previously in the meeting by Bob Everett and are in the process of being reviewed therefore staff has not advised Council regarding these applications.

2. Mayor Milch updated the Council on a city-led initiative for funding the local food pantry. The City and Gladstone School District submitted an application to Metro for Supportive Housing Services funding to support Gladstone’s food pantry, under the leadership of Northwest Family Services. Clackamas County approved the application in full, and the Northwest Family Services will receive \$262,717 for three years of operational funds. Most of this will cover costs for a staff person so there is administrative structure to help maintain the program. This program serves not only people who are homeless but also families in our community who may have difficulty paying their rent or medical bills if they did not have support for their food. It provides food to go home with students in our school system and provides meals to people at Tukwila Springs and at the Community Center. This is program that serves a broad need in our community.

BUSINESS FROM THE AUDIENCE

None.

BUSINESS FROM THE COUNCIL

Councilor Huckaby: She appreciates the funding award to the food pantry and thanked Kandy Tracy and Marna Barnes for putting on a fundraiser that brought in about \$1,000 and several hundred pounds of items for the pantry.

Councilor Alexander: He hopes to see everyone at the Arbor Day tree planting and sale. On April 24th at 1:00 p.m., the Gladstone Community Center is partnering with SOLVE for a community trash pickup. If anyone wants to get involved in keeping the community clean, they can go to adoptoneblock.org to see what they have to offer.

Councilor Reichle: She attended the Parks Board meeting on April 8th, and they are focusing on some new projects across the city. One member, Eric Butler, is on the ad hoc Tree Committee where they are looking to develop some street tree code with recommended species for planting. The Parks Board approved the purchase of the Arbor Day plaque. There will be a cleanup at Cross Park on April 20th to clean out invasive species and support native plants.

Councilor Cook: They appreciated the volunteers and city for hosting the Easter egg hunt. Their kids really enjoyed it. They let everyone know about Watts Heating and Cooling celebrating 25 years of operation and how the company is having a party on April 30th for the community. There will be food and drinks, and they will be talking to folks about working in the trades.

Councilor Roberts: He thanked Gladstone for hosting the Easter egg hunt. He felt it was a great opportunity to connect with the community. He gave some updates from the Water Commission. He feels it is very well managed. They have a clear outline for several years out on capital projects, and over \$1 million per year is put aside for those projects. He discussed their sand filtration system and how they were able to save a considerable amount of money by getting replacement sand through a different organization and staggering their replacement schedule.

Councilor Garlington: She let everyone know that there will be food barrels at the Arbor Day event for food collection for the pantry.

Mayor Milch: He serves as an elected official on the Water Environmental Services (WES) advisory committee. They gave feedback to the city is that “Gladstone is killing it with their infrastructure.” WES is supporting Gladstone with part of the Infill and Infiltration Mitigation Project. PGE rate increases came out, but due to long-term financial planning, those rates will not be passed onto the customers individually.

ADJOURN:

Councilor Huckaby made a motion to adjourn. Motion was seconded by Councilor Roberts. Ms. Bannick took a roll call vote: Councilor Huckaby – yes. Councilor Alexander – yes. Councilor Reichle – yes. Councilor Cook – yes. Councilor Roberts – yes. Councilor Garlington – yes. Mayor Milch – yes. Motion passed with a unanimous vote.

Meeting was adjourned at 8:37 p.m.

Approved by the Mayor this _____ day of _____, 2024.

ATTEST:

Michael Milch, Mayor

Tami Bannick, City Recorder

BANK BALANCES

Month Ending Balance

Bank	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023
LGIP -City Of Gladstone #4472	\$ 25,192,979.55	\$ 25,449,877.99	\$ 25,170,836.81	\$ 24,467,079.91	\$ 28,039,448.67	\$ 29,057,323.10
LGIP - Urban Renewal Agency #4650	2,427,381.48	2,438,367.43	2,450,180.17	2,248,798.67	3,064,490.89	3,287,798.75
Checking Accounts:						
General Fund	432,049.63	169,111.09	104,430.92	207,700.44	342,634.77	90,843.34
Urban Renewal	549,462.65	33,760.33	33,760.60	33,760.88	31,631.15	31,631.41
Municipal Court	28,242.65	30,073.80	31,893.41	29,051.19	29,895.73	32,814.18
Totals	\$ 28,630,115.96	\$ 28,121,190.64	\$ 27,791,101.91	\$ 26,986,391.09	\$ 31,508,101.21	\$ 32,500,410.78
Bank	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
LGIP -City Of Gladstone #4472	\$ 28,158,945.42	\$ 27,602,311.95	\$ 27,194,131.96			
LGIP - Urban Renewal Agency #4650	3,289,809.67	3,312,141.73	3,322,440.40			
Checking Accounts:						
General Fund	15,506.87	223,244.83	233,605.09			
Urban Renewal	51,379.79	28,837.54	14,754.56			
Municipal Court	29,380.23	31,598.10	50,643.42			
Totals	\$ 31,545,021.98	\$ 31,198,134.15	\$ 30,815,575.43	\$ -	\$ -	\$ -



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - GENERAL FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
100-000-309999	BEGINNING FUND BALANCE	8,240,000.00	8,240,000.00	0.00	0.00	-8,240,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	8,240,000.00	8,240,000.00	0.00	0.00	-8,240,000.00	0.00%
RptType: 3100 - LOCAL TAXES							
100-000-310010	CURRENT YEAR TAXES	9,959,943.00	9,959,943.00	121,611.44	4,704,877.24	-5,255,065.76	47.24 %
100-000-310050	PRIOR YEAR TAXES	70,000.00	70,000.00	2,321.32	29,900.98	-40,099.02	42.72 %
100-000-314045	TRANSIENT LODGING TAX	350,000.00	350,000.00	2,967.24	87,413.51	-262,586.49	24.98 %
	RptType: 3100 - LOCAL TAXES Total:	10,379,943.00	10,379,943.00	126,900.00	4,822,191.73	-5,557,751.27	46.46%
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	310,000.00	310,000.00	0.00	82,179.63	-227,820.37	26.51 %
100-000-311010	ALCOHOL TAX REVENUE	486,922.00	486,922.00	8,577.70	138,023.85	-348,898.15	28.35 %
100-000-311015	MARIJUANA TAX	88,955.00	88,955.00	6,591.83	27,196.41	-61,758.59	30.57 %
100-000-311020	CIGARETTE TAX REVENUE	17,402.00	17,402.00	568.02	5,561.86	-11,840.14	31.96 %
	RptType: 3110 - STATE SHARED TAXES Total:	903,279.00	903,279.00	15,737.55	252,961.75	-650,317.25	28.00%
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE ...	275,000.00	275,000.00	0.00	68,398.99	-206,601.01	24.87 %
100-000-312025	PGE FRANCHISE FEES	1,018,440.00	1,018,440.00	0.00	0.00	-1,018,440.00	0.00 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	315,700.00	315,700.00	0.00	58,352.06	-257,347.94	18.48 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	280,000.00	280,000.00	0.00	65,256.13	-214,743.87	23.31 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	1,889,140.00	1,889,140.00	0.00	192,007.18	-1,697,132.82	10.16%
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	187,500.00	187,500.00	1,680.00	82,421.25	-105,078.75	43.96 %
100-000-313015	LIQUOR LICENSE RENEWALS	1,000.00	1,000.00	455.00	1,015.00	15.00	101.50 %
100-000-313020	ALARM PERMITS	19,000.00	19,000.00	849.18	3,939.84	-15,060.16	20.74 %
100-000-313025	PARKING PERMITS	227,000.00	227,000.00	10,469.00	55,923.00	-171,077.00	24.64 %
	RptType: 3130 - LICENSES AND PERMITS Total:	434,500.00	434,500.00	13,453.18	143,299.09	-291,200.91	32.98%
RptType: 3140 - CHARGES FOR SERVICES							
100-000-314010	RECREATION FEES	14,000.00	14,000.00	1,460.00	4,289.17	-9,710.83	30.64 %
100-000-314015	COMMUNITY CENTER BUILDING RE...	13,500.00	13,500.00	2,360.00	9,915.00	-3,585.00	73.44 %
100-000-314020	PLANNING APPLICATION FEES	80,000.00	80,000.00	0.00	26,974.88	-53,025.12	33.72 %
100-000-314025	SOCIAL SERVICES CONTRACT	90,000.00	90,000.00	6,030.72	30,594.46	-59,405.54	33.99 %
100-000-314030	LIEN SEARCH FEES	9,500.00	9,500.00	365.00	2,195.00	-7,305.00	23.11 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	207,000.00	207,000.00	10,215.72	73,968.51	-133,031.49	35.73%
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	4,788.95	27,689.72	27,689.72	0.00 %
100-000-314111	SDC REIMBURSEMENT FEE	0.00	0.00	438.46	4,107.94	4,107.94	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	5,227.41	31,797.66	31,797.66	0.00%
RptType: 3150 - GRANTS							
100-000-315030	POLICE GRANTS	90,000.00	90,000.00	1,877.40	18,990.21	-71,009.79	21.10 %
100-000-315055	MARINE BOARD MAINTENANCE GR...	0.00	0.00	0.00	8,840.00	8,840.00	0.00 %
100-000-315065	WES/GOOD NEIGHBOR GRANT	110,250.00	110,250.00	0.00	50,000.00	-60,250.00	45.35 %
100-000-315075	COMM. CENTER STATE/LOCAL FU...	0.00	0.00	0.00	4,005.75	4,005.75	0.00 %
100-000-315080	OTHER GRANTS	100,000.00	100,000.00	0.00	0.00	-100,000.00	0.00 %
	RptType: 3150 - GRANTS Total:	300,250.00	300,250.00	1,877.40	81,835.96	-218,414.04	27.26%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3260 - FINES AND FORFEITURES							
100-000-326010	COURT FINES & FORFEITURES	670,000.00	670,000.00	25,055.06	217,557.67	-452,442.33	32.47 %
	RptType: 3260 - FINES AND FORFEITURES Total:	670,000.00	670,000.00	25,055.06	217,557.67	-452,442.33	32.47%
RptType: 3301 - INTEREST							
100-000-330100	INTEREST	565,000.00	565,000.00	118,341.36	959,448.01	394,448.01	169.81 %
	RptType: 3301 - INTEREST Total:	565,000.00	565,000.00	118,341.36	959,448.01	394,448.01	169.81%
RptType: 3600 - MISCELLANEOUS							
100-000-360000	ALL OTHER GF RECEIPTS	40,000.00	40,000.00	9,783.63	23,285.09	-16,714.91	58.21 %
100-000-360100	NAT'L OPIOID SETTLEMENT FUNDS	140,000.00	140,000.00	4,150.92	36,394.92	-103,605.08	26.00 %
100-000-362115	COMMUNITY CENTER MISC. INCO...	5,500.00	5,500.00	591.50	4,049.70	-1,450.30	73.63 %
100-000-362212	TRAM TRIPS	22,000.00	47,515.00	697.00	9,156.73	-38,358.27	19.27 %
100-000-362213	MEAL DONATIONS	40,000.00	40,000.00	1,685.00	22,394.06	-17,605.94	55.99 %
	RptType: 3600 - MISCELLANEOUS Total:	247,500.00	273,015.00	16,908.05	95,280.50	-177,734.50	34.90%
RptType: 3700 - OTHER							
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	100.80	11,404.73	-18,595.27	38.02 %
	RptType: 3700 - OTHER Total:	30,000.00	30,000.00	100.80	11,404.73	-18,595.27	38.02%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	23,866,612.00	23,892,127.00	333,816.53	6,881,752.79	-17,010,374.21	28.80%
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
100-910-399105	TRANSFER IN FROM ARPA FUND	653,500.00	653,500.00	0.00	0.00	-653,500.00	0.00 %
100-910-399205	TRANSFER IN FROM STREET FUND	584,717.00	584,717.00	0.00	0.00	-584,717.00	0.00 %
100-910-399390	TRANSFER IN FROM URBAN RENE...	590,503.00	590,503.00	32,424.85	245,291.33	-345,211.67	41.54 %
100-910-399730	TRANSFER IN FROM SEWER FUND	417,900.00	417,900.00	0.00	0.00	-417,900.00	0.00 %
100-910-399740	TRANSFER IN FROM WATER FUND	523,678.00	523,678.00	0.00	0.00	-523,678.00	0.00 %
100-910-399750	TRANSFER IN FROM STORM WATER	427,101.00	427,101.00	0.00	0.00	-427,101.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	3,197,399.00	3,197,399.00	32,424.85	245,291.33	-2,952,107.67	7.67%
	Department: 910 - TRANSFER IN Total:	3,197,399.00	3,197,399.00	32,424.85	245,291.33	-2,952,107.67	7.67%
	Revenue Total:	27,064,011.00	27,089,526.00	366,241.38	7,127,044.12	-19,962,481.88	26.31%
Expense							
Department: 121 - ADMIN							
RptCategory: 40 - PERSONNEL SERVICES							
100-121-431010	CITY ADMINISTRATOR	409,752.00	409,752.00	16,418.64	152,920.32	256,831.68	37.32 %
100-121-431020	CITY RECRDR/HR MGR	390,672.00	390,672.00	8,504.00	76,536.00	314,136.00	19.59 %
100-121-431030	FINANCE DIRECTOR (.80)	206,542.00	206,542.00	0.00	0.00	206,542.00	0.00 %
100-121-431035	TOURISM/EC DEV COORDINATOR	127,812.00	127,812.00	4,358.75	38,488.59	89,323.41	30.11 %
100-121-431070	OFFICE ASSISTANT	154,764.00	154,764.00	6,663.00	57,495.00	97,269.00	37.15 %
100-121-431500	ACCOUNTING CLERK	182,179.00	182,179.00	8,002.30	69,211.50	112,967.50	37.99 %
100-121-450500	CAREER RECOGNITION PAY	17,311.00	17,311.00	768.01	6,787.53	10,523.47	39.21 %
100-121-470000	ASSOCIATED PAYROLL COSTS	887,946.00	887,946.00	27,602.41	216,315.60	671,630.40	24.36 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	2,376,978.00	2,376,978.00	72,317.11	617,754.54	1,759,223.46	25.99%
RptCategory: 50 - MATERIAL AND SERVICES							
100-121-500110	CONTRACTUAL & PROFESSIONAL S...	152,700.00	152,700.00	13,594.00	183,248.87	-30,548.87	120.01 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	67,500.00	67,500.00	963.40	36,463.40	31,036.60	54.02 %
100-121-500130	LEGAL FEES	206,000.00	206,000.00	1,710.00	61,431.85	144,568.15	29.82 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	167.80	9,508.62	15,491.38	38.03 %
100-121-500491	OUTSIDE AGENCY REQUESTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
100-121-500492	PLANNING SERVICES CONTRACT	180,000.00	180,000.00	8,338.50	92,356.00	87,644.00	51.31 %
100-121-510020	COMM PROMOTIONS/BUSINESS D...	293,000.00	293,000.00	6,764.00	16,265.76	276,734.24	5.55 %
100-121-510021	TOURISM PROMOTION/ACTIVITIES	42,000.00	42,000.00	94.34	10,752.55	31,247.45	25.60 %
100-121-520120	BANK CHARGES	8,700.00	8,700.00	202.67	1,368.88	7,331.12	15.73 %
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	37,000.00	37,000.00	735.12	9,243.67	27,756.33	24.98 %
100-121-520450	CITY NEWSLETTER	85,000.00	85,000.00	4,503.52	29,082.24	55,917.76	34.21 %
100-121-530000	FIRE & LIABILITY INSURANCE	436,800.00	436,800.00	0.00	200,462.76	236,337.24	45.89 %
100-121-530200	EMERGENCY MANAGEMENT	5,000.00	5,000.00	42.75	529.15	4,470.85	10.58 %
100-121-540110	EMPLOYEE APPRECIATION	8,000.00	8,000.00	0.00	1,204.35	6,795.65	15.05 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-121-540120	PERSONNEL RECRUITMENT	20,000.00	20,000.00	302.00	1,881.50	18,118.50	9.41 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	0.00	13,751.81	46,248.19	22.92 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	0.00	6,887.19	38,112.81	15.30 %
100-121-540230	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-121-542000	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	1,337.00	5,678.19	9,321.81	37.85 %
100-121-560120	TELEPHONES	18,500.00	18,500.00	651.38	5,759.18	12,740.82	31.13 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,717,200.00	1,717,200.00	39,406.48	685,875.97	1,031,324.03	39.94%
Department: 121 - ADMIN Total:		4,094,178.00	4,094,178.00	111,723.59	1,303,630.51	2,790,547.49	31.84%
Department: 122 - INFORMATION TECHNOLOGY							
RptCategory: 40 - PERSONNEL SERVICES							
100-122-432010	IT MANAGER	239,844.00	239,844.00	9,844.00	88,596.00	151,248.00	36.94 %
100-122-470000	ASSOCIATED PAYROLL COSTS	125,511.00	125,511.00	5,090.87	45,504.27	80,006.73	36.26 %
RptCategory: 40 - PERSONNEL SERVICES Total:		365,355.00	365,355.00	14,934.87	134,100.27	231,254.73	36.70%
RptCategory: 50 - MATERIAL AND SERVICES							
100-122-500110	CONTRACTUAL & PROFESSIONAL	10,600.00	10,600.00	0.00	2,500.00	8,100.00	23.58 %
100-122-500210	COMPUTER/TECHNOLOGY SERVICE	247,524.00	247,524.00	0.00	64,915.51	182,608.49	26.23 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	40,260.00	40,260.00	1,520.41	12,088.00	28,172.00	30.02 %
100-122-540220	TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	0.00	562.84	2,437.16	18.76 %
100-122-540300	SMALL TOOLS, EQUIPMENT & SAFE...	1,000.00	1,000.00	0.00	72.77	927.23	7.28 %
100-122-560110	CELL PHONES, PAGERS & RADIOS	71,076.00	71,076.00	2,342.53	22,275.83	48,800.17	31.34 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		373,460.00	373,460.00	3,862.94	102,414.95	271,045.05	27.42%
RptCategory: 60 - CAPITAL OUTLAY							
100-122-661018	COMPUTER & EQUIPMENT RESERVE	130,499.00	130,499.00	294.98	15,214.44	115,284.56	11.66 %
RptCategory: 60 - CAPITAL OUTLAY Total:		130,499.00	130,499.00	294.98	15,214.44	115,284.56	11.66%
Department: 122 - INFORMATION TECHNOLOGY Total:		869,314.00	869,314.00	19,092.79	251,729.66	617,584.34	28.96%
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	19,846.00	19,846.00	0.00	256.67	19,589.33	1.29 %
100-124-437070	UTILITY WORKER II	119,296.00	119,296.00	5,384.84	42,357.56	76,938.44	35.51 %
100-124-450100	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-124-470000	ASSOCIATED PAYROLL COSTS	81,639.00	81,639.00	2,929.69	23,070.39	58,568.61	28.26 %
RptCategory: 40 - PERSONNEL SERVICES Total:		221,781.00	221,781.00	8,314.53	65,684.62	156,096.38	29.62%
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL S...	165,500.00	165,500.00	5,528.04	35,290.86	130,209.14	21.32 %
100-124-520130	OPERATIONS, MAINTENANCE & RE...	100,000.00	100,000.00	4,987.78	39,882.90	60,117.10	39.88 %
100-124-540220	TRAVEL, CONFERENCES & TRAINING	2,500.00	2,500.00	0.00	35.55	2,464.45	1.42 %
100-124-540300	SMALL TOOLS, EQUIPMENT & SAFE...	5,000.00	5,000.00	33.00	2,408.69	2,591.31	48.17 %
100-124-560100	UTILITIES	193,500.00	193,500.00	9,499.17	100,311.96	93,188.04	51.84 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		466,500.00	466,500.00	20,047.99	177,929.96	288,570.04	38.14%
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641005	PUBLIC WORKS FACILITY CONSTRU...	4,660,188.00	4,660,188.00	584,816.67	2,970,800.56	1,689,387.44	63.75 %
100-124-641010	BUILDING RESERVE/REPAIR	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		4,680,188.00	4,680,188.00	584,816.67	2,970,800.56	1,709,387.44	63.48%
Department: 124 - FACILITIES Total:		5,368,469.00	5,368,469.00	613,179.19	3,214,415.14	2,154,053.86	59.88%
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	144,999.00	144,999.00	5,935.89	53,423.01	91,575.99	36.84 %
100-220-432035	COURT ADMINISTRATOR	187,908.00	187,908.00	7,713.00	69,417.00	118,491.00	36.94 %
100-220-450500	CAREER RECOGNITION PAY	7,041.00	7,041.00	289.02	2,601.18	4,439.82	36.94 %
100-220-470000	ASSOCIATED PAYROLL COSTS	190,166.00	190,166.00	7,705.33	68,932.98	121,233.02	36.25 %
RptCategory: 40 - PERSONNEL SERVICES Total:		530,114.00	530,114.00	21,643.24	194,374.17	335,739.83	36.67%
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL S...	2,000.00	2,000.00	0.00	386.75	1,613.25	19.34 %
100-220-500132	PROSECUTING ATTORNEY	85,000.00	85,000.00	3,500.00	31,500.00	53,500.00	37.06 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	57,000.00	57,000.00	1,378.00	8,928.00	48,072.00	15.66 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-220-500136	MUNICIPAL COURT JUDGE	84,000.00	84,000.00	0.00	28,000.00	56,000.00	33.33 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-220-500138	JURY EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-220-500282	COURTROOM SECURITY	21,000.00	21,000.00	750.00	5,625.00	15,375.00	26.79 %
100-220-520120	BANK CHARGES	12,000.00	12,000.00	1,540.75	4,500.41	7,499.59	37.50 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	12,000.00	12,000.00	399.54	3,655.26	8,344.74	30.46 %
100-220-540220	TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	0.00	978.19	3,021.81	24.45 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		281,000.00	281,000.00	7,568.29	83,573.61	197,426.39	29.74%
Department: 220 - COURT Total:		811,114.00	811,114.00	29,211.53	277,947.78	533,166.22	34.27%

Department: 240 - POLICE

RptCategory: 40 - PERSONNEL SERVICES

100-240-432110	POLICE CHIEF	337,464.00	337,464.00	13,852.00	124,668.00	212,796.00	36.94 %
100-240-432130	POLICE LIEUTENANT	271,116.00	271,116.00	0.00	0.00	271,116.00	0.00 %
100-240-432140	POLICE DETECTIVE	184,332.00	184,332.00	8,259.48	73,281.19	111,050.81	39.76 %
100-240-432160	POLICE OFFICER	1,529,200.00	1,529,200.00	59,192.72	464,063.69	1,065,136.31	30.35 %
100-240-432170	POLICE SERGEANT	642,360.00	642,360.00	27,356.47	238,516.17	403,843.83	37.13 %
100-240-432182	PROPERTY ROOM TECHNICIAN	59,430.00	59,430.00	2,300.96	22,277.92	37,152.08	37.49 %
100-240-432185	POLICE RECORDS CLERK	131,004.00	131,004.00	4,424.00	37,666.18	93,337.82	28.75 %
100-240-450100	OVERTIME	290,000.00	290,000.00	20,450.05	149,200.24	140,799.76	51.45 %
100-240-450110	TRAFFIC GRANT OVERTIME	80,000.00	80,000.00	1,669.42	21,482.27	58,517.73	26.85 %
100-240-450200	HOLIDAY PAY	30,000.00	30,000.00	1,446.53	37,712.26	-7,712.26	125.71 %
100-240-450210	TRAINING OVERTIME	18,000.00	18,000.00	7,865.04	11,154.94	6,845.06	61.97 %
100-240-450300	PROFICIENCY PAY	176,563.00	176,563.00	7,512.33	53,722.51	122,840.49	30.43 %
100-240-450500	CAREER RECOGNITION PAY	8,604.00	8,604.00	1,612.46	12,617.27	-4,013.27	146.64 %
100-240-470000	ASSOCIATED PAYROLL COSTS	2,192,668.00	2,192,668.00	82,344.92	665,041.46	1,527,626.54	30.33 %
RptCategory: 40 - PERSONNEL SERVICES Total:		5,950,741.00	5,950,741.00	238,286.38	1,911,404.10	4,039,336.90	32.12%

RptCategory: 50 - MATERIAL AND SERVICES

100-240-500110	CONTRACTUAL & PROFESSIONAL S...	149,350.00	149,350.00	1,049.06	48,956.78	100,393.22	32.78 %
100-240-500284	PARK PATROL	19,076.00	19,076.00	0.00	8,898.19	10,177.81	46.65 %
100-240-500498	SHARE COST CCOM DISPATCH	153,700.00	153,700.00	6,506.87	58,561.85	95,138.15	38.10 %
100-240-510044	JUVENILE DIVERSION PROGRAM	5,000.00	5,000.00	0.00	2,500.00	2,500.00	50.00 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPE...	89,948.00	89,948.00	1,765.48	24,371.82	65,576.18	27.10 %
100-240-520112	FIREARMS/AMMUNITION	72,080.00	72,080.00	222.00	1,800.00	70,280.00	2.50 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPA...	176,960.00	176,960.00	5,861.53	71,406.55	105,553.45	40.35 %
100-240-520345	RADAR MAINTENANCE REPLACEM...	4,240.00	4,240.00	0.00	0.00	4,240.00	0.00 %
100-240-520400	OFFICE SUPPLIES & EQUIPMENT	37,492.00	37,492.00	1,515.75	10,440.93	27,051.07	27.85 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	0.00	697.09	11,302.91	5.81 %
100-240-540200	DUES & MEMBERSHIPS	12,000.00	12,000.00	390.00	2,756.00	9,244.00	22.97 %
100-240-540220	TRAVEL, CONFERENCES & TRAINING	58,652.00	58,652.00	333.17	12,039.04	46,612.96	20.53 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	41,976.00	41,976.00	4,734.30	21,150.83	20,825.17	50.39 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	5,000.00	5,000.00	0.00	611.00	4,389.00	12.22 %
100-240-560120	TELEPHONES	21,412.00	21,412.00	810.62	7,155.26	14,256.74	33.42 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		858,886.00	858,886.00	23,188.78	271,345.34	587,540.66	31.59%

RptCategory: 60 - CAPITAL OUTLAY

100-240-651000	VEHICLES AND EQUIPMENT RESERV...	182,850.00	182,850.00	0.00	70,231.78	112,618.22	38.41 %
RptCategory: 60 - CAPITAL OUTLAY Total:		182,850.00	182,850.00	0.00	70,231.78	112,618.22	38.41%
Department: 240 - POLICE Total:		6,992,477.00	6,992,477.00	261,475.16	2,252,981.22	4,739,495.78	32.22%

Department: 250 - FIRE

RptCategory: 50 - MATERIAL AND SERVICES

100-250-500110	CONTRACTUAL & PROFESSIONAL S...	3,668,444.00	3,668,444.00	0.00	1,655,562.75	2,012,881.25	45.13 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		3,668,444.00	3,668,444.00	0.00	1,655,562.75	2,012,881.25	45.13%
Department: 250 - FIRE Total:		3,668,444.00	3,668,444.00	0.00	1,655,562.75	2,012,881.25	45.13%

Department: 526 - PARKS

RptCategory: 40 - PERSONNEL SERVICES

100-526-437049	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,347.63	20,295.49	36,639.51	35.65 %
100-526-437050	PUBLIC WORKS SUPERVISOR	89,310.00	89,310.00	0.00	1,155.01	88,154.99	1.29 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-526-437055	PW ADMIN ASSISTANT	42,343.00	42,343.00	1,770.43	15,477.36	26,865.64	36.55 %
100-526-437070	UTILITY WORKER, JOURNEY	0.00	0.00	6,051.00	49,063.44	-49,063.44	0.00 %
100-526-437071	UTILITY WORKER II	237,712.00	237,712.00	4,742.16	39,601.55	198,110.45	16.66 %
100-526-439011	SEASONAL HELP	77,125.00	77,125.00	0.00	0.00	77,125.00	0.00 %
100-526-450100	OVERTIME	4,000.00	4,000.00	66.60	1,016.00	2,984.00	25.40 %
100-526-450500	CAREER RECOGNITION PAY	163.00	163.00	68.42	606.58	-443.58	372.13 %
100-526-470000	ASSOCIATED PAYROLL COSTS	249,276.00	249,276.00	6,951.79	60,290.34	188,985.66	24.19 %
RptCategory: 40 - PERSONNEL SERVICES Total:		756,864.00	756,864.00	21,998.03	187,505.77	569,358.23	24.77%
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL S...	70,000.00	70,000.00	1,665.52	21,907.69	48,092.31	31.30 %
100-526-520120	BANK CHARGES	11,200.00	11,200.00	330.37	2,456.91	8,743.09	21.94 %
100-526-520130	OPERATIONS, MAINTENANCE & RE...	152,000.00	152,000.00	6,341.73	39,247.38	112,752.62	25.82 %
100-526-520132	HAZARDOUS TREE REMOVAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
100-526-520320	FLEET FUEL, MAINTENANCE & REPA...	45,000.00	45,000.00	4,874.53	17,389.80	27,610.20	38.64 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	57.49	731.28	4,268.72	14.63 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	2,000.00	2,000.00	0.00	178.08	1,821.92	8.90 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFE...	10,000.00	10,000.00	1,027.00	2,433.64	7,566.36	24.34 %
100-526-540400	DUMPING, HAULING, GARBAGE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-526-560100	UTILITIES	73,300.00	73,300.00	5,505.13	46,030.64	27,269.36	62.80 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		419,500.00	419,500.00	19,801.77	130,375.42	289,124.58	31.08%
RptCategory: 60 - CAPITAL OUTLAY							
100-526-660100	EQUIPMENT REPLACEMENT RESER...	50,000.00	50,000.00	0.00	51,600.00	-1,600.00	103.20 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJEC...	599,623.00	599,623.00	0.00	632.63	598,990.37	0.11 %
RptCategory: 60 - CAPITAL OUTLAY Total:		649,623.00	649,623.00	0.00	52,232.63	597,390.37	8.04%
Department: 526 - PARKS Total:		1,825,987.00	1,825,987.00	41,799.80	370,113.82	1,455,873.18	20.27%
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435120	RECREATION COORDINATOR	20,000.00	20,000.00	0.00	4,054.05	15,945.95	20.27 %
100-527-470000	ASSOCIATED PAYROLL COSTS	7,500.00	7,500.00	0.00	1,582.81	5,917.19	21.10 %
RptCategory: 40 - PERSONNEL SERVICES Total:		27,500.00	27,500.00	0.00	5,636.86	21,863.14	20.50%
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	0.00	839.25	2,160.75	27.98 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	890.90	1,170.83	3,829.17	23.42 %
100-527-520136	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		10,200.00	10,200.00	890.90	2,010.08	8,189.92	19.71%
Department: 527 - RECREATION Total:		37,700.00	37,700.00	890.90	7,646.94	30,053.06	20.28%
Department: 528 - SENIOR CENTER							
RptCategory: 40 - PERSONNEL SERVICES							
100-528-435210	COMMUNITY SERVICES MANAGER	223,061.00	223,061.00	0.00	48,313.30	174,747.70	21.66 %
100-528-435240	TRAM DRIVER	69,366.00	69,366.00	632.66	25,069.27	44,296.73	36.14 %
100-528-435250	NUTRITION CATERER	112,776.00	112,776.00	10,172.75	47,715.39	65,060.61	42.31 %
100-528-435280	CENTER ASSISTANT	140,388.00	140,388.00	5,763.00	52,601.29	87,786.71	37.47 %
100-528-435295	BUILDING MONITOR	4,500.00	4,500.00	326.82	1,157.64	3,342.36	25.73 %
100-528-450500	CAREER RECOGNITION PAY	1,404.00	1,404.00	57.63	526.01	877.99	37.47 %
100-528-470000	ASSOCIATED PAYROLL COSTS	297,810.00	297,810.00	8,486.22	87,649.57	210,160.43	29.43 %
RptCategory: 40 - PERSONNEL SERVICES Total:		849,305.00	849,305.00	25,439.08	263,032.47	586,272.53	30.97%
RptCategory: 50 - MATERIAL AND SERVICES							
100-528-510075	NUTRITION PROGRAM SUPPLIES	30,000.00	30,000.00	1,245.31	10,532.95	19,467.05	35.11 %
100-528-520140	TRAM EXPENSES	14,500.00	40,015.00	141.94	29,055.42	10,959.58	72.61 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	4,000.00	4,000.00	0.00	514.99	3,485.01	12.87 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPA...	2,800.00	2,800.00	198.65	1,823.08	976.92	65.11 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	352.56	2,944.74	2,055.26	58.89 %
100-528-540200	DUES & MEMBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-528-560120	TELEPHONES	3,000.00	3,000.00	126.10	1,113.89	1,886.11	37.13 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		60,300.00	85,815.00	2,064.56	45,985.07	39,829.93	53.59%

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY						
100-528-651000 VEHICLES AND EQUIPMENT RESERV...	0.00	0.00	0.00	18,168.00	-18,168.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:	0.00	0.00	0.00	18,168.00	-18,168.00	0.00%
Department: 528 - SENIOR CENTER Total:	909,605.00	935,120.00	27,503.64	327,185.54	607,934.46	34.99%
Department: 529 - LIBRARY						
RptCategory: 50 - MATERIAL AND SERVICES						
100-529-500110 CONTRACTUAL & PROFESSIONAL S...	446,540.00	446,540.00	0.00	219,965.00	226,575.00	49.26 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	446,540.00	446,540.00	0.00	219,965.00	226,575.00	49.26%
Department: 529 - LIBRARY Total:	446,540.00	446,540.00	0.00	219,965.00	226,575.00	49.26%
Department: 600 - DEBT SERVICE						
RptCategory: 70 - DEBT SERVICE						
100-600-720040 DEBT PRINCIPAL	854,265.00	854,265.00	0.00	177,775.00	676,490.00	20.81 %
100-600-730040 DEBT SERVICE - INTEREST	364,010.00	364,010.00	0.00	127,660.61	236,349.39	35.07 %
RptCategory: 70 - DEBT SERVICE Total:	1,218,275.00	1,218,275.00	0.00	305,435.61	912,839.39	25.07%
Department: 600 - DEBT SERVICE Total:	1,218,275.00	1,218,275.00	0.00	305,435.61	912,839.39	25.07%
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
100-990-910000 CONTINGENCY FUNDS	821,908.00	821,908.00	0.00	0.00	821,908.00	0.00 %
RptCategory: 90 - OTHER Total:	821,908.00	821,908.00	0.00	0.00	821,908.00	0.00%
Department: 990 - CONTINGENCY Total:	821,908.00	821,908.00	0.00	0.00	821,908.00	0.00%
Expense Total:	27,064,011.00	27,089,526.00	1,104,876.60	10,186,613.97	16,902,912.03	37.60%
Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-738,635.22	-3,059,569.85	-3,059,569.85	0.00%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3150 - GRANTS						
105-000-315080 OTHER GRANTS (ARPA)	2,367,344.00	2,367,344.00	0.00	0.00	-2,367,344.00	0.00 %
RptType: 3150 - GRANTS Total:	2,367,344.00	2,367,344.00	0.00	0.00	-2,367,344.00	0.00%
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	2,367,344.00	2,367,344.00	0.00	0.00	-2,367,344.00	0.00%
Revenue Total:	2,367,344.00	2,367,344.00	0.00	0.00	-2,367,344.00	0.00%
Expense						
Department: 150 - ARPA GRANT						
RptCategory: 50 - MATERIAL AND SERVICES						
105-150-500110 CONTRACTUAL & PROFESSIONAL S...	115,300.00	115,300.00	3,500.00	26,380.00	88,920.00	22.88 %
105-150-530200 EMERGENCY MANAGEMENT	17,600.00	17,600.00	0.00	24,493.77	-6,893.77	139.17 %
105-150-530210 ARPA FUNDING (TBD)	280,944.00	280,944.00	0.00	0.00	280,944.00	0.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	413,844.00	413,844.00	3,500.00	50,873.77	362,970.23	12.29%
RptCategory: 60 - CAPITAL OUTLAY						
105-150-660100 EQUIPMENT REPLACEMENT	100,000.00	100,000.00	0.00	36,717.00	63,283.00	36.72 %
RptCategory: 60 - CAPITAL OUTLAY Total:	100,000.00	100,000.00	0.00	36,717.00	63,283.00	36.72%
Department: 150 - ARPA GRANT Total:	513,844.00	513,844.00	3,500.00	87,590.77	426,253.23	17.05%
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
105-920-899100 TRANSFER OUT TO GENERAL FUND	653,500.00	653,500.00	0.00	0.00	653,500.00	0.00 %
105-920-899730 TRANSFER OUT TO SEWER FUND	840,000.00	840,000.00	0.00	0.00	840,000.00	0.00 %
105-920-899750 TRANSFER OUT TO STORM WATER F...	360,000.00	360,000.00	0.00	0.00	360,000.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:	1,853,500.00	1,853,500.00	0.00	0.00	1,853,500.00	0.00%
Department: 920 - TRANSFER OUT Total:	1,853,500.00	1,853,500.00	0.00	0.00	1,853,500.00	0.00%
Expense Total:	2,367,344.00	2,367,344.00	3,500.00	87,590.77	2,279,753.23	3.70%
Fund: 105 - AMERICAN RESCUE PLAN RESERVE FUND Surplus (Defici..	0.00	0.00	-3,500.00	-87,590.77	-87,590.77	0.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 205 - ROAD AND STREET FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
205-000-309999	BEGINNING FUND BALANCE	2,822,000.00	2,822,000.00	0.00	0.00	-2,822,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,822,000.00	2,822,000.00	0.00	0.00	-2,822,000.00	0.00%
RptType: 3100 - LOCAL TAXES							
205-000-310060	VEHICLE REGISTRATION FEES	500,000.00	500,000.00	36,053.27	151,311.03	-348,688.97	30.26 %
	RptType: 3100 - LOCAL TAXES Total:	500,000.00	500,000.00	36,053.27	151,311.03	-348,688.97	30.26%
RptType: 3110 - STATE SHARED TAXES							
205-000-310140	STATE HIGHWAY TAXES	1,944,766.00	1,944,766.00	70,109.39	631,594.38	-1,313,171.62	32.48 %
	RptType: 3110 - STATE SHARED TAXES Total:	1,944,766.00	1,944,766.00	70,109.39	631,594.38	-1,313,171.62	32.48%
RptType: 3120 - RIGHT OF WAY FEES							
205-000-312050	RIGHT OF WAY - TELECOM	240,000.00	240,000.00	5,041.09	56,047.18	-183,952.82	23.35 %
205-000-312055	RIGHT OF WAY - OTHER	225,000.00	225,000.00	5,271.10	63,704.36	-161,295.64	28.31 %
205-000-312060	ROW LICENSE FEES	1,000.00	1,000.00	0.00	400.00	-600.00	40.00 %
205-000-312065	ROW REGISTRATION FEES	0.00	0.00	0.00	700.00	700.00	0.00 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	466,000.00	466,000.00	10,312.19	120,851.54	-345,148.46	25.93%
RptType: 3141 - SDC							
205-000-314075	TRANSPORTATION SDC'S	0.00	0.00	3,066.20	22,893.29	22,893.29	0.00 %
205-000-314076	SDC Reimbursement Fee	0.00	0.00	403.49	580.22	580.22	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	3,469.69	23,473.51	23,473.51	0.00%
RptType: 3600 - MISCELLANEOUS							
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	50,000.00	50,000.00	705.00	15,430.00	-34,570.00	30.86 %
	RptType: 3600 - MISCELLANEOUS Total:	50,000.00	50,000.00	705.00	15,430.00	-34,570.00	30.86%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,782,766.00	5,782,766.00	120,649.54	942,660.46	-4,840,105.54	16.30%
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
205-910-399730	TRANSFER IN FROM SEWER FUND	462,275.00	462,275.00	0.00	0.00	-462,275.00	0.00 %
205-910-399740	TRANSFER IN FROM WATER FUND	349,000.00	349,000.00	0.00	0.00	-349,000.00	0.00 %
205-910-399750	TRANSFER IN FROM STORM WATER	110,500.00	110,500.00	0.00	0.00	-110,500.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	921,775.00	921,775.00	0.00	0.00	-921,775.00	0.00%
	Department: 910 - TRANSFER IN Total:	921,775.00	921,775.00	0.00	0.00	-921,775.00	0.00%
	Revenue Total:	6,704,541.00	6,704,541.00	120,649.54	942,660.46	-5,761,880.54	14.06%
Expense							
Department: 305 - ROAD AND STREET							
RptCategory: 40 - PERSONNEL SERVICES							
205-305-437049	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,347.63	20,295.49	36,639.51	35.65 %
205-305-437050	PUBLIC WORKS SUPERVISOR	89,310.00	89,310.00	0.00	1,155.02	88,154.98	1.29 %
205-305-437051	PW UTILITIES MANAGER	60,981.00	60,981.00	2,503.13	21,958.34	39,022.66	36.01 %
205-305-437055	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,676.46	23,247.83	39,384.17	37.12 %
205-305-437070	UTILITY WORKER, JOURNEY	154,764.00	154,764.00	11,582.00	99,878.01	54,885.99	64.54 %
205-305-437071	UTILITY WORKER II	165,676.00	165,676.00	1,535.44	23,504.80	142,171.20	14.19 %
205-305-439011	SEASONAL HELP	77,125.00	77,125.00	0.00	3,640.88	73,484.12	4.72 %
205-305-450100	OVERTIME	10,000.00	10,000.00	149.84	2,705.01	7,294.99	27.05 %
205-305-450500	CAREER RECOGNITION PAY	11,727.00	11,727.00	562.66	5,142.19	6,584.81	43.85 %
205-305-470000	ASSOCIATED PAYROLL COSTS	427,801.00	427,801.00	14,148.86	132,608.00	295,193.00	31.00 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,116,951.00	1,116,951.00	35,506.02	334,135.57	782,815.43	29.91%
RptCategory: 50 - MATERIAL AND SERVICES							
205-305-500110	CONTRACTUAL & PROFESSIONAL S...	40,000.00	40,000.00	756.82	23,503.36	16,496.64	58.76 %
205-305-520130	OPERATIONS, MAINTENANCE & RE...	630,000.00	630,000.00	1,346.43	183,231.77	446,768.23	29.08 %
205-305-520172	STREET LIGHT MAINTENANCE	200,000.00	200,000.00	8,824.14	71,983.94	128,016.06	35.99 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	14,000.00	14,000.00	0.00	3,091.06	10,908.94	22.08 %
205-305-520178	STREET SIGN MAINTENANCE	50,000.00	50,000.00	536.75	11,359.70	38,640.30	22.72 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPA...	50,000.00	50,000.00	1,603.46	14,596.04	35,403.96	29.19 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	4,000.00	4,000.00	325.15	838.76	3,161.24	20.97 %
205-305-540220	TRAVEL, CONFERENCES & TRAINING	2,500.00	2,500.00	0.00	113.08	2,386.92	4.52 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFE...	20,000.00	20,000.00	2,210.28	2,831.36	17,168.64	14.16 %
205-305-540400	DUMPING, HAULING, GARBAGE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
205-305-560100	UTILITIES	2,500.00	2,500.00	53.32	471.00	2,029.00	18.84 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,020,500.00	1,020,500.00	15,656.35	312,020.07	708,479.93	30.58%
RptCategory: 60 - CAPITAL OUTLAY							
205-305-660100	EQUIPMENT REPLACEMENT RESER...	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
205-305-675056	BIKEWAY & SIDEWALK IMPROVEM...	19,447.00	19,447.00	0.00	0.00	19,447.00	0.00 %
205-305-676050	SYSTEM IMPROVEMENTS & PROJEC...	1,884,122.00	1,884,122.00	12,448.35	95,380.42	1,788,741.58	5.06 %
205-305-678090	RESERVE FROM SDC'S	596,139.00	596,139.00	0.00	0.00	596,139.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		2,749,708.00	2,749,708.00	12,448.35	95,380.42	2,654,327.58	3.47%
Department: 305 - ROAD AND STREET Total:		4,887,159.00	4,887,159.00	63,610.72	741,536.06	4,145,622.94	15.17%
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
205-920-899100	TRANSFER OUT TO GENERAL FUND	584,717.00	584,717.00	0.00	0.00	584,717.00	0.00 %
205-920-899730	TRANSFER OUT TO SEWER FUND	277,555.00	277,555.00	0.00	0.00	277,555.00	0.00 %
205-920-899740	TRANSFER OUT TO WATER	277,555.00	277,555.00	0.00	0.00	277,555.00	0.00 %
205-920-899750	TRANSFER OUT TO STORM	277,555.00	277,555.00	0.00	0.00	277,555.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:		1,417,382.00	1,417,382.00	0.00	0.00	1,417,382.00	0.00%
Department: 920 - TRANSFER OUT Total:		1,417,382.00	1,417,382.00	0.00	0.00	1,417,382.00	0.00%
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
205-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00%
Department: 990 - CONTINGENCY Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00%
Expense Total:		6,704,541.00	6,704,541.00	63,610.72	741,536.06	5,963,004.94	11.06%
Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):		0.00	0.00	57,038.82	201,124.40	201,124.40	0.00%

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 228 - POLICE LEVY FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
228-000-309999	BEGINNING FUND BALANCE	23,000.00	23,000.00	0.00	0.00	-23,000.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	23,000.00	23,000.00	0.00	0.00	-23,000.00 0.00%
RptType: 3100 - LOCAL TAXES						
228-000-310020	CURRENT LEVY TAX	1,515,498.00	1,515,498.00	18,527.73	716,796.81	-798,701.19 47.30 %
228-000-310050	PRIOR YEAR TAXES	10,000.00	10,000.00	353.66	4,555.47	-5,444.53 45.55 %
	RptType: 3100 - LOCAL TAXES Total:	1,525,498.00	1,525,498.00	18,881.39	721,352.28	-804,145.72 47.29%
RptType: 3301 - INTEREST						
228-000-330100	INTEREST	4,000.00	4,000.00	1,619.99	8,943.64	4,943.64 223.59 %
	RptType: 3301 - INTEREST Total:	4,000.00	4,000.00	1,619.99	8,943.64	4,943.64 223.59%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,552,498.00	1,552,498.00	20,501.38	730,295.92	-822,202.08 47.04%
	Revenue Total:	1,552,498.00	1,552,498.00	20,501.38	730,295.92	-822,202.08 47.04%
Expense						
Department: 245 - POLICE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
228-245-432160	POLICE OFFICER	184,338.00	184,338.00	9,317.57	79,944.40	104,393.60 43.37 %
228-245-432165	SCHOOL RESOURCE OFFICER	184,338.00	184,338.00	6,692.32	9,703.93	174,634.07 5.26 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	137,556.00	137,556.00	5,121.00	39,850.11	97,705.89 28.97 %
228-245-432195	EXECUTIVE ASSISTANT	161,508.00	161,508.00	6,996.00	60,983.57	100,524.43 37.76 %
228-245-450100	OVERTIME	30,000.00	30,000.00	982.02	8,114.97	21,885.03 27.05 %
228-245-450200	HOLIDAY PAY	4,000.00	4,000.00	0.00	0.00	4,000.00 0.00 %
228-245-450300	PROFICIENCY PAY	67,507.00	67,507.00	1,990.84	15,183.34	52,323.66 22.49 %
228-245-450500	CAREER RECOGNITION PAY	0.00	0.00	237.36	1,802.45	-1,802.45 0.00 %
228-245-470000	ASSOCIATED PAYROLL COSTS	490,468.00	490,468.00	21,193.16	136,901.51	353,566.49 27.91 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,259,715.00	1,259,715.00	52,530.27	352,484.28	907,230.72 27.98%
RptCategory: 50 - MATERIAL AND SERVICES						
228-245-500498	SHARE COST CCOM DISPATCH	161,386.00	161,386.00	6,772.46	60,952.16	100,433.84 37.77 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	0.00	3,228.78	771.22 80.72 %
228-245-510040	K-9 EXPENSES	14,000.00	14,000.00	137.98	19,182.77	-5,182.77 137.02 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	0.00	0.00	8,200.00 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	187,586.00	187,586.00	6,910.44	83,363.71	104,222.29 44.44%
	Department: 245 - POLICE LEVY Total:	1,447,301.00	1,447,301.00	59,440.71	435,847.99	1,011,453.01 30.11%
Department: 991 - UNAPPROPRIATED BALANCE						
RptCategory: 90 - OTHER						
228-991-990000	UNAPPROPRIATED ENDING FUND B...	105,197.00	105,197.00	0.00	0.00	105,197.00 0.00 %
	RptCategory: 90 - OTHER Total:	105,197.00	105,197.00	0.00	0.00	105,197.00 0.00%
	Department: 991 - UNAPPROPRIATED BALANCE Total:	105,197.00	105,197.00	0.00	0.00	105,197.00 0.00%
	Expense Total:	1,552,498.00	1,552,498.00	59,440.71	435,847.99	1,116,650.01 28.07%
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-38,939.33	294,447.93	294,447.93 0.00%

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 229 - FIRE LEVY FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
229-000-309999	BEGINNING FUND BALANCE	160,000.00	160,000.00	0.00	0.00	-160,000.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	160,000.00	160,000.00	0.00	0.00	-160,000.00 0.00%
RptType: 3100 - LOCAL TAXES						
229-000-310020	CURRENT LEVY TAX	690,889.00	690,889.00	8,439.25	326,496.05	-364,392.95 47.26 %
229-000-310050	PRIOR YEAR TAXES	5,000.00	5,000.00	161.09	2,075.00	-2,925.00 41.50 %
	RptType: 3100 - LOCAL TAXES Total:	695,889.00	695,889.00	8,600.34	328,571.05	-367,317.95 47.22%
RptType: 3301 - INTEREST						
229-000-330100	INTEREST	6,000.00	6,000.00	2,172.38	13,026.15	7,026.15 217.10 %
	RptType: 3301 - INTEREST Total:	6,000.00	6,000.00	2,172.38	13,026.15	7,026.15 217.10%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	861,889.00	861,889.00	10,772.72	341,597.20	-520,291.80 39.63%
	Revenue Total:	861,889.00	861,889.00	10,772.72	341,597.20	-520,291.80 39.63%
Expense						
Department: 255 - FIRE LEVY						
RptCategory: 50 - MATERIAL AND SERVICES						
229-255-500110	CONTRACTUAL & PROFESSIONAL S...	861,889.00	861,889.00	0.00	39,436.45	822,452.55 4.58 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	861,889.00	861,889.00	0.00	39,436.45	822,452.55 4.58%
	Department: 255 - FIRE LEVY Total:	861,889.00	861,889.00	0.00	39,436.45	822,452.55 4.58%
	Expense Total:	861,889.00	861,889.00	0.00	39,436.45	822,452.55 4.58%
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	10,772.72	302,160.75	302,160.75 0.00%

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 390 - URBAN RENEWAL FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
390-000-309999	BEGINNING FUND BALANCE	2,980,000.00	2,980,000.00	0.00	0.00	-2,980,000.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,980,000.00	2,980,000.00	0.00	0.00	-2,980,000.00 0.00%
RptType: 3100 - LOCAL TAXES						
390-000-310010	CURRENT YEAR TAXES	2,129,997.00	2,129,997.00	27,428.29	1,057,500.21	-1,072,496.79 49.65 %
390-000-310050	PRIOR YEAR TAXES	18,000.00	18,000.00	513.25	6,608.36	-11,391.64 36.71 %
	RptType: 3100 - LOCAL TAXES Total:	2,147,997.00	2,147,997.00	27,941.54	1,064,108.57	-1,083,888.43 49.54%
RptType: 3301 - INTEREST						
390-000-330100	INTEREST	100,000.00	100,000.00	14,782.14	106,755.65	6,755.65 106.76 %
	RptType: 3301 - INTEREST Total:	100,000.00	100,000.00	14,782.14	106,755.65	6,755.65 106.76%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,227,997.00	5,227,997.00	42,723.68	1,170,864.22	-4,057,132.78 22.40%
	Revenue Total:	5,227,997.00	5,227,997.00	42,723.68	1,170,864.22	-4,057,132.78 22.40%
Expense						
Department: 410 - URBAN RENEWAL						
RptCategory: 50 - MATERIAL AND SERVICES						
390-410-500110	CONTRACTUAL & PROFESSIONAL S...	22,000.00	22,000.00	1,850.50	9,315.55	12,684.45 42.34 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	38,000.00	38,000.00	0.00	14,000.00	24,000.00 36.84 %
390-410-530000	FIRE & LIABILITY INSURANCE	69,000.00	69,000.00	0.00	0.00	69,000.00 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	129,000.00	129,000.00	1,850.50	23,315.55	105,684.45 18.07%
RptCategory: 70 - DEBT SERVICE						
390-410-730030	DEBT SERVICE PRINCIPAL	986,320.00	986,320.00	0.00	485,896.00	500,424.00 49.26 %
390-410-730040	DEBT SERVICE - INTEREST	89,952.00	89,952.00	0.00	52,349.07	37,602.93 58.20 %
	RptCategory: 70 - DEBT SERVICE Total:	1,076,272.00	1,076,272.00	0.00	538,245.07	538,026.93 50.01%
RptCategory: 89 - TRANSFERS OUT						
390-410-899100	TRANSFER OUT TO GENERAL FUND	590,503.00	590,503.00	32,424.85	278,291.33	312,211.67 47.13 %
	RptCategory: 89 - TRANSFERS OUT Total:	590,503.00	590,503.00	32,424.85	278,291.33	312,211.67 47.13%
	Department: 410 - URBAN RENEWAL Total:	1,795,775.00	1,795,775.00	34,275.35	839,851.95	955,923.05 46.77%
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
390-990-910000	CONTINGENCY FUNDS	3,432,222.00	3,432,222.00	0.00	0.00	3,432,222.00 0.00 %
	RptCategory: 90 - OTHER Total:	3,432,222.00	3,432,222.00	0.00	0.00	3,432,222.00 0.00%
	Department: 990 - CONTINGENCY Total:	3,432,222.00	3,432,222.00	0.00	0.00	3,432,222.00 0.00%
	Expense Total:	5,227,997.00	5,227,997.00	34,275.35	839,851.95	4,388,145.05 16.06%
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	0.00	0.00	8,448.33	331,012.27	331,012.27 0.00%

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 730 - SEWER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
730-000-309999	BEGINNING FUND BALANCE	4,400,000.00	4,400,000.00	0.00	0.00	-4,400,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	4,400,000.00	4,400,000.00	0.00	0.00	-4,400,000.00	0.00%
RptType: 3140 - CHARGES FOR SERVICES							
730-000-314050	OAK LODGE SANITARY	1,900,000.00	1,900,000.00	87,927.67	786,306.17	-1,113,693.83	41.38 %
730-000-314055	TRI-CITY SERVICE DISTRICT	6,505,000.00	6,505,000.00	272,116.06	2,449,607.01	-4,055,392.99	37.66 %
730-000-314080	CONNECTION FEES	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	8,415,000.00	8,415,000.00	360,043.73	3,235,913.18	-5,179,086.82	38.45%
RptType: 3141 - SDC							
730-000-314110	SEWER SDCS	20,000.00	20,000.00	5,944.40	22,156.40	2,156.40	110.78 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	810.60	810.60	810.60	0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	6,755.00	22,967.00	2,967.00	114.84%
RptType: 3600 - MISCELLANEOUS							
730-000-360000	ALL OTHER SEWER RECEIPTS	482,033.00	482,033.00	0.00	1,600.00	-480,433.00	0.33 %
	RptType: 3600 - MISCELLANEOUS Total:	482,033.00	482,033.00	0.00	1,600.00	-480,433.00	0.33%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	13,317,033.00	13,317,033.00	366,798.73	3,260,480.18	-10,056,552.82	24.48%
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
730-910-399105	OPERATING TRANSFERS IN-ARPA RE...	840,000.00	840,000.00	0.00	0.00	-840,000.00	0.00 %
730-910-399205	TRANSFER IN FROM ROAD & STREET..	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	1,117,555.00	1,117,555.00	0.00	0.00	-1,117,555.00	0.00%
	Department: 910 - TRANSFER IN Total:	1,117,555.00	1,117,555.00	0.00	0.00	-1,117,555.00	0.00%
	Revenue Total:	14,434,588.00	14,434,588.00	366,798.73	3,260,480.18	-11,174,107.82	22.59%
Expense							
Department: 703 - SEWER							
RptCategory: 40 - PERSONNEL SERVICES							
730-703-431500	ACCOUNTING CLERK	34,269.00	34,269.00	1,372.25	11,958.75	22,310.25	34.90 %
730-703-437049	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,347.63	20,295.49	36,639.51	35.65 %
730-703-437050	PUBLIC WORKS SUPERVISOR	60,560.00	60,560.00	2,480.99	21,120.82	39,439.18	34.88 %
730-703-437051	PW UTILITIES MANAGER	60,981.00	60,981.00	2,503.13	21,958.34	39,022.66	36.01 %
730-703-437055	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,676.46	23,247.83	39,384.17	37.12 %
730-703-437070	UTILITY WORKER, JOURNEY	71,964.00	71,964.00	0.00	23,409.88	48,554.12	32.53 %
730-703-437071	UTILITY WORKER II	37,216.00	37,216.00	3,640.78	32,718.66	4,497.34	87.92 %
730-703-437072	UTILITY WORKER III	146,012.00	146,012.00	2,967.95	23,957.28	122,054.72	16.41 %
730-703-439011	SEASONAL HELP	38,600.00	38,600.00	0.00	0.00	38,600.00	0.00 %
730-703-450100	OVERTIME	10,000.00	10,000.00	149.84	914.85	9,085.15	9.15 %
730-703-450500	CAREER RECOGNITION PAY	6,148.00	6,148.00	185.09	1,608.20	4,539.80	26.16 %
730-703-470000	ASSOCIATED PAYROLL COSTS	351,705.00	351,705.00	11,262.30	112,004.25	239,700.75	31.85 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	937,022.00	937,022.00	29,586.42	293,194.35	643,827.65	31.29%
RptCategory: 50 - MATERIAL AND SERVICES							
730-703-500110	CONTRACTUAL & PROFESSIONAL S...	64,000.00	64,000.00	830.54	12,868.27	51,131.73	20.11 %
730-703-500456	OAK LODGE SANITARY DISTRICT	1,193,800.00	1,193,800.00	0.00	488,631.04	705,168.96	40.93 %
730-703-500458	WATER ENVIRONMENT SERVICES (...)	2,891,161.00	2,891,161.00	118,162.52	1,098,590.28	1,792,570.72	38.00 %
730-703-520120	BANK CHARGES	72,500.00	72,500.00	4,174.98	28,959.50	43,540.50	39.94 %
730-703-520130	OPERATIONS, MAINTENANCE & RE...	100,000.00	100,000.00	3,344.34	17,003.80	82,996.20	17.00 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPA...	57,800.00	57,800.00	11,198.94	26,992.70	30,807.30	46.70 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	219.39	1,377.38	3,622.62	27.55 %
730-703-520430	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	726.73	7,142.10	10,357.90	40.81 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	48.00	1,018.49	3,981.51	20.37 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFE...	15,000.00	15,000.00	33.00	1,996.39	13,003.61	13.31 %
730-703-540400	DUMPING, HAULING, GARBAGE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
730-703-560100	UTILITIES	5,000.00	5,000.00	121.95	1,039.86	3,960.14	20.80 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		4,434,761.00	4,434,761.00	138,860.39	1,685,619.81	2,749,141.19	38.01%
RptCategory: 60 - CAPITAL OUTLAY							
730-703-660100	EQUIPMENT REPLACEMENT RESER...	665,000.00	665,000.00	0.00	0.00	665,000.00	0.00 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJEC...	6,648,471.00	6,648,471.00	6,305.61	55,739.17	6,592,731.83	0.84 %
730-703-678090	RESERVE FROM SDC'S	469,159.00	469,159.00	0.00	0.00	469,159.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		7,782,630.00	7,782,630.00	6,305.61	55,739.17	7,726,890.83	0.72%
Department: 703 - SEWER Total:		13,154,413.00	13,154,413.00	174,752.42	2,034,553.33	11,119,859.67	15.47%
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
730-920-899100	TRANSFER OUT TO GENERAL FUND	417,900.00	417,900.00	0.00	0.00	417,900.00	0.00 %
730-920-899205	TRANSFER OUT TO ROAD & STREET ...	462,275.00	462,275.00	0.00	0.00	462,275.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:		880,175.00	880,175.00	0.00	0.00	880,175.00	0.00%
Department: 920 - TRANSFER OUT Total:		880,175.00	880,175.00	0.00	0.00	880,175.00	0.00%
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
730-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00%
Department: 990 - CONTINGENCY Total:		400,000.00	400,000.00	0.00	0.00	400,000.00	0.00%
Expense Total:		14,434,588.00	14,434,588.00	174,752.42	2,034,553.33	12,400,034.67	14.09%
Fund: 730 - SEWER FUND Surplus (Deficit):		0.00	0.00	192,046.31	1,225,926.85	1,225,926.85	0.00%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 740 - WATER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
740-000-309999	BEGINNING FUND BALANCE	6,100,000.00	6,100,000.00	0.00	0.00	-6,100,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	6,100,000.00	6,100,000.00	0.00	0.00	-6,100,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
740-000-314060	WATER SERVICE REVENUE	6,350,000.00	6,350,000.00	206,512.22	2,232,620.04	-4,117,379.96	35.16 %
740-000-314080	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	2,150.00	-7,850.00	21.50 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	6,360,000.00	6,360,000.00	206,512.22	2,234,770.04	-4,125,229.96	35.14 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S	20,000.00	20,000.00	0.00	29,262.80	9,262.80	146.31 %
740-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	1,204.20	1,204.20	0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	30,467.00	10,467.00	152.34 %
RptType: 3600 - MISCELLANEOUS							
740-000-360000	ALL OTHER WATER RECEIPTS	0.00	0.00	0.00	-482.50	-482.50	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	0.00	-482.50	-482.50	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	12,480,000.00	12,480,000.00	206,512.22	2,264,754.54	-10,215,245.46	18.15 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
740-910-399205	TRANSFER IN FROM ROAD & STREET..	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	Department: 910 - TRANSFER IN Total:	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	Revenue Total:	12,757,555.00	12,757,555.00	206,512.22	2,264,754.54	-10,492,800.46	17.75 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	41,123.00	41,123.00	1,646.70	14,350.50	26,772.50	34.90 %
740-704-437049	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,347.63	20,295.49	36,639.51	35.65 %
740-704-437050	PUBLIC WORKS SUPERVISOR	62,396.00	62,396.00	2,612.99	21,859.23	40,536.77	35.03 %
740-704-437051	PW UTILITIES MANAGER	60,981.00	60,981.00	2,484.38	21,789.59	39,191.41	35.73 %
740-704-437055	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,676.46	23,247.83	39,384.17	37.12 %
740-704-437070	UTILITY WORKER, JOURNEY	154,764.00	154,764.00	6,354.00	57,215.60	97,548.40	36.97 %
740-704-437071	UTILITY WORKER II	155,649.00	155,649.00	6,488.03	56,733.27	98,915.73	36.45 %
740-704-439011	SEASONAL HELP	38,600.00	38,600.00	0.00	0.00	38,600.00	0.00 %
740-704-450100	OVERTIME	10,000.00	10,000.00	149.84	1,158.80	8,841.20	11.59 %
740-704-450500	CAREER RECOGNITION PAY	6,746.00	6,746.00	251.57	2,182.70	4,563.30	32.36 %
740-704-470000	ASSOCIATED PAYROLL COSTS	370,175.00	370,175.00	14,994.39	129,890.66	240,284.34	35.09 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,020,001.00	1,020,001.00	40,005.99	348,723.67	671,277.33	34.19 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL S...	275,000.00	275,000.00	908.55	26,832.23	248,167.77	9.76 %
740-704-500240	METER READING CONTRACT	64,000.00	64,000.00	2,551.52	21,598.97	42,401.03	33.75 %
740-704-500425	WHOLESALE WATER	1,272,960.00	1,272,960.00	43,655.18	432,676.69	840,283.31	33.99 %
740-704-520120	BANK CHARGES	72,000.00	72,000.00	4,174.99	27,489.67	44,510.33	38.18 %
740-704-520130	OPERATIONS, MAINTENANCE & RE...	250,000.00	250,000.00	3,054.53	45,509.44	204,490.56	18.20 %
740-704-520162	LABORATORY WATER TESTS	40,000.00	40,000.00	0.00	6,010.00	33,990.00	15.03 %
740-704-520165	FIRE HYDRANT MAINTENANCE & RE...	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
740-704-520320	FLEET FUEL, MAINTENANCE & REPA...	45,000.00	45,000.00	4,223.94	16,987.14	28,012.86	37.75 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	219.38	1,424.55	4,575.45	23.74 %
740-704-520430	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	726.73	7,142.10	10,357.90	40.81 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	0.00	970.51	4,029.49	19.41 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFE...	15,000.00	15,000.00	32.98	1,404.97	13,595.03	9.37 %
740-704-540400	DUMPING, HAULING, GARBAGE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
740-704-560100	UTILITIES	50,000.00	50,000.00	1,904.72	17,373.44	32,626.56	34.75 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	2,152,460.00	2,152,460.00	61,452.52	605,419.71	1,547,040.29	28.13 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY						
740-704-660100	EQUIPMENT REPLACEMENT RESER...	279,000.00	279,000.00	0.00	0.00	279,000.00 0.00 %
740-704-676050	SYSTEM IMPROVEMENTS & PROJEC...	7,018,269.00	7,018,269.00	0.00	12,371.87	7,005,897.13 0.18 %
740-704-678090	RESERVE FROM SDC'S	657,771.00	657,771.00	0.00	0.00	657,771.00 0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		7,955,040.00	7,955,040.00	0.00	12,371.87	7,942,668.13 0.16%
RptCategory: 70 - DEBT SERVICE						
740-704-720040	2005 BONDED DEBT/PRINCIPAL	347,000.00	347,000.00	0.00	0.00	347,000.00 0.00 %
740-704-730040	2005 BONDED DEBT/INTEREST	10,376.00	10,376.00	0.00	3,455.10	6,920.90 33.30 %
RptCategory: 70 - DEBT SERVICE Total:		357,376.00	357,376.00	0.00	3,455.10	353,920.90 0.97%
Department: 704 - WATER Total:		11,484,877.00	11,484,877.00	101,458.51	969,970.35	10,514,906.65 8.45%
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
740-920-899100	TRANSFER OUT TO GENERAL FUND	523,678.00	523,678.00	0.00	0.00	523,678.00 0.00 %
740-920-899205	TRANSFER OUT TO ROAD & STREET ...	349,000.00	349,000.00	0.00	0.00	349,000.00 0.00 %
RptCategory: 89 - TRANSFERS OUT Total:		872,678.00	872,678.00	0.00	0.00	872,678.00 0.00%
Department: 920 - TRANSFER OUT Total:		872,678.00	872,678.00	0.00	0.00	872,678.00 0.00%
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
740-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00 0.00 %
RptCategory: 90 - OTHER Total:		400,000.00	400,000.00	0.00	0.00	400,000.00 0.00%
Department: 990 - CONTINGENCY Total:		400,000.00	400,000.00	0.00	0.00	400,000.00 0.00%
Expense Total:		12,757,555.00	12,757,555.00	101,458.51	969,970.35	11,787,584.65 7.60%
Fund: 740 - WATER FUND Surplus (Deficit):		0.00	0.00	105,053.71	1,294,784.19	1,294,784.19 0.00%

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 750 - STORM WATER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
750-000-309999	BEGINNING FUND BALANCE	1,875,000.00	1,875,000.00	0.00	0.00	-1,875,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	1,875,000.00	1,875,000.00	0.00	0.00	-1,875,000.00	0.00%
RptType: 3140 - CHARGES FOR SERVICES							
750-000-314060	STORM REVENUE	2,010,500.00	2,010,500.00	85,235.49	747,498.57	-1,263,001.43	37.18 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	2,010,500.00	2,010,500.00	85,235.49	747,498.57	-1,263,001.43	37.18%
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	11,000.00	11,000.00	0.00	10,848.00	-152.00	98.62 %
	RptType: 3141 - SDC Total:	11,000.00	11,000.00	0.00	10,848.00	-152.00	98.62%
RptType: 3600 - MISCELLANEOUS							
750-000-360000	ALL OTHER STORM FUND RESOURC...	187,833.00	187,833.00	0.00	0.00	-187,833.00	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	187,833.00	187,833.00	0.00	0.00	-187,833.00	0.00%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,084,333.00	4,084,333.00	85,235.49	758,346.57	-3,325,986.43	18.57%
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
750-910-399105	TRANSFER IN FROM ARPA FUND	360,000.00	360,000.00	0.00	0.00	-360,000.00	0.00 %
750-910-399205	TRANSFER IN FROM ROAD & STREET..	277,555.00	277,555.00	0.00	0.00	-277,555.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	637,555.00	637,555.00	0.00	0.00	-637,555.00	0.00%
	Department: 910 - TRANSFER IN Total:	637,555.00	637,555.00	0.00	0.00	-637,555.00	0.00%
	Revenue Total:	4,721,888.00	4,721,888.00	85,235.49	758,346.57	-3,963,541.43	16.06%
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	34,269.00	34,269.00	1,372.25	11,958.75	22,310.25	34.90 %
750-705-437049	PUBLIC WORKS DIRECTOR	56,935.00	56,935.00	2,347.64	20,295.52	36,639.48	35.65 %
750-705-437050	PUBLIC WORKS SUPERVISOR	60,560.00	60,560.00	2,424.18	21,022.44	39,537.56	34.71 %
750-705-437051	PW UTILITIES MANAGER	60,981.00	60,981.00	2,503.11	21,958.16	39,022.84	36.01 %
750-705-437055	PW ADMIN ASSISTANT	62,632.00	62,632.00	2,676.45	23,247.68	39,384.32	37.12 %
750-705-437070	UTILITY WORKER, JOURNEY	71,964.00	71,964.00	0.00	23,409.86	48,554.14	32.53 %
750-705-437071	UTILITY WORKER II	112,157.00	112,157.00	6,451.50	47,290.04	64,866.96	42.16 %
750-705-437072	UTILITY WORKER III	146,012.00	146,012.00	2,967.94	23,957.19	122,054.81	16.41 %
750-705-450100	OVERTIME	5,000.00	5,000.00	149.86	1,370.77	3,629.23	27.42 %
750-705-450500	CAREER RECOGNITION PAY	6,148.00	6,148.00	185.08	1,607.97	4,540.03	26.15 %
750-705-470000	ASSOCIATED PAYROLL COSTS	376,348.00	376,348.00	12,865.17	116,919.46	259,428.54	31.07 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	993,006.00	993,006.00	33,943.18	313,037.84	679,968.16	31.52%
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL S...	44,000.00	44,000.00	810.24	15,073.16	28,926.84	34.26 %
750-705-520120	BANK CHARGES	80,000.00	80,000.00	4,175.61	28,961.63	51,038.37	36.20 %
750-705-520130	OPERATIONS, MAINTENANCE & RE...	60,000.00	60,000.00	44.34	13,951.83	46,048.17	23.25 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPA...	50,000.00	50,000.00	11,152.67	26,421.52	23,578.48	52.84 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,000.00	5,000.00	219.42	1,377.33	3,622.67	27.55 %
750-705-520430	UTILITY BILLS & POSTAGE	17,500.00	17,500.00	726.96	7,144.26	10,355.74	40.82 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	2,000.00	2,000.00	48.00	126.90	1,873.10	6.35 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFE...	6,000.00	6,000.00	32.99	1,878.59	4,121.41	31.31 %
750-705-540400	DUMPING, HAULING, GARBAGE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
750-705-560100	UTILITIES	2,000.00	2,000.00	53.31	470.99	1,529.01	23.55 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	274,000.00	274,000.00	17,263.54	95,406.21	178,593.79	34.82%
RptCategory: 60 - CAPITAL OUTLAY							
750-705-660100	EQUIPMENT REPLACEMENT RESER...	215,000.00	215,000.00	0.00	0.00	215,000.00	0.00 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
750-705-676050	SYSTEM IMPROVEMENTS & PROJEC...	2,302,281.00	2,302,281.00	2,902.41	16,732.90	2,285,548.10	0.73 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	2,517,281.00	2,517,281.00	2,902.41	16,732.90	2,500,548.10	0.66%
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	3,784,287.00	3,784,287.00	54,109.13	425,176.95	3,359,110.05	11.24%
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
750-920-899100	TRANSFER OUT TO GENERAL FUND	427,101.00	427,101.00	0.00	0.00	427,101.00	0.00 %
750-920-899205	TRANSFER OUT TO ROAD & STREET ...	110,500.00	110,500.00	0.00	0.00	110,500.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	537,601.00	537,601.00	0.00	0.00	537,601.00	0.00%
	Department: 920 - TRANSFER OUT Total:	537,601.00	537,601.00	0.00	0.00	537,601.00	0.00%
	Department: 990 - CONTINGENCY						
	RptCategory: 90 - OTHER						
750-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00%
	Department: 990 - CONTINGENCY Total:	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00%
	Expense Total:	4,721,888.00	4,721,888.00	54,109.13	425,176.95	4,296,711.05	9.00%
	Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	31,126.36	333,169.62	333,169.62	0.00%

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 801 - MUNICIPAL COURT TRUST FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
801-000-309999	BEGINNING FUND BALANCE	40,000.00	40,000.00	0.00	0.00	-40,000.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	40,000.00	40,000.00	0.00	0.00	-40,000.00 0.00%
RptType: 3260 - FINES AND FORFEITURES						
801-000-326020	CITY OF GLADSTONE FINES/FEES	710,000.00	710,000.00	33,082.95	217,451.02	-492,548.98 30.63 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	34,000.00	34,000.00	862.45	8,026.15	-25,973.85 23.61 %
801-000-326040	STATE OF OREGON FINES/FEES	122,000.00	122,000.00	3,503.13	33,130.29	-88,869.71 27.16 %
801-000-326050	RESTITUTION	3,000.00	3,000.00	0.00	-100.00	-3,100.00 3.33 %
801-000-326060	BOND	1,000.00	1,000.00	11,000.46	11,728.85	10,728.85 1,172.89 %
	RptType: 3260 - FINES AND FORFEITURES Total:	870,000.00	870,000.00	48,448.99	270,236.31	-599,763.69 31.06%
RptType: 3600 - MISCELLANEOUS						
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	0.00	177.50	177.50 0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	0.00	177.50	177.50 0.00%
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	910,000.00	910,000.00	48,448.99	270,413.81	-639,586.19 29.72%
	Revenue Total:	910,000.00	910,000.00	48,448.99	270,413.81	-639,586.19 29.72%
Expense						
Department: 220 - COURT						
RptCategory: 50 - MATERIAL AND SERVICES						
801-220-500500	CITY OF GLADSTONE FINES & FEES	710,000.00	710,000.00	24,587.56	213,600.23	496,399.77 30.08 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	34,000.00	34,000.00	796.41	8,603.21	25,396.79 25.30 %
801-220-500520	STATE OF OREGON FINES & FEES	122,000.00	122,000.00	3,522.08	35,278.02	86,721.98 28.92 %
801-220-500530	RESTITUTION	3,000.00	3,000.00	0.00	0.00	3,000.00 0.00 %
801-220-500540	BOND - COURT	1,000.00	1,000.00	0.00	0.00	1,000.00 0.00 %
801-220-500550	ALL OTHER FEES & FINES	0.00	0.00	0.00	177.50	-177.50 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	870,000.00	870,000.00	28,906.05	257,658.96	612,341.04 29.62%
	Department: 220 - COURT Total:	870,000.00	870,000.00	28,906.05	257,658.96	612,341.04 29.62%
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
801-990-910000	CONTINGENCY FUNDS	40,000.00	40,000.00	0.00	0.00	40,000.00 0.00 %
	RptCategory: 90 - OTHER Total:	40,000.00	40,000.00	0.00	0.00	40,000.00 0.00%
	Department: 990 - CONTINGENCY Total:	40,000.00	40,000.00	0.00	0.00	40,000.00 0.00%
	Expense Total:	910,000.00	910,000.00	28,906.05	257,658.96	652,341.04 28.31%
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	19,542.94	12,754.85	12,754.85 0.00%
	Report Surplus (Deficit):	0.00	0.00	-357,045.36	848,220.24	848,220.24 0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	-738,635.22	-3,059,569.85	-3,059,569.85
105 - AMERICAN RESCUE PLAN RE:	0.00	0.00	-3,500.00	-87,590.77	-87,590.77
205 - ROAD AND STREET FUND	0.00	0.00	57,038.82	201,124.40	201,124.40
228 - POLICE LEVY FUND	0.00	0.00	-38,939.33	294,447.93	294,447.93
229 - FIRE LEVY FUND	0.00	0.00	10,772.72	302,160.75	302,160.75
390 - URBAN RENEWAL FUND	0.00	0.00	8,448.33	331,012.27	331,012.27
730 - SEWER FUND	0.00	0.00	192,046.31	1,225,926.85	1,225,926.85
740 - WATER FUND	0.00	0.00	105,053.71	1,294,784.19	1,294,784.19
750 - STORM WATER FUND	0.00	0.00	31,126.36	333,169.62	333,169.62
801 - MUNICIPAL COURT TRUST FL	0.00	0.00	19,542.94	12,754.85	12,754.85
Report Surplus (Deficit):	0.00	0.00	-357,045.36	848,220.24	848,220.24

CHECK REGISTER FOR MARCH 2024

Check Date	Check No.	Vendor	Amount	Line Item Description
03/04/2024	582	Amazon Capital Services	289.65	Office/Easter Supplies - Admin/Rec
03/04/2024	583	Amy Lindgren Law, LLC	3,500.00	Municipal Ct Judge - CT
03/04/2024	584	Kittelson & Associates	4,393.18	Professional Fees - PW
03/04/2024	585	Lundquist, Kyndre	3,500.00	Prosecutor Services - CT
03/04/2024	94320	AccuScript Transcription & Typing	268.80	Transcription Service - Admin
03/04/2024	94321	Allstream	230.60	Land Lines - PW
03/04/2024	94322	Aramark	103.40	Mat Rental - PW
03/04/2024	94323	AutoZone, Inc	21.32	Vehicle Supplies - PD
03/04/2024	94324	Backflow Management Inc	28.00	Backflow Test Letters - PW
03/04/2024	94325	Canon Financial Services, Inc.	1,307.18	Copier Leases/Usage - IT
03/04/2024	94326	City of Estacada	240.00	Clackamas Cities Dinner - Admin
03/04/2024	94327	Clackamas County Finance Department	2,500.00	Diversion Program Contribution - PD
03/04/2024	94328	Clackamas ESD	394.88	Off Site Data Storage - IT
03/04/2024	94329	General Tree Service	280.00	Tree Maintenance - PW
03/04/2024	94330	Industrial Tire Service	775.16	Sweeper Tires - PW
03/04/2024	94331	Johnson Controls	4,690.00	Annual Fire Extinguisher/CC Hood Insp. - PW
03/04/2024	94332	League of Oregon Cities	20.00	Job Posting - Admin
03/04/2024	94333	Merina and Company LLP	24,650.00	Audit Fees - Admin
03/04/2024	94334	Northwest Natural Gas	1,233.08	Natural Gas Usage - All Depts
03/04/2024	94335	Occupational Safety, Health & Wellness LLC	2,206.59	Vaccination Clinics/Exposure Access Fee - PD/PW
03/04/2024	94336	Office Depot	37.53	Office Supplies - Admin/Ct
03/04/2024	94337	Oregon State Police	67.00	Metro LE Quarterly Symposium - PD
03/04/2024	94338	Pamplin Media Group	4,336.00	Newsletter Printing (2 mos) - Admin
03/04/2024	94339	Paramount Pest Control Inc	85.00	Pest Control - PW
03/04/2024	94340	Portland General Electric	11,843.83	Electric Usage - All Depts
03/04/2024	94341	Sisul Engineering	2,116.25	Professional Fees - PW
03/04/2024	94342	Stein Oil Co. Inc.	3,756.70	Gasoline - PD/PW/CC
03/04/2024	94343	Stericycle	172.76	Shredding Service
03/04/2024	94344	Terry Kneisler	1,097.50	Water Leak/Plumbing Cost Reimb. - PW
03/04/2024	94345	Traffic Safety Supply Co. Inc.	15.00	Street Sign Supplies - PW
03/04/2024	94346	United States Postal Service	320.00	Annual Bulk Mail Permit Fee - Admin
03/04/2024	94347	Verizon Wireless	2,295.55	Cell Phones/Data Lines - All Depts
03/04/2024	94348	Walter E. Nelson Co.	53.70	Soap Dispensers - PW
03/12/2024	94349	Water Environment Services	257,161.15	Monthly Sewer Billing (2 mos) - PW
03/13/2024	586	3J Consulting, Inc.	12,107.50	Planning Services - Admin
03/13/2024	587	Beery Elsner & Hammond LLP	5,251.32	Legal Fees - Admin
03/13/2024	588	Leeway Engineering Solutions LLC	2,238.15	Professional Fees - PW
03/13/2024	589	Metereaders	2,376.36	Metereading Service - PW
03/13/2024	590	Nancy McDonald	6,335.00	HR Consulting - Admin
03/13/2024	591	Satcom Global Ltd.	42.75	Satellite Phone Access - PD
03/13/2024	94350	Buel's Impressions Printing	15.00	Maps - PD
03/13/2024	94351	Clackamas ESD	450.00	Annual Network Access - IT
03/13/2024	94352	Curtis, L. N. Co.	2,206.62	Uniforms - PD
03/13/2024	94353	Gold Wrench	364.80	Vehicle Maintenance - PD
03/13/2024	94354	Grainger	136.63	Janitorial Supplies - PW
03/13/2024	94355	Johnson Controls	625.00	Stove Service Call - PW
03/13/2024	94356	Lance D. Quaranto PC	150.00	Indigent Defense - CT
03/13/2024	94357	Luxury Restroom Trailers	2,810.00	Portable Restroom Rental - PW Project
03/13/2024	94358	Oak Lodge Water Services	124,209.17	Sanitary Sewer/Water Purchases - PW
03/13/2024	94359	Paramount Pest Control Inc	80.00	Pest Control - PW
03/13/2024	94360	Pet Waste Eliminator	99.99	Pet Waste Bags - PW
03/13/2024	94361	Platt Electric Supply	79.96	Door Lock - PW
03/13/2024	94362	PORAC Legal Defense Fund	390.00	Legal Defense Fund - PD
03/13/2024	94363	Stein Oil Co. Inc.	2,761.79	Gasoline - PD/PW/CC
03/13/2024	94364	TransUnion Risk and Alternative	75.00	Investigative Research - PD
03/13/2024	94365	Twin Properties, LLC	100.00	Business License Refund - Admin
03/13/2024	94366	United States Postal Service	1,168.90	Newsletter Postage - Admin
03/13/2024	94367	Vertiv Corporation	1,896.30	Annual Server Battery Backup - IT
03/13/2024	94368	WorkSAFE Service Inc	57.00	Drug Testing - Admin
03/14/2024	592	Smith-Wagar Brucker Consulting Inc.	6,785.00	Financial Services - Admin
03/14/2024	593	Sonsray Machinery LLC	1,673.38	Kubota Repairs - PW
03/14/2024	94369	BMS Technologies	2,180.42	Utility Bill Printing/Mailing - PW

CHECK REGISTER FOR MARCH 2024

Check Date	Check No.	Vendor	Amount	Line Item Description
03/14/2024	94370	Comcast	52.55	Digital TV Receiver - IT
03/14/2024	94371	Gladstone Community Garden	200.00	Comm Center Rental Refund - CC
03/14/2024	94372	Green Leaf Irrigation & Landscape LLC	1,015.85	Backflow Assembly Repair - PW
03/14/2024	94373	Portland General Electric	7,553.55	Street Light Electricity - PW
03/14/2024	94374	Rexius	2,800.00	Playground Chips - PW
03/22/2024	594	8x8, Inc.	1,801.37	Phone System - All Depts.
03/22/2024	595	Global Grant Services	3,500.00	Grant Support Services - Admin
03/22/2024	596	Ian Jeffrey Slavin	900.00	Indigent Defense - CT
03/22/2024	597	Oregon Patrol Service	917.80	Public Meeting Security - Admin/CT
03/22/2024	598	Quadient Finance, USA	500.00	Postage - All Depts
03/22/2024	599	Quadient Leasing USA Inc.	416.55	Postage Meter Rental - All Depts
03/22/2024	94375	Allstream	234.06	Land Lines - PW
03/22/2024	94376	AutoZone, Inc	8.79	Vehicle Supplies - PD
03/22/2024	94377	Backflow Management Inc	78.00	Backflow Test Letters - PW
03/22/2024	94378	Buel's Impressions Printing	88.00	Business Card Printing - PD
03/22/2024	94379	Canon Financial Services, Inc.	1,520.41	Copier Leases/Usage - IT
03/22/2024	94380	Cintas First Aid Lockbox	438.68	First Aid Supplies/Water Cooler - PD/PW/CC/Adm
03/22/2024	94381	City of Keizer	50.00	Defensive Training - PD
03/22/2024	94382	Clackamas County Finance Department	13,723.92	Dispatch/Signal Maintenance - PD/PW
03/22/2024	94383	Curtis, L. N. Co.	2,508.26	Uniforms - PD
03/22/2024	94384	Galls, LLC	32.94	Handcuff Case - PD
03/22/2024	94385	Jal Duncan Photography	102.00	Portraits - PD
03/22/2024	94386	Lance D. Quaranto PC	250.00	Indigent Defense - CT
03/22/2024	94387	Motorola Solutions Inc	9,925.40	Bodyworn Camera Video Support - PD
03/22/2024	94388	National Testing Network	500.00	Annual NTN membership - PD
03/22/2024	94389	Office Depot	224.48	Office Supplies - Admin/Ct
03/22/2024	94390	One Call Concepts Inc	75.60	Utility Locates - PW
03/22/2024	94391	Oregon DMV	8.35	Driving/Parking Records - PD/CT
03/22/2024	94392	Pet Waste Eliminator	719.99	Pet Waste Bags - PW
03/22/2024	94393	Providence Health Services Oregon	232.00	Physicals - PD
03/22/2024	94394	Schetky NW Sales	311.77	Tram Lift Inspection - CC
03/22/2024	94395	Sisul Engineering	2,760.00	Professional Fees - PW
03/22/2024	94396	Walter E. Nelson Co.	740.11	Janitorial Supplies - PW
03/27/2024	94397	PBS Engineering	809.82	Geotechnical Observation - PW Facility
03/27/2024	600	P & C Construction	554,491.00	PW Facility Construction - PW Facility
03/27/2024	601	Shiels Oblatz Johnsen	12,488.55	PW Facility Construction - PW Facility
03/29/2024	602	Amazon Capital Services	414.95	Office/Easter Supplies - Admin/Rec
03/29/2024	603	Beery Elsner & Hammond LLP	1,710.00	Legal Fees - Admin
03/29/2024	604	BridgePay Network Solutions, LLC	170.80	UB Online Payment Fees - PW
03/29/2024	605	CIS Trust	931.00	GASB 75 Valuation Services - Admin
03/29/2024	606	Cumming Management Group, Inc.	580.00	Professional Fees - PW
03/29/2024	607	Leeway Engineering Solutions LLC	3,750.52	Professional Fees - PW
03/29/2024	608	Metereaders	2,551.52	Meter Reading Service - PW
03/29/2024	94398	Bravo Land Care & Maintenance	945.00	Landscape Maintenance - PW
03/29/2024	94399	Cummins Sales and Service	3,271.44	Generator Repairs - PW
03/29/2024	94400	Edginton Properties	375.00	OC Court Parking Spot - PD
03/29/2024	94401	General Equipment Co.	900.00	Loader Door Replacement - PW
03/29/2024	94402	PACWEST Machinery LLC	13,925.84	Sweeper Repairs - PW
03/29/2024	94403	Rexius	1,600.00	Fiberex Playground Chips - PW
03/29/2024	94404	T-Mobile	762.25	Cell Phone Usage - PW
03/29/2024	94405	Traffic Safety Supply Co. Inc.	536.75	Signage - PW
 <u>Urban Renewal Fund Checks:</u>				
03/01/2024	5551	Cascade Forms	283.14	Check Printing
03/01/2024	5552	Merina and Company	13,800.00	Audit Fees - Admin
Total March 2024 Payments			<u>\$ 1,179,143.86</u>	

ATTORNEY CHARGES

Attorneys:	July, 2023	Aug, 2023	Sept, 2023	Oct, 2023	Nov, 2023	Dec, 2023	Totals
City Charter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elections	132.50	114.00	-	-	-	-	246.50
Finance	-	-	256.50	-	342.00	-	598.50
General	199.50	1,311.00	759.50	285.00	541.50	142.50	3,239.00
Meeting Attendance	-	-	-	-	-	-	-
Governance/City Council	655.50	370.50	456.00	969.00	-	399.00	2,850.00
Meeting Attendance	1,852.50	684.00	912.00	427.50	684.00	826.50	5,386.50
Intergovernmental	57.00	114.00	484.50	-	-	142.50	798.00
Meeting Attendance	-	-	-	-	-	-	-
Land Use/ Community Development	1,054.50	855.00	142.50	572.80	-	370.50	2,995.30
Meeting Attendance	-	114.00	-	-	-	-	114.00
Parks & Recreation	28.50	-	-	-	-	1,222.10	1,250.60
Personnel/Labor	-	826.50	1,425.00	17,105.50	4,426.00	-	23,783.00
GPA	-	-	-	-	-	-	-
City Administration	-	-	-	-	-	515.63	515.63
Personnel Handbook	-	-	-	-	-	-	-
Meeting Attendance	-	-	-	-	-	1,083.00	1,083.00
Public Records & Meetings	399.00	-	-	513.00	-	370.50	1,282.50
Public Safety	199.50	-	199.50	484.50	-	-	883.50
Public Works	464.50	-	142.50	-	370.50	-	977.50
Public Works Facility Project	737.00	199.50	-	-	-	-	936.50
Real Property Transactions	57.00	-	-	-	-	-	57.00
Risk Management/Litigation	28.50	-	142.50	57.00	85.50	199.50	513.00
Rights of Way-Telecommunications	4,210.50	1,437.50	562.50	-	750.00	-	6,960.50
Urban Renewal	-	-	-	-	-	-	-
Total	\$ 10,076.00	\$ 6,026.00	\$ 5,483.00	\$ 20,414.30	\$ 7,199.50	\$ 5,271.73	\$ 54,470.53

Attorneys:	Jan, 2024	Feb, 2024	Mar, 2024	Apr, 2024	May, 2024	June, 2024	Totals for Year
City Charter	\$ -	\$ -	\$ -	-	-	-	\$ -
Elections	-	-	-	-	-	-	246.50
Finance	644.50	-	456.00	-	-	-	1,699.00
General	57.00	-	541.50	-	-	-	3,837.50
Meeting Attendance	-	-	-	-	-	-	-
Governance/City Council	1,280.32	114.00	-	-	-	-	4,244.32
Meeting Attendance	1,026.00	826.50	1,026.00	-	-	-	8,265.00
Intergovernmental	-	-	114.00	-	-	-	912.00
Meeting Attendance	-	-	-	-	-	-	-
Land Use/ Community Development	-	-	256.50	-	-	-	3,251.80
Meeting Attendance	-	-	-	-	-	-	114.00
Parks & Recreation	163.00	-	-	-	-	-	1,413.60
Personnel/Labor	114.00	-	1,520.66	-	-	-	25,417.66
GPA	-	-	-	-	-	-	-
City Administration	1,738.50	-	-	-	-	-	2,254.13
Personnel Handbook	-	-	-	-	-	-	-
Meeting Attendance	-	-	-	-	-	-	1,083.00
Public Records & Meetings	85.50	-	-	-	-	-	1,368.00
Public Safety	-	-	-	-	-	-	883.50
Public Works	142.50	171.00	114.00	-	-	-	1,405.00
Public Works Facility Project	-	-	-	-	-	-	936.50
Real Property Transactions	-	-	-	-	-	-	57.00
Risk Management/Litigation	-	598.50	-	-	-	-	1,111.50
Rights of Way-Telecommunications	-	-	-	-	-	-	6,960.50
Urban Renewal	-	-	-	-	-	-	-
Total	\$ 5,251.32	\$ 1,710.00	\$ 4,028.66	\$ -	\$ -	\$ -	\$ 65,460.51

Gladstone Police Department

Monthly Report

April 2024





GLADSTONE POLICE DEPARTMENT CHIEF'S MONTHLY REPORT TO CITY ADMINISTRATOR AND COUNCIL



CHIEF'S REPORT

April 2024

Greetings,

As we enter the warmer months, phone calls to Code Enforcement increase due to tall grass, weeds, and shrubs. The sunshine we anticipate or hope for causes vegetation to grow at a faster rate. In 2023, the Gladstone Police Department received numerous Code Enforcement complaints, although complaints were not solely related to tall grass and weeds, a large majority of complaints occurred during the spring, summer and early fall months.

The City of Gladstone has adopted codes that regulate tall grass and weeds. You can find these codes when you visit the police departments website at <https://www.ci.gladstone.or.us/police/page/gladstone-code-enforcement>. Click on "helpful Links". As we have seen over the last couple of years, Gladstone and Clackamas County has experienced drier than normal weather conditions, creating extreme fire hazards. By maintaining your property, you are able to better defend your home from fire when removing dry and overgrown vegetation.

For seniors and or community members that have physical challenges who are not capable of adhering to the minimum standards of the code, Neighbors Helping Neighbors is a volunteer program here in Gladstone that is willing to help those in need. If you are in need of help and fit the criteria or would like to inquire, please phone Gladstone's Community Service Officer, Yvonne McNeil at 503-557-2763. Neighbors Helping Neighbors is always looking for volunteers and ways to help.

The Gladstone Police Department will respond to complaints and proactively address code issues. To make a complaint, you have two options. You can go to the Code Enforcement page on our website and click the "on line complaint form" or contact the Community Service Officer at 503-557-2763.

I hope you have a safe and enjoyable Month of May!

Sincerely,

A handwritten signature in black ink, appearing to read "John Schmerber".

John Schmerber, Chief of Police



GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT

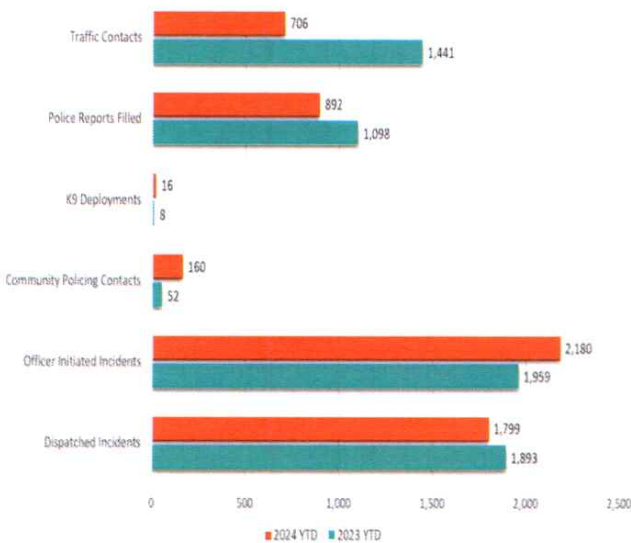
APRIL 2024

"Respect ~Service ~Character ~Passion"

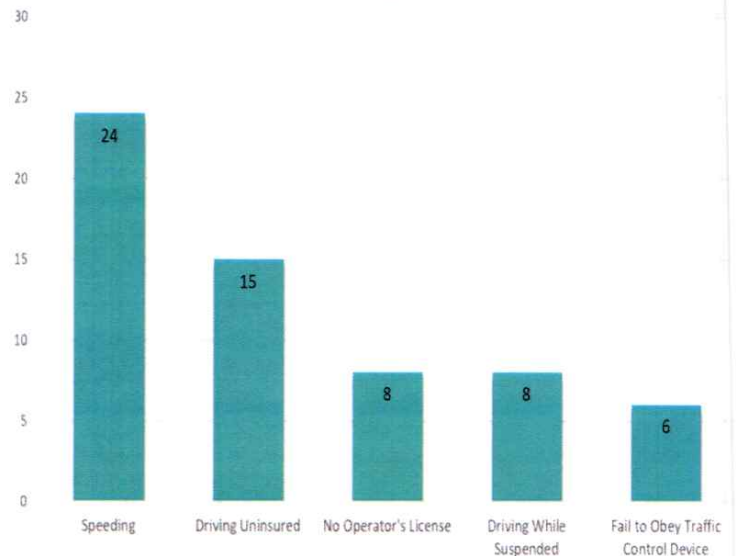


GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	479	1799	1893	-4.97%	Speeding	24
Officer Initiated Incidents	550	2180	1959	11.28%	Driving Uninsured	15
Total Number of Incidents	1029	3979	3852	3.30%	No Operators License	8
Police Reports Filed	255	892	1098	-18.76%	Driving While Suspended	8
Traffic Contacts	230	706	1441	-51.01%	Fail to Obey Traffic Control Device	6
Citations Issued (Charges)	88	264	711	-62.87%	ALARM ADMINISTRATION REPORT	
Parking Citations	237	701	32	2090.63%	Renewals Billed	\$275
DUII	1	8	12	-33.33%	Renewal Fees Collected	\$1,000
Community Policing Contacts	50	160	52	207.69%	New Permits Issued	6
Murders	0	0	0	0.00%	False Alarms w/No Permit	2
K9 Deployments	4	16	8	100.00%	1st False Alarm Events	6
Tow Releases	1	5	10	-50.00%	2nd False Alarm Events	4
					3rd False Alarm Events	0
					4th False Alarm Events	0
					False Alarm fees billed	\$200

Police Contacts by Type, 2023 vs. 2024 YTD (Year to Date)



Top Traffic Citation Charges by Type, April 2024





GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT

APRIL 2024

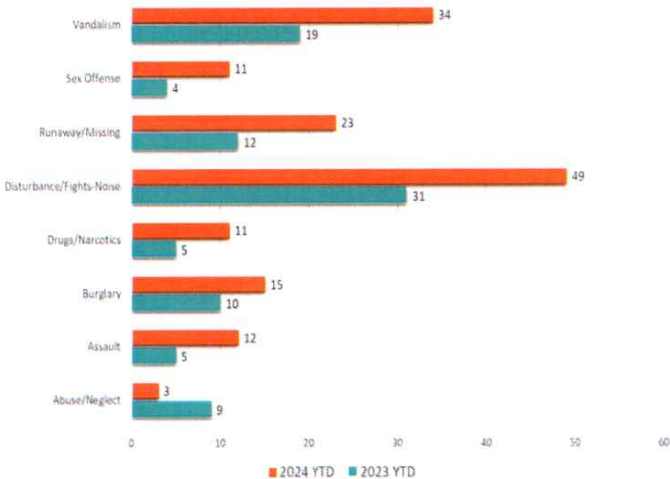


"Respect ~Service ~Character ~Passion"

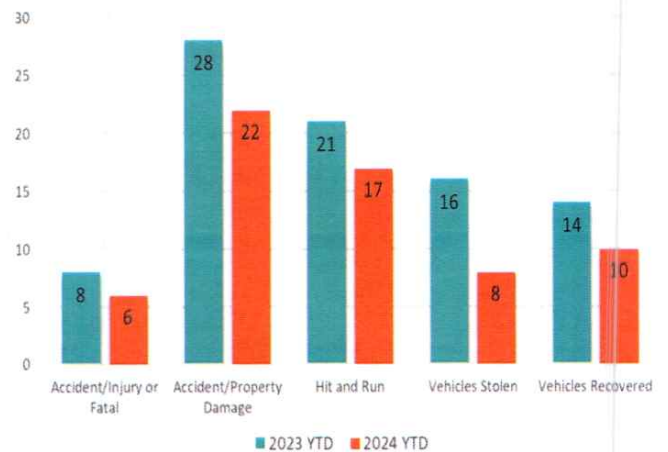
SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATAGORIES	HOURS
Abuse/Neglect	1	3	9	-66.67%	Cover Short Shift	277.5
Accident/Injury or Fatal	2	6	8	-25.00%	Court	28.75
Accident/Property Damage	7	22	28	-21.43%	Training	80.25
Assault	3	12	5	140.00%	Presentations/Meetings	3.75
Burglary	7	15	10	50.00%	Traffic Grant	20.25
Domestic Disputes	23	72	67	7.46%	Special Assignment	1
Drugs/Narcotics	4	11	5	120.00%	K9	17
Disturbance-Fights-Noise	13	49	31	58.06%	SRO	0
Forgery/Fraud	7	35	37	-5.41%		
Hit and Run	2	17	21	-19.05%		
Ordinance Violations	20	50	46	8.70%		
Runaway/Missing	5	23	12	91.67%		
Sex Offense	2	11	4	175.00%		
Suicide Threats/Attempts	1	21	18	16.67%		
Suspicious Person or Circumstance	58	199	187	6.42%		
Thefts	8	46	61	-24.59%		
Trespass/Prowler	11	33	33	0.00%		
Vandalism	12	34	19	78.95%		
Vehicles Recovered	2	10	14	-28.57%		
Vehicles Stolen	2	8	16	-50.00%		
Death(Not Suicide/Murder)	1	4	2	100.00%		

**Coded at time of dispatch, not final disposition

Selected Calls for Service, 2023 vs. 2024 YTD (Year to Date)



Vehicle-Related Calls for Service, 2023 YTD vs. 2024 YTD (Year to Date)





GLADSTONE POLICE DEPARTMENT BIAS MONTHLY REPORT TO CITY ADMINISTRATOR AND COUNCIL



BIAS MONTHLY REPORT

REPORTED BY: Kristi Walls

April 2024

Bias crimes and incidents. The definition of a Bias Crime and Bias Incident can be found in the Oregon Revised Statutes at:

166.155 (Bias Crime in the second degree)

166.165 (Bias Crime in the first degree)

147.380 (b) (Bias Incident)

0 Bias Crimes were reported.

1 Bias Incidents were reported.

On April 22, 2024, GPD was dispatched to a disagreement at Meldrum Bar Park. An angler reported that his fishing line got tangled with another fishing line and the other angler cut his line and did not return his tackle. This resulted in an argument between anglers including some racial name-calling. CCSO assisted by contacting the angler in the boat. He denied any name-calling and the tackle was returned. There were no witnesses that heard any racial remarks.

The Gladstone Police Department made the proper referral per ORS 147.380.

Bias Incident defined: a person's hostile expression of animus towards another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. "Bias Incident" does not include any incident in which probable cause of the commission of a crime is established by the investigating law enforcement officer.



GLADSTONE POLICE DEPARTMENT COMMUNITY SERVICES OFFICER MONTHLY REPORT TO CHIEF AND COUNCIL



COMMUNITY SERVICES OFFICER MONTHLY REPORT

Prepared by Yvonne McNeil

April 2024

36	Community contacts
4	Car seat checks
15	Vehicles tagged to be towed
3	Vehicles towed
91*	Parking warnings
210**	Parking citation violations
2	Noise Complaint
18	Ordinance violation
19	Ordinance violation follow up
6	Animal complaints
1	Hazard complaints
2	Traffic Control
5	Property Lost and Found

*60 warnings were at Meldrum Bar Park for not obtaining a parking pass

**182 citations were at Meldrum Bar Park for not obtaining a parking pass.

Ordinance Violation (completed)

Code Enforcement received a complaint about a tree that was blocking the clear vision of an intersection. The homeowner abated the nuisances within 24 hours of being contacted.

Before:



After:



COMMUNITY SERVICES OFFICER MONTHLY REPORT Continued....

Blocking sidewalk (completed)

Bushes covering a sidewalk not allowing passage for pedestrians on Timothy Way. Homeowner was contacted and removed the bushes within two weeks.

Before:



After:



Vehicle towed (completed)

Two abandoned vehicles on River Road were towed at our request.



An abandoned vehicle on Gloucester was towed at our request.



GLADSTONE POLICE DEPARTMENT DETECTIVES MONTHLY REPORT TO CHIEF AND COUNCIL



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

April, 2024

New Cases Assigned:

1. 24-006386 Child Abuse/ Courtesy report for Fort Smith (Arkansas) Police Department. Assigned 04/01/24
2. 24-006520 Sexual Abuse. Assigned 04/05/24
3. 24-007088 Child Abuse. Assigned 04/13/24
4. 24-007160 Child Abuse. Assigned 04/18/24
5. 24-007993 Sexual Abuse. Assigned 04/19/24
6. 24-007797 Menacing, Violation of Restraining Order, Stalking, Harassment. Assigned 04/20/24
7. 24-008500 Officer Involved Shooting. MCT call-out on 04/30/24

Current Caseload:

1. 23-018098 Sexual Assault. Assigned 08/31/23
2. 23-026396 Sexual Abuse. Assigned 12/30/23
3. 24-001158 Sodomy. Assigned 01/24/24
4. 24-001424 Robbery. Assigned 01/25/24
5. 24-003933 Child Abuse. Referral from OCPD on 02/28/24
6. 24-006520 Sexual Abuse. Assigned 04/05/24
7. 24-007088 Child Abuse. Assigned 04/13/24
8. 24-007993 Sexual Abuse. Assigned 04/19/24
9. 24-007797 Menacing, Violation of Restraining Order, Stalking, Harassment. Assigned 04/20/24
10. 24-008500 Officer Involved Shooting. MCT call-out on 04/30/24

Cases Cleared:

1. 24-003917 Possible Child Abuse. Case forwarded to DHS.
2. 24-004520. Sexual Abuse. Victim of past sexual abuse is not ready to report. Case suspended pending victim cooperation.
3. 24-006386 Child Abuse/Courtesy report. Case forwarded to the Fort Smith (Arkansas) Police Department
4. 24-007160 Child Abuse. Case forwarded to the Clackamas County Sheriff's Office

Sex Offender Registrations Completed: 2

Highlights/Noteworthy:

On April 30, 2024 a suspect was indicted by a Clackamas County Circuit Court Grand Jury of Sexual Abuse in the First Degree. (GPD Case 23-007432)



GLADSTONE POLICE DEPARTMENT
K9 MONTHLY REPORT
TO CHIEF AND COUNCIL



K9 MONTHLY REPORT

Prepared by: Officer Olson

April 2024

K9 Nanuk is a seven and a half year-old German shepherd born in Slovakia. At seven weeks old K9 Nanuk was sold to a man in Germany who started training K9 Nanuk. In Germany in order to breed a dog they must achieve a sport title. In Germany the primary sport is schutzhund. schutzhund training is comprised of three separate parts, they are obedience, tracking, and protection work. You can accomplish three levels of titles from this training. K9 Nanuk was imprinted with the beginning knowledge in schutzhund training however he was sold at a young age and he had not achieved a title. Most working dogs are sold to kennels where police agencies purchase them with some sport dog training up to titled dogs in sport training. The training is then adapted to police work.

Officer	K9 Deployments GPD	K9 Deployments Other Agencies	K9 Training Hours
Olson	0	4	32

K9 Nanuk had four deployments during the month of April. K9 Nanuk and I attended the spring Oregon Police Canine Association Spring Training Seminar that was held in Clackamas County.

K9 Nanuk had two captures:

The first incident was an attempt to elude. The suspect crashed the vehicle through a fence and fled on foot into a nursery. K9 Nanuk tracked the suspect and alerted on a vehicle. The suspect was found hiding in a vehicle. The suspect surrendered and was taken into custody.

The second incident the suspect ran from a stolen vehicle. K9 Nanuk tracked to a fenced area. Officers were advised of video surveillance recording the suspect inside the fenced area. K9 Nanuk searched the fenced area and located the suspect hiding in a storage shed on the property. The suspect was taken into custody.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Graves

April 2024

04/01/24- Officers responded to the 900 block of E Arlington on a report of a person experiencing a Behavioral Health Issue. Officers arrived on scene and determined the subject was not able to care for themselves and took the subject into protective custody. The subject was transported to a local hospital by ambulance.

04/02/24- Officers responded to the 6600 block of Park Ave on a report of a juvenile experiencing a Behavioral Health Issue. Officer are familiar with this individual. After speaking with the juvenile and parent, a safety plan was put in place. The juvenile went with a family friend to help deescalate the situation. The mobile crises team was called to the scene to speak with the parent and offer resources.

04/10/24- Officers responded to a theft in progress at Walgreens. Officers arrived in the area and were able to locate a subject matching the suspect's description. Officers recovered the stolen goods and the suspect was arrested.

04/12/24- While on routine patrol in the park a vehicle was located in the park after hours. The occupants of the vehicle were contacted and identified. One of the occupants had an active warrant for their arrest. The subject was taken into custody without incident and arrested on the outstanding warrant.

04/15/24- An Officer was dispatched to a cold assault that occurred at 24Hour Fitness. The reporting party said he was assaulted by an unknown suspect while at the gym. After conducting a thorough investigation, interviewing the other half of the incident and several witnesses, the investigation was forwarded to the City Prosecutor for review and consideration.

04/16/24- Officers responded to the 19700 block on a reported sighting of a runaway juvenile. The runaway's parent spotted the juvenile and the juvenile ran from them. Officers arrived in the area a short time later and were able to locate the runaway. After consulting with the Clackamas County Juvenile Department, it was determined the juvenile was to be taken to Juvenile Detention in Portland.

04/17/24- Officers responded to the 19800 block of McLoughlin Blvd on a report to a cold burglary to a business. An unknown suspect broke the window to the business and entered. While inside the suspect stole cigarettes and vape product. No suspect was identified in this case.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT Continued....

04/22/24- Officers responded to Meldrum Bar park on a disturbance. Officers arrived a short time later and found the argument was between 2 fishermen. The verbal argument became very heated, but no other crimes had occurred. The parties separated and agreed to stay away from each other.

04/22/24- Officers responded to Tukwila on a report of a domestic disturbance. Once officers arrived and determined which unit the domestic was occurring. Officers familiar with this unit, knew that the male half was trespassed from the property and is known to flee out the window. Officers were able to position themselves near the exits and take the male into custody without incident. The domestic disturbance was determined to only be verbal between the parties.

04/30/24- Officers responded to the 800 block of Yale Ave on a report of a domestic disturbance. Officers arrived on scene a short time later. After the investigation, it was determined that one half was the primary aggressor and had pushed the other involved party. The primary aggressor was arrested for Harassment-DV and was arrested without incident.

04/30/24- While on patrol, Officers recognized a wanted person in the 800 block of Risley Ave. The Officers detained the subject on a warrant. This subject was also wanted for questioning on a forgery case that a GPD Officer was investigating. The subject was taken back to GPD and questioned about the forgery. After questioning the subject was transported to Clackamas County Jail for their warrant.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Hutchinson

April 2024

April 3, Gladstone Officers responded to a disturbance at the River Run Village Apartments. The caller claimed there were men in her apartment holding her at gunpoint for several days. Officers responded and found her alone. She was disoriented and having a mental health issue. She was taken to the hospital on a police officer hold.

April 4, Officers took a report of a stolen vehicle at the Gladstone Honda where a customer's vehicle was taken overnight. The vehicle was located that morning in Grand Ronde Oregon with a local suspect in the vehicle. The vehicle was recovered and the suspect arrested by Grand Ronde Police.

April 5, Officers checked on a homeless camp at Meldrum Bar Park. Officers located a tent and an uncooperative subject inside. He was advised he had to pack up his camp and we would check in 2 hours. We came back 3 hours later and found he had moved along.



April 6, Gladstone Officers attempted a traffic stop on a vehicle. The vehicle fled officers and crashed at the dead western end of Hull. The suspects fled towards the river, leaving behind stolen items and identification in the vehicle. The suspects were not located after an extensive search. The vehicle was impounded and stolen items were taken into custody.

Officers responded to a person who broke into the shed of the St Luthren's Church on W Gloucester. The suspect was located inside who was using the shed as shelter. She was cited and released for trespassing.

April 10, Officers performed a traffic stop on a Honda Civic with no front plate. The vehicle had a torn out ignition and the driver was acting suspicious. The vehicle was confirmed as stolen and the driver was detained. The driver was arrested and the vehicle impounded.

OPERATIONS MONTHLY REPORT Continued.....

Officers responded to the boat ramp of Meldrum Bar Park where a vehicle had driven into the river and the driver was attempting to swim to shore. Gladstone Police and Clackamas Fire responded. The man was rescued from the water and treated. The man thought he could drive through the water that had risen on the bar where he was parked, but the strong current pushed him off the bar into the river. The vehicle was fully submerged and unable to be recovered at the time.



Officers participated in Defensive Tactics training. Learning how to take suspects into custody without injury to themselves and to the suspects. Officer Crotchett is the instructor and doing an impressive job with new School Recourse Officer Teague.

April 12, Gladstone Officers patrolled Meldrum Bar Park and a vehicle was located by the boat ramp. The driver had a warrant and was arrested on that warrant. The passengers were allowed to leave in their own vehicle.

April 18, Officers stopped a subject who was acting out on the side of the road. The man refused to identify himself. He was walking partially in the roadway with his bicycle causing traffic to go around him. The man continued to be disruptive, but eventually identified himself. He was cited for disorderly conduct and left the area.

Officers responded to a disturbance on Harvard Ave. The caller reported loud arguing on the front porch of the residence. It was determined that the man had a very loud voice but there was no disturbance. The woman had a Cite and release warrant. She was cited for the warrant and the couple was notified to keep the noise down.



GLADSTONE POLICE DEPARTMENT OPERATIONS MONTHLY REPORT TO CHIEF AND COUNCIL



OPERATIONS MONTHLY REPORT Continued.....

April 27, Officers responded to a disturbance at the Rivergreen Apartments. We contacted the couple who admitted to having a loud argument, but denied being physical. No injuries were apparent and no crimes were determined. An apartment incident card was completed.

Officers stopped to assist a man who was driving on W Arlington and lost his front driver's side wheel. The matter was accidental and no injuries were reported. A tow was ordered for the vehicle.



RECORDS UNIT MONTHLY REPORT

Reported by: Executive Assistant Kristi Walls

April 2024

Watch our website and our Face Book page for our Monthly “Where is K9 Nanuk” photo contest. The first person to guess where K9 Nanuk is and contacts me at kwalls@gladstoneoregon.us. There was no winner last month. Nanuk was in the 24Hr Fitness parking lot overlooking the Clackamas River.

Don't forget to stop by the Police Department to get your free bicycle helmet. We have all sizes ranging from toddlers to adults. We are here to help you Monday through Friday from 9:00am – 4:00pm.



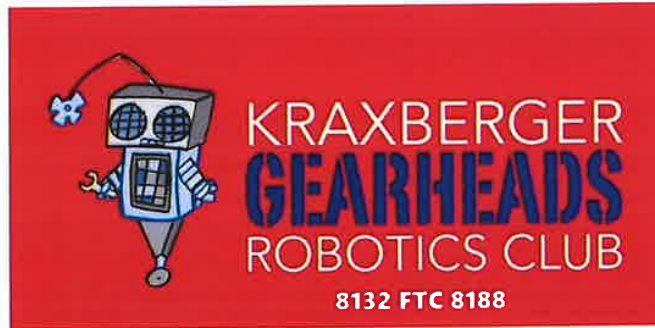
Officer Gilliam gave a talk about Scams and Fraud at the Community Center for their Lunch and Learn Series this month.

Chief Schmerber stopped in at the DPSST Academy to have lunch with two of our newly hired officers. Jonathan Wright and Ian Dornfeld. Officer Dornfeld's graduation date is May 24th and Officer Wright's graduation date is July 26th. We are looking forward to having them back in the office.





MONTHLY REPORT TO CHIEF AND COUNCIL



DRUG TAKE BACK DAY

SHRED-IT DAY

E-RECYCLING DAY

When: Saturday May 18, 2024 from 10am – 2pm

Where: Gladstone Civic Center 18505 Portland Ave

On Saturday, May 18, 2024 from 10:00 am to 2:00 pm at the Gladstone Civic Center, 18505 Portland Ave, the Gladstone Police Department and the Kraxberger Gearheads Robotics Club are hosting the annual Drug Take-Back, Shred-it, and E-Recycling Day.

Drug Take-Back Day is an opportunity to prevent drug addiction and overdose deaths by providing a safe, convenient, and responsible means of disposing of prescription drugs. Things we accept: All Pills (prescription/over-the-counter), Patches or Ointments. We cannot accept liquids, needles, sharps, vitamins

We will also have shredding services provided on-site to help with secure destruction of personal information.

We are also collaborating with the Kraxberger Middle School Robotics Club to provide electronics recycling. All in one convenient location.



Where is K9 Nanuk? May 2024



Join us every month to identify where is K9 Nanuk



Each month we will post of a picture of K9 Nanuk somewhere in Gladstone. Be the first to identify where K9 Nanuk is, and you will get something special from us. If you think you know where K9 Nanuk is, contact us at kwalls@gladstoneoregon.us. You must email your response to win.





Public Works

Staff Report for April 2024

Report Date : May 4, 2024
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Darren Caniparoli, Public Works Director

PARKS:

- Trash pick-up in all parks two days a week.
- Restroom cleaning in all parks two days a week.
- Graffiti clean-up & repairs continues in our parks on a daily basis
- Mowing of all maintained parks
- Ballfield prep and pre-season maintenance has been completed, for the baseball and softball seasons.
- Field repairs have been made at Meldrum Bar park following two different incidents that involved underage drivers turning cookies in the main field at Meldrum. Staff will work with the juvenile services to recover the cost of repairs through the court system.
- Removal of several dead trees from the Nature Park



Journey maintenance worker Scott Johnson participated in Career Day at John Wetten Elementary School, he spoke with 5th graders about the type of work he does for the City, how he got started in his career and what his days look like throughout the year as a member of the Public Works Dept. The kids had several questions for him, it was a great experience for Scott and the 5th graders and we appreciate JWE including the Public Works Dept. in the annual Career Day experience.



The SDA often has volunteer groups that take on small projects in our parks various times throughout the year. Recently a middle school group took on the task of replacing a small wooden retaining wall that lines the walk way at Cross Park.

The group removed the wood which had begun to deteriorate, cleaned up the area a bit and will be back in a couple weeks to finish the project by installing new boards for the retaining wall and will be replacing it with new wood

STREETS:

- Pothole Maintenance and skin patching continues, crews have laid 30 tons of hot asphalt over the last month.
- Crews have finished installing all the street signs in area 4.

FACILITIES:

- Weekly building inspections continue, inspections help maintain good working order of all buildings. Bi-weekly, facilities staff performs janitorial inspections to ensure cleaning standards are being met.
- Staff training for the new Public Works facility was completed. Staff learned system requirements for the HVAC, plumbing and electrical systems, as well as how to do the maintenance on them.
- Annual generator service has been completed.

WATER:

- Utility billing service orders.
- Routine water samples and chlorine residual testing
- Change the Recording Charts at the Webster Pump Station once per week.
- Utility locates on a daily basis for 811 requests.
- Utility locates for City projects, Infiltration & Inflow, Evergreen Ln. and CIPP Projects.
- Water meter install for a private development project at 275 Ipswich St.
- Water leak repair at 380 Yale Ave.
- Water crews performed several meter investigations for Utility Billing, requests for investigations on high usage and possible leaks.
- Crews have been replacing broken water meter boxes within sidewalk panels to reduce tripping and slip hazards.



The Water crew has been conducting a Lead and Copper Water Service Inventory, which includes all water meters in the city which is required by Oregon Health Authority (OHA). Crews will be tracking the type of pipe coming into the meter and the type of pipe leaving the meter to the home or business. Additionally, crews are noting if there is an irrigation system on the property, this will be used for tracking of required backflow devices and annual backflow testing requirements.

A Water leak in Meldrum Bar Park near the Community Gardens, which was reported due to the pooling water along the roadway of Dahl Rd. Crews were able to make the repairs in a timely manner.

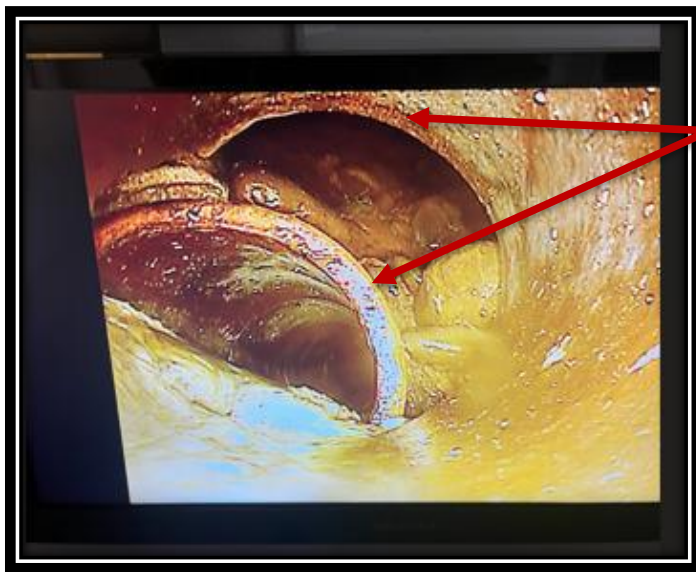
pooling water, sign of a water leak



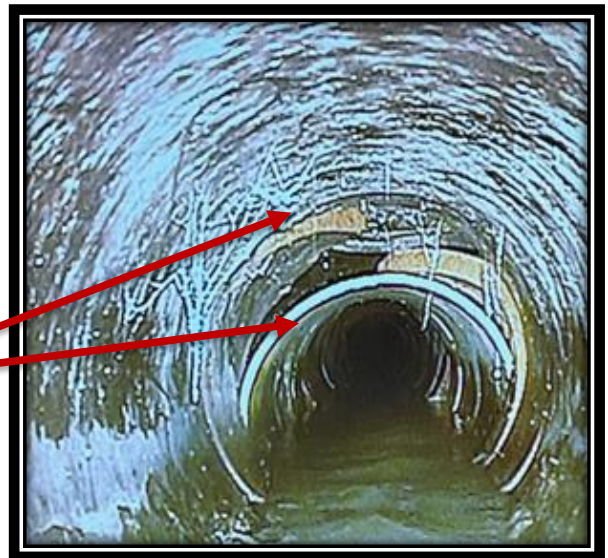
SEWER:

- Locates/GIS map updates ongoing.
- Removal of the Portland Ave. sewer bypass, crews have determined with the reduction in expected rain that we can remove the bypass for the drier seasons, flow levels will continue to be monitored.
- Crews located a sewer main on E. Exeter with low flow, this line will be monitored and flushed as needed.
- Crews located a line on W. Exeter that has been compromised by root intrusion, crews utilized the Vector truck to flush the lines and clear the roots.
- Crews are flushing various sewer lines that are known for having low flow.

While completing routine sewer line tv'ing, crews identified pipe deficiencies in three different areas which will need to be addressed in the near future. Pipe repairs will need to be made on W. Exeter, W. Fairfield and Ipswich St.



Separated sanitary sewer line on W. Fairfield St. (left)



Separated sanitary sewer line on E. Exeter St. (right)

STORM:

- Street sweeping was completed per the standard schedule for our residents this month.
- Headwalls and outfalls are being inspected prior to expected heavy rains to mitigate flooding risk.

SAFETY TRAINING and CERTIFICATION TRAINING:

All Public Works crew members completed the annual Confined Space Entry (CSE) Training. This annual training is crucial to the safety and well-being of our crew members when they are entering small or confined spaces. Training includes approximately 4 hours of training in a classroom setting and 4 hours in field training, which includes harness training and safety protocols for confined space entry.



CITY INFRASTRUCTURE PROJECTS:

Infiltration & Inflow Project:

Braun Construction Crews have been working in various areas of town in the early stages of the I/I Project, mainly focusing on disconnecting systems that were connected to our sanitary system. Crews have installed 300 feet of new storm line and installed a new manhole on E Arlington St. and disconnected two catch basins that were attached to the sanitary sewer system.

Two new manholes and 200 feet of pipe at W. Gloucester St. and Risley Ave disconnecting two catch basins that were connected to the sanitary sewer system.

(pic right)

Crews replaced a catch basin at the corner of E. Jersey St. and Portland Ave. that was also connected to the sanitary sewer system.

Crews replaced a catch basin at Chicago Ave. and E. Fairfield St. that was previously connected to the sanitary sewer system.



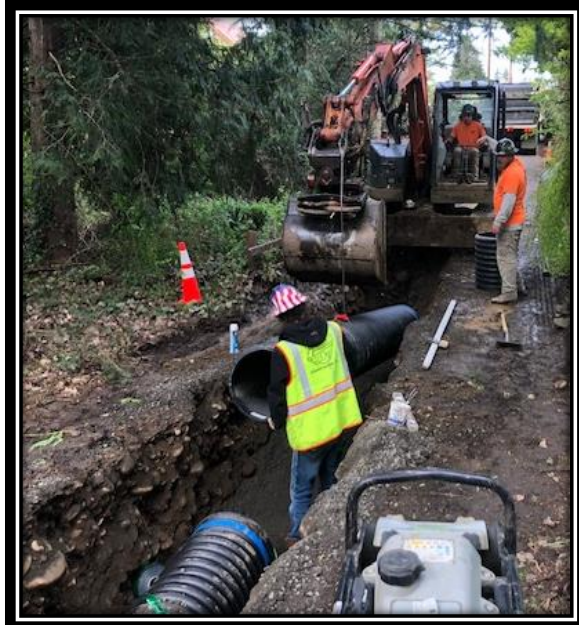


Crews replaced a catch basin at the corner of Cornell Ave. and E. Arlington St. that had previously been connected to the sanitary sewer system.

Crews removed a catch basin at W. Ipswich St. and Portland Ave. that was previously connected to the sanitary sewer system. It was determined that the catch basin was no longer needed.

Evergreen Storm Drain Project:

This project is substantially complete as contractors are finished with the work. The project replaced 393 feet of an 18-inch storm line obstructed by a large tree, installed two new manholes. No trees ended up needing to be removed. First picture shows that stormline installation and the second picture shows the outfall with the installation of riprap.



Oxbow Construction has been working on the CIPP Project, crews have been cleaning and tv'ing six areas where sanitary pipes were deficient. Installation of fiberglass liners were cured in place to stop occurrences of inflow and infiltration (I/I) into the sanitary sewer system. Crews grouted two manholes to remove additional occurrences of I/I.

This project is almost complete, crews will finish tv'ing the areas where repairs were performed to ensure that all repairs have been made to industry standards.

ADMINISTRATION:

- Working with Clackamas County WES to develop a scope of work and IGA for WES to perform MS4 Permit required stormwater sampling and lab work on the City's behalf.
- Working with our members of the Regional Water Providers Consortium and Clackamas River Water Providers to enhance water supply interconnectedness and emergency management planning.
- Attended regulatory meetings for various agencies and providers.
- Approval and issuance of 11 ROW Permits in April with 10 closed out with final tolling inspections.
- ROW Inspections for private and commercial work within the ROW.
- Project administration for the three projects Public Works is currently managing, including pay app processing, inspections, testing reports, submittal reviews and Change Order requests.
- Contract document management for the 2024 Paving Project, pre-construction meeting will be held in May.
- Plan reviews, and System Development Charges, calculations for 2 private developments, including duplexes, tri-plex & ADU conversions.
- Working with Sisul Engineering to manage incoming private development projects. Modified billing set up with Sisul admin staff to simplify billing of engineering fees recently added by the City for development projects.
- Contract addendums for City Wide Facility Solutions, Cummings Group and Leeway Engineering.
- Conducted and attended Project Pre-Construction Meeting for the CIPP Project.
- Notification mailing for the CIPP Project to residents that live within or near the project area.
- Access and Maintenance Agreement packets mailed to required residents for I/I Project
- Scheduled and assisted with administrative paperwork for the Clackamas River Basin Council who conducted a work party at Cross Park as part of the Cross Park Restoration Project. 29 volunteers mulched plants and removed weeds.
- Performed inspections and project coordination for the ongoing I/I Project.
- Performed project coordination and inspections for the Evergreen Lane Storm Drain Project.
- Performed project coordination and inspections for the ongoing Sanitary Sewer CIPP Project. ROW inspections ongoing.

"What Stands in the Way Becomes the Way"

~ Marcus Aurelius



City of Gladstone Monthly Planning Report

April 2024

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR-TO-DATE TOTALS
Customer Service Counter Contacts	0	0	0	0									0
Customer phone/email Contacts	47	28	22	37									134
Building Permits with Land Use Review	15	8	7	13									43
Code Compliance Review	0	0	1	0									1
Pre-application Conferences	1	2	0	0									3
Administrative Decisions	0	0	1	0									1

PLANNING COMMISSION ACTIONS/DECISIONS

- ICSB Expansion Design Review-Approved with two added conditions.

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- CFEC Parking Reform Options-PC/CC Work Session on April 23rd.

PRE-APPLICATION CONFERENCES

- None in April

ADMINISTRATIVE PERMITS

- None in April

BUILDING PERMITS WITH LAND USE REVIEW

Date	Address	Permit #	Description
04/01/24	330 W. Dartmouth	B0585723	Existing home- never permitted. Minimum setbacks and maximum height met. Second review.
04/01/24	140 W. Arlington St.	B0402524	The Arlington Tap Room and Food Carts. PC approved 2/20/24. Submitted building permits meet approved design review.
04/30/24			
04/01/24	128-151 E. Dartmouth St.	B0218324	Sidewalk improvements in the right-of-way associated with the new library. No development code concerns. Second review.
04/02/24	305 W. Gloucester	B0680123	Middle Housing. Remodel existing house and add two additional units for total of 3 dwelling units. Issue with rear setback. Not yet approved. Second review.
04/30/24			Reviewed again. Issue resolved. Approved.
04/11/24	6075 Duniway Ave.	B0443922	FIRE Restoration building. Design Review approved by Planning Commission in Dec. 2023.
04/11/24	320 Harvard Ave.	B0023523	Middle Housing. Demolish garage, retain existing home and build 2-story two-unit housing structure for total of 3 dwelling units on site (triplex- middle housing). Site plan approved.
04/30/24			
04/10/24	17315 Charolais Way	B0407324	Deck replacement in existing footprint. Standards met.
04/15/24	19505 McLoughlin Blvd.	B0398324	Dick Hannah Nissan signs. Cannot determine if meeting sign code. Sign code analysis requested.
04/25/24	775 Riverdale Drive	B0378924	600 SF garage addition to single-home site. All setbacks met.
04/30/24	275 W. Ipswich	B0455524	Middle Housing. Addition of 3 units to site with existing home. Mechanical permit. No details shown. Updated plans requested.

FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
05-21-24	No applications submitted for Planning Commission review.
05-14-24	City Council to provide direction to staff re: Parking Reform Options based on Climate-Friendly and Equitable Development Rules



The Gladstone Community Center



Monthly Report

April 2024

What happened this month at the Gladstone Community Center?

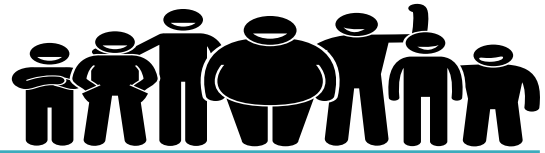
1232 registered people checked into The Gladstone Community Center

259 individuals came to The Center for congregate meals

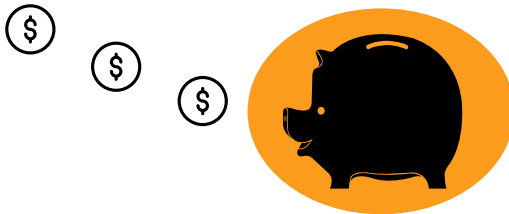
1207 Home Bound Meals were served to seniors

160 food boxes were received by local home bound seniors

We sent out **hundreds of pounds** of food to home-bound seniors! We received generous donations from our community, Gleaners, and Gladstone Food Bank.



Monthly Revenue?



\$819.00	Home Bound Meal Donations
\$748.00	Congregate Meal Donations
\$930.00	Rentals Income
\$1073.50	Transportation Donations
\$1825.57	Clackamas County Funds

We answer 1,000's of calls each month! This month we took numerous calls in the following categories:

Information and Assistance

Reassurance

Case Management

Client Services



Volunteers

We have 8 volunteers staffing our front desk 5 days a week from 8 am to 4 pm

We currently have over 100 volunteers



Volunteers recorded 559 hours for April!

Volunteers do various tasks including kitchen, dining service, thrift shop, food deliveries, food pickups, instructors, clerical, front desk, cleaning, gardening, and advocacy work.



Rentals



We are actively promoting our rental space, which includes various areas such as a commercial kitchen, meeting space, and two rooms that can accommodate larger functions. We have also recently hired an additional site monitor to oversee the facility during rentals and our monthly AARP Safe Driving classes that we organize on weekends.

The Center also offered many community-based classes and programs this month.

- AARP Safe Driving Class
- AARP free tax preparation ended 4/12
- Art project at lunch, multi-generational
- Art show, popup Earth Day
- Bingo at lunch
- Blood pressure readings
- Community Bingo Night
- Community trash pickup, partnership with SOLVE
- Earth Day interactive station
- Earth Day, a week-long community event
- Foot Clinic
- Garden party
- Lunch N Learn, Music Memory
- Lunch N Learn, Serious Illness Care
- Lunch N Learn, beneficial insects in the garden
- Lunch N Learn, crime prevention, Gladstone Police Department
- Movie, popcorn, and rootbeer floats
- Music at lunch
- Pinochle
- Spirit Week
- SHIBA, Senior Health Insurance Benefits Assistance Program
- Tai Chi, 2 times weekly: beginner, intermediate, and advanced classes
- Tech support
- Walking Group



DID YOU KNOW?



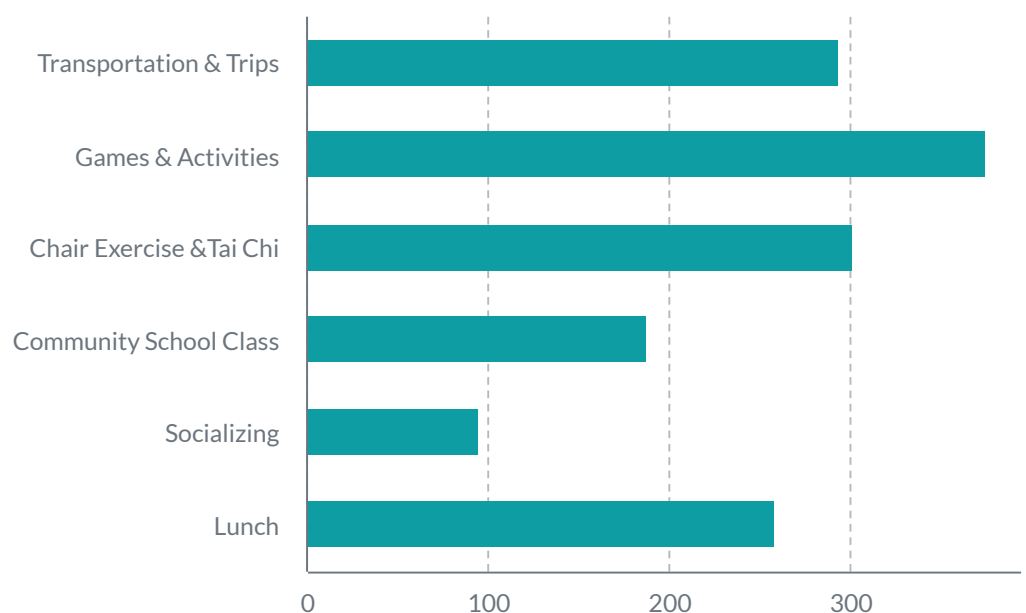
Fun Facts About Seniors!

* In addition to providing tasty vegetables and lovely flowers, gardening offers health benefits especially for older adults. These benefits include **lower blood pressure, exercise, memory care, motor skills, social benefits, stress relief, and improved immune system.**

We Offer Evidence-Based Programs!

EBPs are research-supported programs to promote health and prevent disease and include components for behavior change and self-management. EBP participants build skills to take control of their health, from lowering the risk of falls to better managing chronic conditions, engaging in physical activity, and proactively managing mental health.

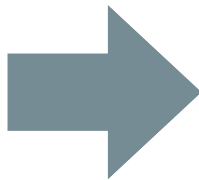
What Activities Did Participants Do At The Gladstone Community Center In The Month Of April?



■ Number of Participants

Food Box Program

The food box program that caters to homebound seniors of 60 years and above is currently serving around 60 individuals weekly. Our team is collaborating with Alex of the Gladstone Food Pantry to relocate our efforts to their facility. As a community-based program, we firmly believe that consolidating all our food box efforts within one location is the most prudent approach to serve our ever-expanding community of food-insecure individuals. We hope to have the details and move worked out by July 1st. More to come!



Logo and Branding

The Gladstone Advisory Board recently shared their current goals and efforts for the Gladstone Community Center. One of their objectives is to work on new branding and logo concepts. During the April meeting, Marci J and Michelle P presented a few rough drafts to the Advisory Board and requested feedback. They received some great input and, with the assistance of Hayley K, narrowed the options down to three concepts. They will present these concepts to the Board on May 21st. This is an ongoing conversation and collaboration to identify the best concept that represents the growing Community Center as a diverse, inclusive, and multi-generational hub open to our community.



Egg Hunt

The Community Center held an Easter egg hunt where participants could search for candy-filled eggs and a few golden eggs that granted prizes.



Spirit Week

From April 15th to April 19th, the Gladstone Community Center hosted Spirit Week where participants dressed up according to a different theme each day. It was a fun-filled week.

Hat Day



Favorite Sports Team Day



Hawaiian Day



PJ Day



Earth Month



On **April 22**, the Brush & Palette Art Association hosted a pop-up art show in honor of Earth Day. Local artists displayed their works related to the theme of Earth Day between 11 AM and 3 PM. Refreshments were offered to all attendees. The event was a big success, with many new faces and regulars walking through.





On **April 24**, The Community Center partnered with Solve and we did a community litter pickup! Volunteers met at the Community Center picked up supplies and headed out on the streets of Gladstone to make a difference!



On **April 25**, The Community Center collaborated with the Clackamas Soil and Water Conservation District to organize a Lunch N Learn event. Lisa, a representative from the Conservation District, delivered an informative presentation on the importance of beneficial insects in your garden. She explained how they play a crucial role in pollination and pest control, and how you can attract them to your garden by creating a healthy and diverse ecosystem. Community members showed up in good numbers, and the presentation proved to be a great way to introduce them to our Center. The audience was engaged and asked many questions, which Lisa answered patiently. We even had a few new faces attend the event, which was terrific.

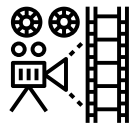


On **April 26**, The Community Center hosted a Garden Party with Master Gardener Wendy Wilson. Due to the rain, the event was moved to the Planton Room. Wendy gave a presentation on Native Plants and provided a variety of resources such as photos, examples, and pamphlets, and even held a raffle giveaway of live native plants for the participants. It was a wonderful way to wrap up the week! ■



It was a wonderful experience celebrating the Earth for an entire month at the Community Center. Throughout the month, we screened various Planet Earth documentaries that participants could watch while waiting for their classes. We also organized special Earth Day projects, which attracted several new visitors to the Center.

Movie Day

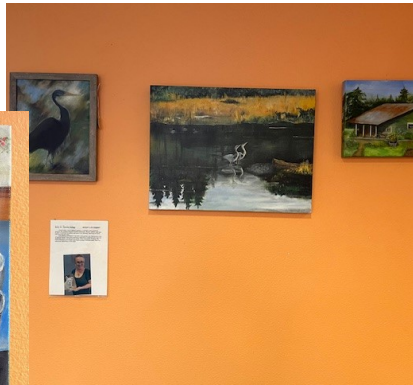
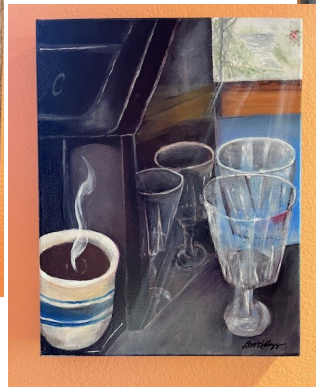


Every third Wednesday of the month, we celebrate Movie Day by watching a movie and enjoying root beer floats and popcorn. This month, in honor of Earth Month, we watched **Planet Earth**.



Revolving Art Wall

The Gladstone Community Center initiated a "revolving art wall". This has proven to be an outstanding method of introducing new members to the Community Center while simultaneously showcasing the work of various artists. Each artist is given a one-month time slot to exhibit their art, and we have already booked most of 2024.



April's Artist Betty

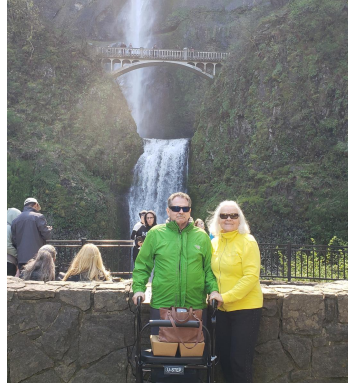


This artwork was generously donated to our center and turned into a silent auction, raising \$250 for our Community Center's programs. Jinny was our lucky winner, and she was very excited to take this beautiful piece of art home and hang it in her hallway. Congratulations, Jinny!

Transportation

Michelle M., our transportation driver has been busy taking our patrons to many exciting places. Some of the places she has taken them this month are The Wooden Shoe Tulip Festival, Serres Garden, Stone Cliff Inn Restaurant for lunch, The Columbia Gorge Multnomah Falls, and Lakewood Theater to watch "9 to 5". In addition to these adventure trips, Michelle has been driving patrons to do their shopping, errands, and doctor appointments. Our patrons are grateful to have rides to come to the Center and enjoy lunch, games, and social interactions with their peers!

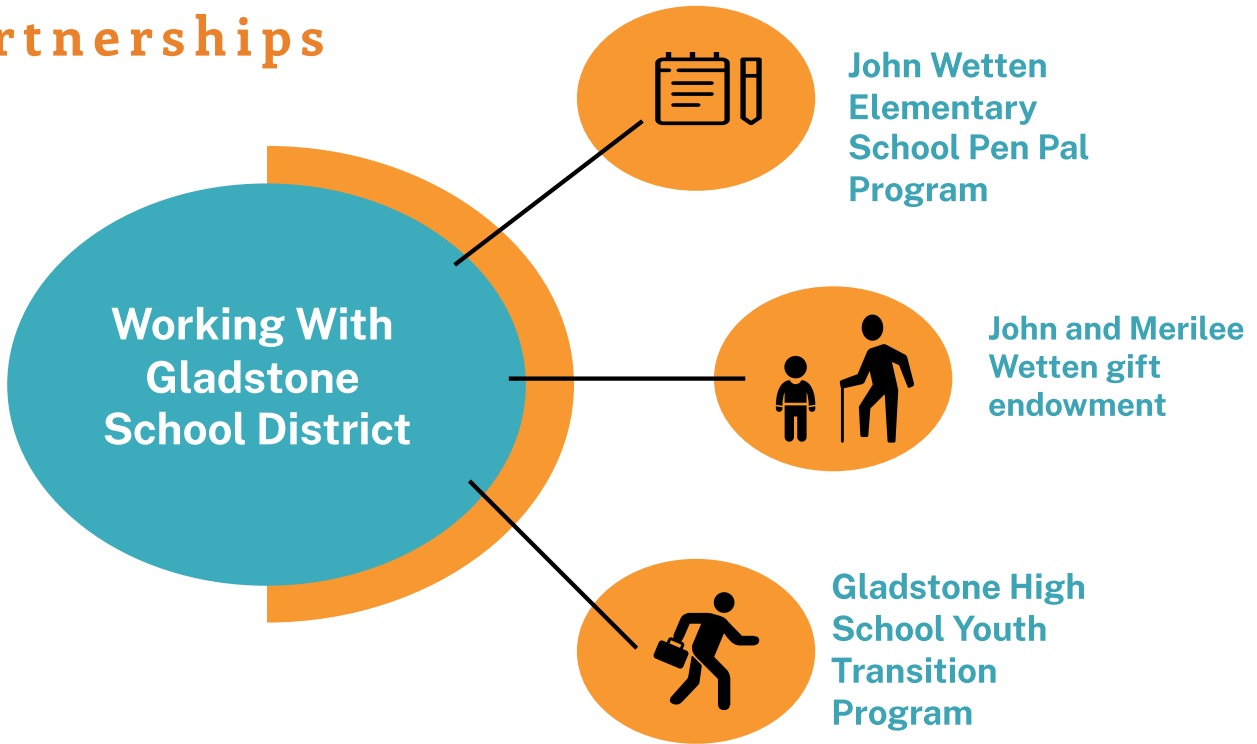




Multnomah Falls Trip



Partnerships



Ms. Gillies's 5th-grade class from John Wetten Elementary had fun making montage flower pots and having lunch with our participants this week! 4/16/2024



Ms. Hanno's 4th-grade class from John Wetten Elementary had fun making birdfeeders out of peanut butter and birdseed and having lunch with our participants this week! 4/23/2024



Volunteers

We are incredibly fortunate to have a group of passionate and committed volunteers who generously contribute their time and energy to our community every month. These incredible individuals embody the true spirit of volunteerism and are the heart and soul of our Community Center. Our volunteers come from diverse backgrounds and bring with them a range of skills and experiences that have helped us to enrich and expand our programs and services. We have volunteers who are retired professionals, stay-at-home parents, students, and more. Each one of them offers their unique perspective, expertise, and passion to help us achieve our goals.



Crocheting

Our crocheting group is currently working on a large blanket that they will raffle off at our Holiday Market this year to raise money for our Community Center services.



THANK YOU

The Gladstone Community Center

1050 Portland Ave

Gladstone Oregon 97027

503-655-7701

<https://www.ci.gladstone.or.us/sc>



GLADSTONE
Oregon

GLADSTONE MUNICIPAL COURT FROM APRIL 2024

General Court Information from April 2024

- 48 traffic citations filed
- 89 violations disposed
- 4 misdemeanors filed
- 10 misdemeanors disposed
- 19 payment agreements entered
- 8 warrants were issued
- 28 payment reminders were mailed to defendants
- 12 driver’s licenses were requested suspended
- 13 driver’s licenses were released
- 24 cases were sent to collections
- 65 cases were sent to the Department of Revenue
- 0 Jury trial was held
- \$22,505.00 in violation fees assessed
- \$34,344.63 in violation fees paid
- \$12,692.30 in misdemeanor fees assessed
- \$13,385.03 in misdemeanor fees paid
- \$10,742.42 collection with Department of Revenue
- \$7,484.94 collected with The Western Agency

	Traffic Cites Issued 2022	Traffic Cites Issued 2023	Traffic Cites Issued 2024	Traffic Viol Issued 2024	Traffic Viol Disp 2022	Traffic Viol Disp 2023	Traffic Viol Disp 2024	Misd. Issued 2022	Misd. Issued 2023	Misd. Issued 2024	Misd. Disp. 2022	Misd. Disp. 2023	Misd. Disp. 2024	Parking 2022	Parking 2023	Parking 2024
Jan	78	120	27	48	97	132	41	2	2	3	3	10	5	0	1	137
Feb	86	64	21	43	115	173	74	13	9	7	8	6	19	0	1	96
Mar	62	129	51	79	122	92	43	3	3	6	8	6	5	1	21	188
Apr	118	84	48	87	93	166	89	13	8	4	2	8	10	3	4	211
May	76	69			189	109		4	10		9	9		40	14	
Jun	118	64			150	122		13	10		8	12		13	3	
Jul	42	61			160	111		2	11		9	13		61	7	
Aug	37	59			111	99		16	12		12	10		21	6	
Sep	35	40			76	59		5	7		8	11		5	17	
Oct	37	31			32	57		4	12		3	4		5	38	
Nov	67	49			64	74		4	18		9	3		2	169	
Dec	99	22			62	60		4	9		3	10		0	95	
Total	855	792	147	257	1271	1254	247	83	111	20	82	102	39	151	376	632

GLADSTONE MUNICIPAL COURT FROM APRIL 2024

TRAFFIC FINE & FEES ASSESSED AND PAID BY YEAR

	Traffic Fees Assessed 2022	Traffic Fees Assessed 2023	Traffic Fees Assessed 2024	Traffic Fees Paid 2022	Traffic Fees Paid 2023	Traffic Fees Paid 2024
Jan	35,192.50	39,830.00	12,915.00	18,573.88	24,445.59	16,203.81
Feb	30,750.00	58,120.00	13,310.00	25,724.67	19,848.78	18,054.56
Mar	33,126.10	22,835.00	14,655.00	36,100.00	21,799.95	28,096.68
Apr	28,805.00	50,087.50	22,505.00	26,349.01	45,057.40	34,344.63
May	57,275.00	37,620.00		27,039.72	25,258.81	
Jun	38,788.00	39,330.00		42,927.32	29,711.23	
July	51,636.25	36,920.00		24,562.98	21,100.71	
Aug	28,160.00	33,645.00		25,312.14	21,492.13	
Sept	31,143.00	20,765.00		23,137.49	23,599.95	
Oct	24,148.77	25,622.70		9,505.00	22,156.65	
Nov	17,975.00	19,735.00		20,958.48	21,490.14	
Dec	16,775.00	21,709.23		28,268.41	23,528.86	
Total	\$393,774.62	\$406,219.43	\$63,385.00	\$308,459.10	\$299,490.20	\$96,699.68

MISDEAMNOR FINE & FEES ASSESSED AND PAID BY YEAR

	Misdemeanor Fees Assessed 2022	Misdemeanor Fees Assessed 2023	Misdemeanor Fees Assessed 2024	Misdemeanor Fees Paid 2022	Misdemeanor Fees Paid 2023	Misdemeanor Fees Paid 2024
Jan	2,136.00	14,109.00	5,555.00	3,771.92	2,944.52	7,372.17
Feb	6,511.00	10,168.00	9,237.93	10,412.41	5,025.10	8,716.49
Mar	5,831.62	6,775.00	3,192.25	6,955.75	4,709.73	7,173.01
Apr	963.00	12,564.00	12,692.30	6,962.43	10,229.69	13,385.03
May	7,062.00	5,293.92		1,841.15	8,143.54	
Jun	7,183.00	9,794.00		9,152.68	6,316.30	
July	7,921.38	12,359.10		3,411.36	3,803.50	
Aug	8,991.00	13,131.75		2,149.64	4,873.64	
Sept	6,868.00	10,323.80		2,668.68	7,261.55	
Oct	4,155.73	1,826.00		6,588.00	6,512.99	
Nov	8,535.00	1,990.00		3,654.71	3,690.74	
Dec	2,580.00	9,210.00		2,552.88	6,556.25	
Total	\$68,737.73	\$107,544.57	\$30,677.48	\$60,121.61	\$70,067.55	\$36,646.70

GLADSTONE MUNICIPAL COURT FROM APRIL 2024

Court Notes: It may be helpful to know how the court Tyler/Incode module reports information on citations and misdemeanor cases.

How to interpret the above information:

The number under **Traffic Cites Issued**: this is the number of traffic citations issued each month. A citation could have one to three violations on a citation. This number is only the number of citations issued by the police department in that month. This is not the total number of the violations issued during the month.

Traffic Viol Issued: is the number of violations issued. This is the number of violations listed on the **Traffic Cites Issued** above.

Traffic Viol Disp. is the number of traffic violations disposed during that month. This is how many individual violations were disposed (found guilty, dismissed or placed on deferral) in that month. This is not the number of traffic citations disposed.

Misd. Issued is the number of cases the City Prosecutor has filed with the court this month.

Misd. Disp. is the number of charges the court has disposed (guilty, dismissed or deferral) that month.

The court module will not allow us to generate a number of traffic cites issued and disposed. Nor will it allow us to generate a number for misdemeanor cases issued and disposed.

**CLACKAMAS
FIRE DISTRICT
REPORT**



CLACKAMAS FIRE DISTRICT #1

FIRE CHIEF'S REPORT

April 2024

Here for you

- On April 1, 2024, we welcomed 18 seasonal hand crew members (aka Crew 30) to our 2024 season. Crew 30 is available to respond to wildfires in our area, throughout the station, nation, and Canada, and are also assigned to conduct mop-up operations after wildfires are put out.
- Clackamas Fire held a graduation ceremony for our 12 volunteer firefighter recruits with Academy 23-02 for the successful completion of their six-month academy.
- Firefighters conducted scenario-based training at two houses donated by the Willamette View to practice interior fire attacks, water supply, search and rescue of victims, setting up ground ladders, window access, and roof ventilation.
- Fire Chief Browne implemented a new tradition of administering the oath to all employees, instead of solely to uniform personnel. He swore in our administrative and support staff throughout the month.

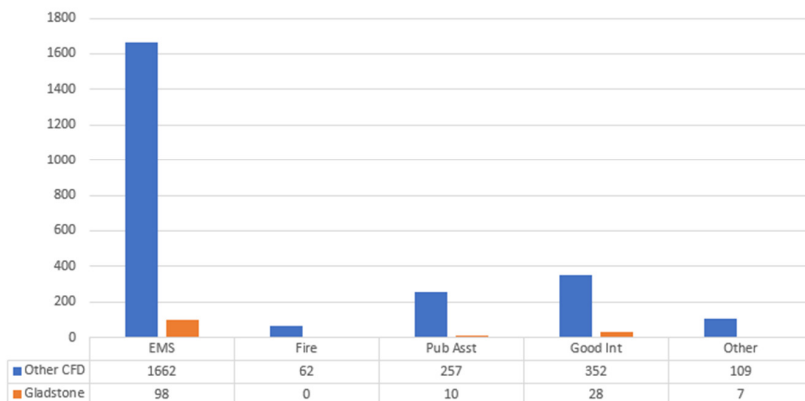


April 7: CFD responded to a 2-alarm residential fire on SE Maple Hill Ln. in Milwaukie. The fire originated in the chimney and spread to the roof. There were no injuries to occupants or firefighters.



April 18: CFD responded as mutual aid to a 3-alarm commercial fire at Timberline Lodge. The actions of crews placing water directly on the fire from above and below is what saved this building and kept the damage as minimal.

Gladstone Fire Report
April 2024
Total Incidents by Type



April 26: A task force was dispatched to a residential fire on SE Foss St. in Carver with fire coming through the garage roof.

Fire Incidents in Gladstone

04/23/2024 11:10:33
F3224-0016034

LOCKED

SE JENNINGS AVE
(114) - Chimney or flue fire, confined to chi...

E322
D Shift

E322 was dispatched with a task force for reports of smoke coming from behind the house. E322 was assigned fire attack group. The fire was extinguished with no extension. Command was terminated and E322 was the on scene contact.

04/17/2024 13:18:22
F3224-0015172

LOCKED

Mcloughlin Blvd
(1421) - Barkdust Fire

E322
A Shift

E322 was dispatched to a miscellaneous fire with reports of barkdust on fire. Upon arrival, E322 deployed a booster line and hand tools to extinguish the fire.

04/17/2024 02:39:00
F3224-0015122

LOCKED

18601 SE Mcloughlin BLVD
(131) - Passenger vehicle fire

E322
C Shift

E322 was dispatched to reports of a vehicle on fire. E322 crew arrived, popped the hood, and found a small flicker of a flame near the bottom of the radiator. The crew used a small amount of water from an extinguisher to fully extinguish the flames. E322 cleared.

THE SIREN

CLACKAMAS FIRE DISTRICT

SWORN TO SERVE, DEDICATED TO SAVE

EMERGENCY SERVICES LEVY

The Fire District continues to make improvements to emergency response through the community supported levy. As shared previously, the objectives of the levy were to increase daily staffing, invest in equipment, and to more effectively fight wildfires.

We currently have 10 new firefighters going through an academy. Once graduated, they will be deployed throughout the Fire District and ultimately result in increased daily staffing. Also, this July, career staffing will be assigned to Station 13 in the Clarkes community. Staffing that fire station will not only increase the overall daily staffing within the Fire District, but it will also provide a 24/7 staffing to a community that currently does not have that.

We will continue to keep the community updated on how the levy will allow the Fire District to better serve all of our communities. Thank you again for your support.

COMMUNITY PARAMEDIC OVERVIEW

Clackamas Fire has a Community Paramedic that plays a vital role in improving access to healthcare within our communities, while helping the 911 system by keeping our emergency resources (fire engines, ladder trucks, etc.) available for high-risk, life-threatening emergencies.

Regardless of the social determinants of health, community paramedics primarily focus on preventive care, chronic conditions and supporting vulnerable populations, but they are still trained to respond to medical emergencies when necessary.

The Community Paramedic works closely with Clackamas County health agencies and other partners to provide a platform for health equity that facilitates a healthier Clackamas County. The program has been nationally recognized while also experiencing many local success stories.

Recent grant funding from Clackamas County will support a limited time expansion of our Community Paramedic services to help with post-pandemic recovery.



CREW 30 UPDATE

Clackamas Fire District is proud to have a professional hand crew known as Crew 30 to respond to wildfires and prescribed burns. On April 1, 2024, we welcomed 18 members to our 2024 season.



The first Clackamas Fire District Type 2, seasonal hand crew was created in 2021 and consisted of 22 members. Type 2 simply means we are capable of initial attack and can split up into separate modules to meet multiple objectives at the same time. This hand crew was the first of its kind for a structural fire department in Oregon. For two seasons, the crews were made possible through a grant from WorkSource Oregon that allowed us to partner with Clackamas Community College's forestry technician program to offer paid training and full-time, seasonal employment.

A typical season for the crew is from April through October, working four 10-hour shifts and responding from our Station 14 in Boring. Crew 30 is available to respond to wildfires 24-hours, seven days a week, throughout the state, nation, and Canada, constructing handlines and performing strategic burn-out operations to stop a fire's progress.

In addition to their work in wildland areas, crews are assigned to conduct mop-up operations after wildfires are put out, ensuring that hotspots don't flare up and the fire is fully extinguished. Crew 30 can serve multiple roles in fire suppression that consist of constructing fire lines, defensible space, and conducting mop-operations, improving efficiency and relieving firefighters to return back to service. When not on wildfires, the crew is involved in fuel mitigation projects.

DEFENSIBLE SPACE

Clackamas Fire District recommends creating defensible space around your home to reduce the threat of wildfire. There are several steps that homeowners can take to make their homes and property more defensible in a wildfire including:

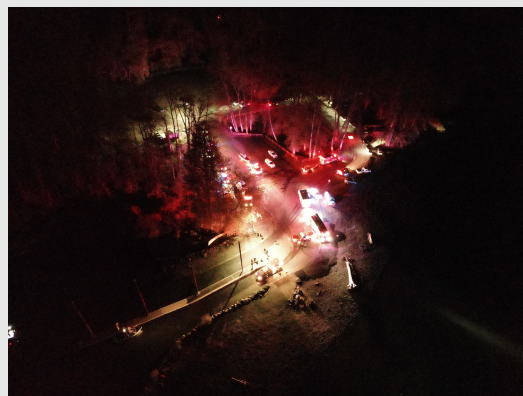
- Define your defensible space by creating a 30-foot zone of fire-resistant space around your home.
- Reduce flammable vegetation and brush around your home and reduce the density of nearby trees.
- Keep grass and weeds cut low to less than 4".
- Clear wood piles and building materials away from your home and outbuildings.
- Keep your yard and roof clean and remove overhanging and dead limbs.
- Keep address signs visible for easy access and trim vegetation away from driveways.
- Choose fire-resistant roofing materials.
- Use alternatives to burning debris such as chipping, recycling, or composting.



INCREASED STAFFING SAVED A MAN'S LIFE

The swift action of firefighters saved the life of a man who was close to drowning in the Willamette River, near Meldrum Bar Park.

On Wednesday, April 10, 2024, firefighters were dispatched to an initial report of a male trapped inside a vehicle that was in the river, and reportedly had exited the submerging vehicle and was in distress. Arriving first on scene, firefighters quickly put on their personal floatation devices and identified a male struggling in the water. Due to the immediate threat to the male's safety, two firefighters jumped in to prevent him from drowning.



During the rescue efforts of the two firefighters in the water, the other two firefighters took throw bags to the nearest shore. The ropes from the throw bags landed right over the top of the three of them and the two firefighters on the shore were able to pull the rescuers and the male to safety. Upon their arrival on-scene, firefighters located and pulled the victim out of the water in 2 minutes and 44 seconds.

Once out of the water, the male was treated and transported by American Medical Response to an area hospital.

Battalion Chief Greg Holland said, "If the crew from Engine 315 had not done what they did [performed a high-risk rescue], the male would have drowned. He was out of time, out of breath, and out of energy to keep going."

Clackamas Fire District would like to thank the community for their ongoing support of the Emergency Services Levy. As part of the year one plan, firefighters from Station 15 in Oregon City received an increase in firefighter staffing, along with four other fire stations across the Fire District. This increase in staffing improves response capabilities that ultimately saved this man's life.

**The photo is courtesy of the Clackamas County Sheriff's Office Drone Unit.*

CALL TRACKER

January - March 2024 (Includes Mutual Aid)

Total Calls: 8,414

Good Intent: 1,108

EMS/Rescue: 5,753

False Alarm: 295

Hazardous Condition: 119

Service Call: 1,014

Fire: 118

Other: 7

PRESENTATION

**(No
Attachments)**

**GLADSTONE
CITY
EVENT
ANNOUNCEMENTS**



May

REGULAR AGENDA



City of Gladstone Staff Report

Report Date: May 8, 2024
Meeting Date: May 14, 2024
To: City Council
From: Jacque Betz, City Administrator

AGENDA ITEM

Authorize the City Administrator to sign the Gladstone Community Festival Agreement and approve the Special Event and Noise Variance applications with the Gladstone/Oak Lodge Rotary Club for the dates of August 2 - 3, 2024.

History/Background

The Gladstone/Oak Lodge Rotary Club hosts the annual community festival. The attached agreement is to augment the special event permit. The agreement is consistent with previous agreements. Applicant will also need to provide a certificate of liability insurance before the event in August.

Proposal

Authorize staff to execute the agreement.

Options

- 1) City Council could choose not to enter into the agreement which could negatively affect the festival.
- 2) City Council could choose to modify the agreement.

Cost Impact

In previous years, In-kind resources to the City were estimated at \$16,690, this year costs are estimated at \$8,500. (Please see Attachment "A"). Included in the estimates are costs associated with Police Department, Public Works, and Administration time; event insert in the City's July newsletter and for the movie in the park. The reduction in the estimated is based on eliminated in-kind resources previously provided by the Fire Department as well as the elimination of our public works department moving books to/from John Wetten Elementary. It should be noted however, that arrangements for Clackamas Fire District to participate (specifically parade) are being made directly by the Rotary Club.

Recommended Staff Action

I make a motion:

Authorize the City Administrator to sign the Gladstone Community Festival Agreement and approve the Special Event and Noise Variance Applications with the Gladstone/Oak Grove Rotary Club for the dates of August 2-3, 2024.

Department Head
Signature

Date


City Administrator
Signature

5-8-24
Date

GLADSTONE COMMUNITY FESTIVAL AGREEMENT 2024

THIS AGREEMENT made and entered into this 15th day of May, 2024, by and between the Gladstone Oak Lodge Rotary (User) and the City of Gladstone, a municipal corporation of the state of Oregon (City) to allow the User to use City property for the Gladstone Community Festival (Event).

RECITALS

WHEREAS, User will host a City-wide Event on August 2-4, 2024. This is the ninth year User will have hosted the event which will occur at sites around the City, including various streets for the parade (see map) and Max Patterson Memorial Park (Premises); and

WHEREAS, User has submitted a special events permit application to the City pursuant to Chapter 12.22 of the Gladstone Municipal Code (GMC); and

WHEREAS, the City has assisted User and hosts of the event formerly known as the *Gladstone Chautauqua Festival* in the past through in-kind donations, staff time, City resources, and monetary contributions, and by paying for the movie on the annual Friday night “Movie in the Park”.

WHEREAS, the City desires to support the event now known as *The Gladstone Community Festival* which will benefit the city and will continue an event that has traditionally been held every year in the City.

NOW, THEREFOR, in consideration of the foregoing and the mutual covenants of the parties set forth in this Agreement, the receipt and adequacy of which are acknowledged, the parties agree as follows:

1. **City Obligations** The City agrees to the following to assist with the Event:
 - a. Public works will deliver and set barriers and picnic tables at Max Patterson Park on the afternoon of August 1, 2024 and to be removed on the evening of August 4, 2024 after all events have concluded. The City Public Works Director will coordinate with User on delivery and pick-up.
 - b. Public Works will turn off the sprinklers in Max Patterson Park by 3:00 PM August 1, 2024 and will not resume before 6:00 AM August 5, 2024.
 - c. Public Works will provide and set-up a water station for vendors at Max Patterson Park. User will coordinate exact location and times with the Public Works Director.
 - d. Public Works will ensure that all electrical boxes at Max Patterson Park comply with the Code and are operational before the Event. In the event of electrical malfunction during the event, the City will make every reasonable effort to fix the problem.

- e. The Police Department will set up and take down barriers for the parade on August 3, 2024. The Police Department will coordinate with User on set-up and take down of barriers for both events.
- f. To provide and pay for electricity and water used at Max Patterson Park from 8:00 AM August 2, 2024 to 6:00 PM August 4, 2024.
- g. City will maintain normal hours for the spray park. City will keep Max Patterson Park restrooms open throughout the event. User is responsible for cleaning and maintaining the restrooms. User is responsible for the cost and coordination of all necessary portable toilets.
- h. City will attach and pay for Gladstone Community Festival flier insert in July's City Newsletter.
- i. City will remove cars from marked "No Parking" areas on closed streets around Max Patterson Park and along the Parade Route.

2. User Obligations

- a. The User, its employees, sub-contractors, guests, patrons, and invitees shall use the premises in a safe, careful, lawful, and respectful manner, and use reasonable, best efforts to ensure the Premises and other City property are not altered, marred, defaced, or damaged. User shall be responsible for all costs, arrangements, and equipment related to production of the Event, including but not limited to removal of trash, renting portable toilets, setting up and tearing down portable stages, erecting and taking down barriers and caution tape around the event. All invoices for services provided to User shall be invoiced to User, not the City.

3. Special Event Permit

- a. User agrees to obtain a special event permit from the City pursuant to Chapter 12.22 of the GMC.
- b. City agrees to waive the special event permit fee so long as the User meets the following requirements:
 - i. User agrees to comply with all City event permit, parade, signage, and GMC requirements.
 - ii. User is registered with the State of Oregon as a nonprofit corporation and/or the federal government as a 503(c)(3) organization; and
 - iii. Event will be free and open to the public

4. Indemnification

The User shall hold and save the City, its officers, directors, elected officials, employees, and agents harmless from all claims, costs, loss, or damage of any kind or nature whatsoever arising out of the Event (Indemnified Claims) which may be sustained by reason of any act or omission on the part of the User, its vendors, employees, guests, patrons, invitees, or anyone directly or indirectly

employed by any of them, or by anyone for whose acts or omissions any of them may be liable. User agrees to indemnify, defend, save and hold harmless City, its elected and appointed officials, officers, agents, employees, and volunteers against all liability, claims, suits, or actions, of whatsoever nature loss or expenses, including attorney fees, based upon or arising out of the acts or omissions of the User with respect to the use of traffic pylons, as well as the acts or omissions of any of its subcontractors, volunteers, or employees under this Agreement except those acts or omissions arising solely out of the negligence of the City. User will pay all reasonable attorney and expert fees and costs relating to such defense and will conduct all steps or proceedings in connection with such defense and as required settling or defending such Indemnified Claims, including without limitation the employment of counsel reasonably satisfactory to the City.

5. Insurance

User shall obtain prior to beginning any work under this Agreement and shall maintain in full force and effect through the tear down date of the Event, or any other time periods required herein, at User's expense, an occurrence form comprehensive general liability and automobile insurance policies for bodily injury, including death, and broad form property damage, including loss of property and coverage for owned, hired, or non-owned vehicles, as applicable, for the protection of User and the City, its elected and appointed officials, officers, agents, employees, and volunteers as additional insureds. The policies shall be primary policies and any other insurance carried by the City shall be excess. The policies shall be issued by a company authorized to do business in the State of Oregon, maintain an A-rated financial rating as published by AM Best and provide limits no less than \$2,000,000 in general liability coverage and separate automobile coverage of \$2,000,000. The certificates shall provide the City will receive 30 (thirty) days written notice of cancellation or material modification of the insurance contract. User shall provide certificates of insurance and additional insured endorsements to City evidencing the date, amount, and type of insurance prior to commencement of any work under this Agreement. If requested, complete copies of insurance policies shall be provided to City. User shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

6. Waiver

The User hereby surrenders and gives up all right to any claim for compensation for any loss or damage sustained by reason of any defect, deficiency, failure, or impairment of the water supply, drainage, electrical, or other services provided by the City. The City shall not be liable for any claim if the Event sites are damaged by fire or other casualty, or for any other act, including strikes, utility failure, or acts of God, which prevent the User from holding the Event.

7. Administration

The administration of Agreement by the City shall be by the City Administrator or designated agent.

8. Assignment

This Agreement shall not be deemed for the benefit of any entity or person who is not a party hereto, and neither this Agreement, nor any interest therein may be assigned by the User without written approval of the City.

9. Entire Agreement

This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.

10. Staff Contact Information

Principal City Contact
Tami Bannick, City Hall
503-557-2769
bannick@ci.gladstone.or.us

Insurance/Contracts
Tami Bannick
503-557-2769
bannick@ci.gladstone.or.us

Operations/Road Closures
Darren Caniparoli, Public Works Director
503-483-6300
caniparoli@ci.gladstone.or.us

Police Department
John Schmerber, Police Chief
503-557-2765
jschmerber@ci.gladstone.or.us

Emergency 9-1-1
Non Emergency Dispatch: 503-655-8211

IN WITNESS WHEREOF, the parties have signed this Agreement on the year and day first above written.

**GLADSTONE OAK LODGE
ROTARY FOUNDATION**



Bryce Colson
Festival Chair

CITY OF GLADSTONE, OREGON

Jacque Betz
City Administrator

GLADSTONE COMMUNITY FESTIVAL AGREEMENT 2024
EXHIBIT "A"

I. PROPOSED AGREEMENT

The User, Gladstone Oak Lodge Rotary Foundation, shall have the right to use the Premises and a portion of the public right-of-way during designated times as listed below and in the Permit Application only for the 2024 Gladstone Community Festival (hereafter GCF) with City approval. The following dates and times are tentatively planned:

Premise(s)	Max Patterson Park
Date(s)/Time(s)	Event – August 2, 2024 Movie in the Park
	Event – August 2, 2024 – August 4, 2024 Festival/Pickleball
	Set Up - August 2, 2024
	Tear down – complete by August 4, 2024, 6:00 p.m.
Premise(s)	Parade Route (See Article II.1 for specific streets)
	Event – August 3, 2024
	Set up – begins August 3, 2024 – 8:00 a.m.
	Tear down – complete August 3, 2024, 1:00 p.m.

1. The User, its employees, sub-contractors, guests, patrons, and invitees shall use the premises in a safe, careful and lawful manner, and as reasonable, best efforts to ensure the Premises and other City property not altered, marred, or defaced.

2. User shall be responsible for all costs, arrangements, and equipment related to production of the Event, including but not limited to removal of trash, renting portable toilets, setting up and tearing down portable stages, and erection and taking down temporary fencing. All invoices for services provided to User shall be invoiced to User, not City.

II. PARADE

1. The Event will include a parade which will be routed from Portland Avenue to Hereford Street to Harvard Avenue to Gloucester Street to Portland Avenue to Berkeley Street to Yale Avenue where the parade will end. The streets along the parade route will be temporarily closed from 8:30 a.m. to Noon on August 3, 2024.

2. User agrees to notify all owners with property on and adjacent to the parade route and those parties nearby that will be affected by street closures. Notification will be in writing a minimum of two weeks prior to the parade.

III. OTHER ROAD CLOSURES

The City agrees to the following road closures during the Event:

1. Exeter Street between Cornell and Yale for the exclusive use of emergency vehicles.
2. East Fairfield closed between Cornell and Yale for vendor booths.
3. Cornell Avenue between East Fairfield and East Exeter Street for the main stage.
4. Road closures for Parade as listed in Section II above.

IV. ROAD CHANGES

(Reserved for later discussion)

V. VENDORS

1. User agrees that all vendors for commercial amusement rides, food, game concessions, novelty stand, shows, support vehicles and equipment (Vendors) shall be fully inspected, permitted or licensed as required by state law and shall strictly comply with every provision of appropriate city, county, state, federal, and other governmental law, rule or regulation applicable in any manner to its activities. Discussion with the city will be had regarding amusement activities.

2. User will require all Vendors to obtain a Gladstone business license/mobile vendor permit, unless specifically exempt under state or federal law, to be authorized to operate within the City.

3. User will require that all food Vendors obtain and maintain appropriate restaurant licensing, and must meet all federal, state and local health code requirements.

4. User shall keep all Vendor records on file and provide a copy of them to the City Administrator by July 25th each year.

5. User will inform all Vendors that no dumping of any grey water into the storm drains is permitted. User will be responsible for any dumping that occurs during the Event.

6. User must provide the City will all Vendor certificates of insurances and endorsements naming the City as an additional insured for the event.

VI. SECURITY

User shall hire and assign security as necessary to protect the Premises and patrons during this event. The security company must be licensed and bonded in Oregon. All security personnel must be easily identifiable with a shirt, badge, or other item that shows they are Event Staff.

VII. TRAFFIC CONTROL

User shall have traffic control personnel (flaggers) position as necessary for Event safety. Flaggers must possess a Certified State Flagger Card that is ODOT approved. Flaggers must be easily identifiable with a reflective vest that shows they are Event Staff.

VIII. ALCOHOL

User agrees that no alcohol will be served or sold on any City property during the Event with the exception of alcohol that would be served and consumed in an age restricted area with City approval.

IX. CITY'S DUTIES

Any work that the City performs for the Event will be reimbursed by the Rotary Club of Gladstone Oak Lodge. An itemized bill will be provided to the Rotary Club of Gladstone Oak Lodge and paid in full to the City within 30 days of invoice. The City may, in its sole discretion, agree to forgive any such invoice for City services or expenses provided to the GCF. City will provide the following services for the Event.

1. The City agrees to loan User barricades and have them available at agreed upon locations. User is responsible for setting up and tearing down barricades, returning them to agreed upon locations.
2. The City agrees to provide usage of available electrical hookups and will not bill the User for electricity used at Max Patterson Park.
3. The GCF is also asking that the City forgive the cost of the Event insert in the City's July newsletter.
4. Public Works will have the lawn mowed by Wednesday July 31, 2024, provide a facility key to the festival chairperson, ensure toilet paper is stocked, and sprinkler systems are shut off the morning of August 1, 2024.
5. City agrees to have cars parked on closed streets removed at the request of festival staff.

X. USER'S DUTIES

In addition to other User responsibilities set forth herein:

1. The User will be responsible for actual repair and/or clean-up costs incurred by the City if City property is damaged or vandalized as a result of Users use of the Premises under this Agreement and User agrees to reimburse the City for any such actual expenses.

2. User shall, at its expense, provide an emergency plan which must include a first aid station equipped with Emergency Medical Technicians on standby throughout the scheduled Event hours.
3. User will require all food Vendors to have temporary health permits and conform to all regulations as stated by the Clackamas County Health District.
4. User shall prohibit patrons from bringing glass containers of any kind onto the premises.
5. User is responsible for all Event management issues not specifically enumerated in the Agreement.
6. User is to provide all lighting for the Event including the illumination of parking areas for safety.
7. User is to provide all generators needed and have them inspected and approved by the Fire Marshal after set up but before usage.
8. User is to provide temporary restroom facilities at all locations including restrooms that are ADA compliant. User is to provide dumping tanks for the disposal of Vendor's grey water.
9. Any services contracted by the User are to be billed to and in the name of the User. The City shall not incur any bills on behalf of the User.
10. User is to contract for the disposal of all trash, provide all trash receptacles and empty trash containers as frequently as needed.
11. User is to provide smoking receptacles for the safe and appropriate disposal of used cigarettes.
12. User will assist City to pick up and return traffic pylons should they become necessary to use at the GCF.



City of Gladstone
Special Events Permit Application
 18505 Portland Avenue
 Gladstone, Oregon 97027
 503-557-2769

Fill out completely and type or print legibly. Completed applications must be submitted at least 30 calendar days in advance. Failure to do so could result in permit denial.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (Person/Group Responsible)				
Name of Applicant/Person Responsible: Bryce Colson, Festival Chairman				
Applicant Street Address POB 2			City, State, ZIP Gladstone, OR 97027	
Applicant Phone: ☎			Applicant FAX: _____	
Sponsoring Organization Name: Gladstone Oak Lodge Rotary Foundation			EMAIL: b	
Organization Phone: (office)		(cell) ☎	(Email) ☎	
Name of contact person "on site" day of the event: Bryce Colson (cell – required)				
EVENT INFORMATION				
Event Type <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Ride/Race <input checked="" type="checkbox"/> Parade <input checked="" type="checkbox"/> Festival/Fair <input type="checkbox"/> Farmers/Street Market <input checked="" type="checkbox"/> Concert/Performance				
<input type="checkbox"/> Car Show <input type="checkbox"/> Film Production <input type="checkbox"/> Rally <input type="checkbox"/> Demonstration "First Amendment" Event <input checked="" type="checkbox"/> Street Closure				
<input type="checkbox"/> Construction (construction, road, sewer, water, drilling, blasting, etc) <input type="checkbox"/> Other (please specify): _____				
Event Name: Gladstone Community Festival			Event Site: Max Patterson Park	
Event Dates: Aug 2-4, 2024				
Event Hours: (start) 7am (end) midnight				
Set-up Date: 8.2 Start Time 7am End Time Noon				
Break-Down Date: 8.4 Start Time 8 End Time 4pm				
Participant type and numbers of each type:	Participants: 100	Vehicles: 40	Bands: 10	Animals: Horses in Parade
	Spectators: 10000	Floats: 50	Bikes: 30	Other: _____
Overall Event Description				
Briefly explain event and event details: The Gladstone Community Festival annually celebrates the community coming together for over a century. We offer free concerts, a beer garden, bingo, free inflatables for the kids, watermelon eating contest, pie baking contest, over 50 local artisans, organizations, and food vendors, and a little something for everyone. The event is free to enter and most attractions are free thanks to the generous support of the city, local businesses, and local organizations. There is also a pickleball tournament that runs all three days.				
STREET CLOSURE INFORMATION				
Names of streets to be closed (attach further closures on a separate sheet if needed)				
E Exeter	Between Cornell	And Harvard		
E Fairfield	Between Cornell	And Harvard		
Cornell	Between E Exeter	And E Fairfield		
	Between	And		
	Between	And		
Provide a detailed map that includes the start point, end point, direction of travel, and street names. Include if the route will be held on sidewalk, street, etc. Barricades, including set up and take down, will be the responsibility of the applicant to obtain (i.e. from a rental store) for the event. Above listed streets need to be closed for the duration of the event. There is a separate parade map that is attached. The parade runs from 10-11:30.				

Are you requesting a complete or rolling street closure? Why are you requesting this street closure?

(A completed Property Owner Notification Form must be completed and submitted with this application for complete street closures)

Complete. Food vendors are set up along E Fairfield and the streets surrounding Max Patterson Park need to remain closed for the duration of the festival to allow for emergency vehicles and certain festival staff.

Time of Street Closure **7am-12am** Start: 8.2.24 End: 8.4.24

Will your proposed route cross and/or utilize where TriMet operates? Yes No

For TriMet bus maps please go to: <http://www.trimet.org/schedules/index.htm> (Contact TriMet at 503-962-8117.)

EVENT DETAILS

Does your event involve the sale or consumption of alcoholic beverages? Yes No Oregon Liquor Control: 503-872-5000

If yes, will this activity occur on (or spill into) city streets? Yes No

If yes, please describe:

If alcohol will be served in any of the City's parks, applicants must complete a permit request pursuant to Gladstone Municipal Code Section 12.12.100.

Will items, food, drinks, or service be sold at your event? Yes No If yes, will this activity occur on (or spill into) city streets? Yes No Please describe:

Food vendors are parked along the curb of Max Patterson Park on E Fairfield St.

All vendors must possess a City of Gladstone Temporary Business License. Additionally, all food vendors must have a signed application by the Clackamas County Health Department for the Event. The signed application must be on site as proof of Clackamas County Health Department approval. <http://www.clackamas.us/publichealth/restaurantlicensing.html>

Will the event have amplified sound? Yes No **If yes, a completed Noise Variance Application Form must be completed and submitted with this application.**

Will the event be posting signs? Yes No **If yes, a completed temporary sign application must be completed and submitted with this application.**

Safety/Environmental Requirements

Temporary restrooms, hand washing stations, dumping/holding tanks, and recycling/garbage bins will be the responsibility of the applicant to rent. **No grey water may be dumped in storm drains, streets, grass areas, etc.** Violators may be cited and fined with the possibility of the entire event shut down.

Please describe in detail, your restroom, dumping, garbage/recycling, clean-up plan for this event:

There are several portable restrooms and hand wash stations located on E Fairfield and Cornell Ave. We have about 20 garbage cans and bottle recycling receptacles and 2 large dumpsters. Food vendors are all instructed that they must be self contained and no dumping of grey water is allowed.

By signing this application, the applicant agrees to meet all requirements of the Oregon Fire Code, ODOT, City Code, and Gladstone Fire Department Permit Guidelines (attached) for the duration of the event.	
SECURITY/VOLUNTEERS	
Please describe your procedures for crowd control and internal security and any emergency vehicle response plan: The beer garden is centrally located in a fenced in area, controlled by paid, marked alcohol monitors and security staff. Security is present overnight both on Friday and Saturday nights. E Exeter St along Max Patterson Park is kept clear specifically for emergency vehicles.	
Are you expecting City police services at intersection and/or for crowd control? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Do you plan on utilizing volunteers? <input checked="" type="radio"/> Yes <input type="radio"/> No (volunteer/monitors are required) If yes, in what capacity? The entire event is run by volunteers.	
Name and phone number of volunteer coordinator: Bryce Colson, 971.323.3083	
INSURANCE AND INDEMNIFICATION	
HOLD HARMLESS AGREEMENT: IN CONSIDERATION OF THE CITY OF GLADSTONE GRANTING THIS PERMIT, THE SPONSOR(S) OF THIS EVENT HEREBY AGREE TO SAVE, DEFEND AND HOLD HARMLESS AND INDEMNIFY THE CITY, ITS AGENTS, OFFICIALS, AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DEMANDS, ACTIONS AND SUITS (INCLUDING ALL ATTORNEY FEES AND COSTS) BROUGHT BY ANY PERSON ALLEGING PERSONAL OR BODILY INJURY OR PROPERTY DAMAGE AS A RESULT OF THIS EVENT OR A PERSON'S PARTICIPATION IN IT AND NOT CAUSED BY THE NEGLIGENT ACTS OF THE CITY.	
Signature of Sponsor or Authorized Representative	<i>Bryce Colson</i> Date 4.5.24
LIABILITY AGREEMENT: SPONSORS OF SMALL PARADES, LARGE PARADES, SMALL ATHLETIC, LARGE ATHLETIC, EXTRA LARGE USES, AND POSSIBLY EXCEPTIONS SHALL HOLD HARMLESS, DEFEND AND INDEMNIFY THE CITY AND THE CITY'S OFFICERS, AGENTS AND EMPLOYEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS AND SUITS (INCLUDING ALL ATTORNEY FEES AND COSTS) BROUGHT AGAINST ANY OF THEM ARISING FROM SPONSOR'S ACTIVITIES AUTHORIZED BY A STREET AND SIDEWALK USE PERMIT.	
The sponsor shall maintain general liability insurance that protects the sponsor and the City and its officers, agents and employees from any and all claims, demands, actions and suits for damage to property or personal injury, including death, arising from the sponsor's Event. The insurance shall provide coverage for not less than \$2 million per occurrence – some exceptions may be made down to \$1 million at the discretion of the City based on the risks involved in the event. Sponsor may be required to provide proof of insurance in the form of a certificate of insurance and also an endorsement showing the City as an additional insured.	
<input checked="" type="checkbox"/> I have read the hold harmless agreement and liability agreement and agree the terms herein.	
Signature of Sponsor or Authorized Representative	<i>Bryce Colson</i> Date 4.5.24

NEIGHBOR NOTIFICATION FORM

Applicants for a **Complete Street Closure and Noise Variances** shall complete a Special Events Application and this Neighbor Notification Form must be signed by all residents within the area which will be seriously impacted by any requested temporary street closure, sound of amplified music, or any request which might have significant impact on area tenants. Failure to notify such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form.

Contact Person _____

Day Phone _____ Evening Phone _____

The Undersigned hereby petition the City of Gladstone to close _____

Between _____ (Street) and _____ (Street) for a _____ (Street) to be
(Street) (Street) (street closure, etc.)

held on _____ from _____ until _____

By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the above listed street closure.

	PRINTED NAME	ADDRESS	APPROVAL SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

You may attach additional sheets, if necessary.

E FAIRFIELD ST

F10 F9 F8 F7 F6 F5 F4 F3 F2 F1

VENDORS, FOOD, & ARTISANS

9	10	11	12	13	14	15
16	17	18	19	20	21	22

8
7
6
5
4



PLAYGROUND



BOUNCE HOUSE

BIG SLIDE

32	33	34
----	----	----

INFO

Gladstone Rotary Oak Lodge

HYDRATION STATION - FREE WATER

BEER GARDEN & BINGO

ADULTS ONLY AFTER 8PM

COMMUNITY ORGANIZATIONS

23	
24	28
25	29
26	30
27	31

MOVIE SCREEN

SAT 6PM-MIDNIGHT EXPANDED BEER GARDEN



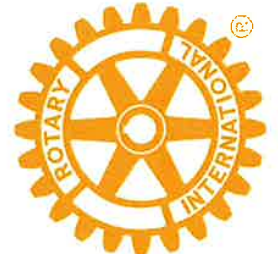
CORNELL AVE

E EXETER ST

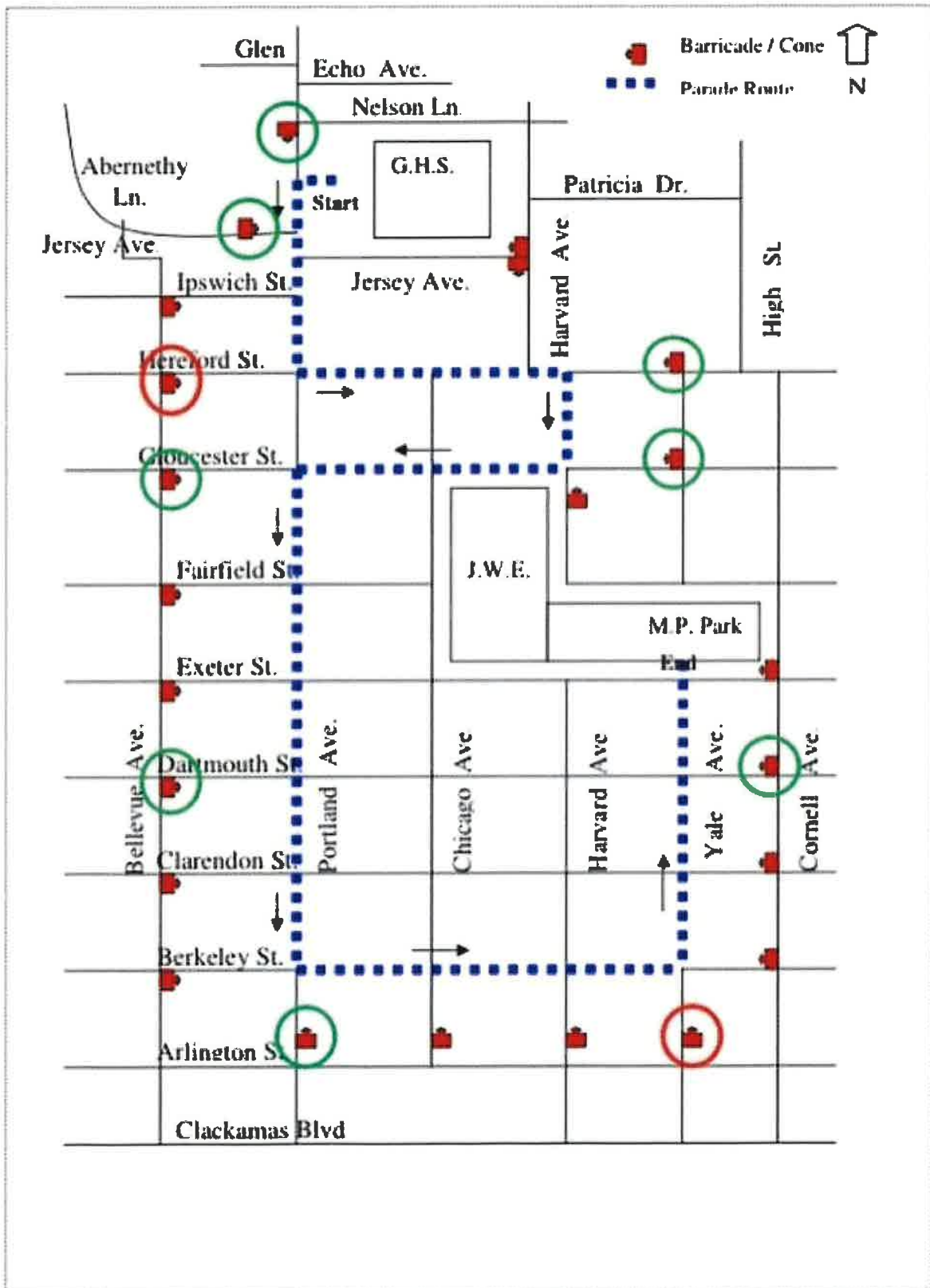
PICKLEBALL TOURNAMENT



Gladstone
Rotary
 Oak Lodge



Gladstone Community Festival Parade Route



ATTACHMENT "A"

GLADSTONE COMMUNITY FESTIVAL IN-KIND:

GLADSTONE POLICE DEPARTMENT ESTIMATE:

Staff Time:

- Full time Officers/Administration 41 hours/overtime \$4,500.00

GLADSTONE PUBLIC WORKS ESTIMATE:

Logistics and Picnic Tables:

6 hours	Pick up tables from storage
2 hours	Purchase and pick up lumber, hardware, tools, generator, etc.
16 hours	Repair & paint tables
8 hours	Set up tables in proper locations in park
6 hours	Return tables to storage

Traffic Control

6 hours	Set up barricades
4 hours	Supervise logistics
2 hours	Street sweeping routes
6 hours	Pick up and return barricades and cones to storage
12 hours	Parade barricades

Estimated total hours for Public Works Community Festival Preparation: \$3,200.00



CITY OF GLADSTONE
 Noise Variance Application
 18505 Portland Avenue
 Gladstone, OR 97027
 www.ci.gladstone.or.us

For City Use Only:
Review/Approval:
Fire Dept: _____
Public Works: _____
Police Dept: _____
Admin: _____

Application Information

This is an application for a variance from the City of Gladstone Noise Control Chapter 8.12 of the Gladstone Municipal Code (GMC). Applicant should apply for the variance if your event requires noise otherwise prohibited by City Code. Please read both sides and fill the form out carefully; your application will not be considered unless all information and required site plan is provided and is legible. Use separate pages if necessary. The request may be approved, denied or approved with conditions. Applications shall be submitted at least 45 days prior to date of event. Within five days of submitting the application, the applicant shall provide notice in a form approved by the City (email, hand delivery, door-hangers, regular mail or other means calculated to provide individual notice) to property owners and residents within 250 feet of the location where the sound will be generated. The City will post notice of application on the city website. The applicant shall provide a statement to the City at least 30 days before the scheduled event that notices have been provided as required. The City will normally issue or deny the permit at least 20 days prior to the date of the event. The City Administrator, or designee, may for good cause waive any of the deadlines or timelines established by this application and also may issue a permit notwithstanding the timelines based on the Administrator's, or designee, assessment of the factors outlined in the GMC Chapter 8.12. Any person may provide comments to the City regarding the noise permit application within 15 days of the permit application. The City Administrator, or designee, shall consider written comments in making the decision whether to issue the permit.

Applicant and Organization (if applicable) Name: Gladstone Oak Lodge Rotary	Address/Location of Activity/Event: Max Patterson Park
Mailing Street Address for permit: POB 2	Mailing City, State, ZIP: Gladstone, OR 97027
Contact Telephone/Cell Number(s) :	Email Address: _____@_____.org
Name and Type of Activity/Event: Gladstone Community Festival	Expected Attendance: 10,000

Describe specific activities requested for a noise variance:
Movie in the Park and live bands. 08/02/24 - 08/03/24

Date of Activity/Event: 08/02/24	Requested Hours: From: 10:00 <input checked="" type="checkbox"/> am <input checked="" type="checkbox"/> pm To: 11:59 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Number of Neighbors Contacted: All	Method of Neighbor Notification: Community Newsletter

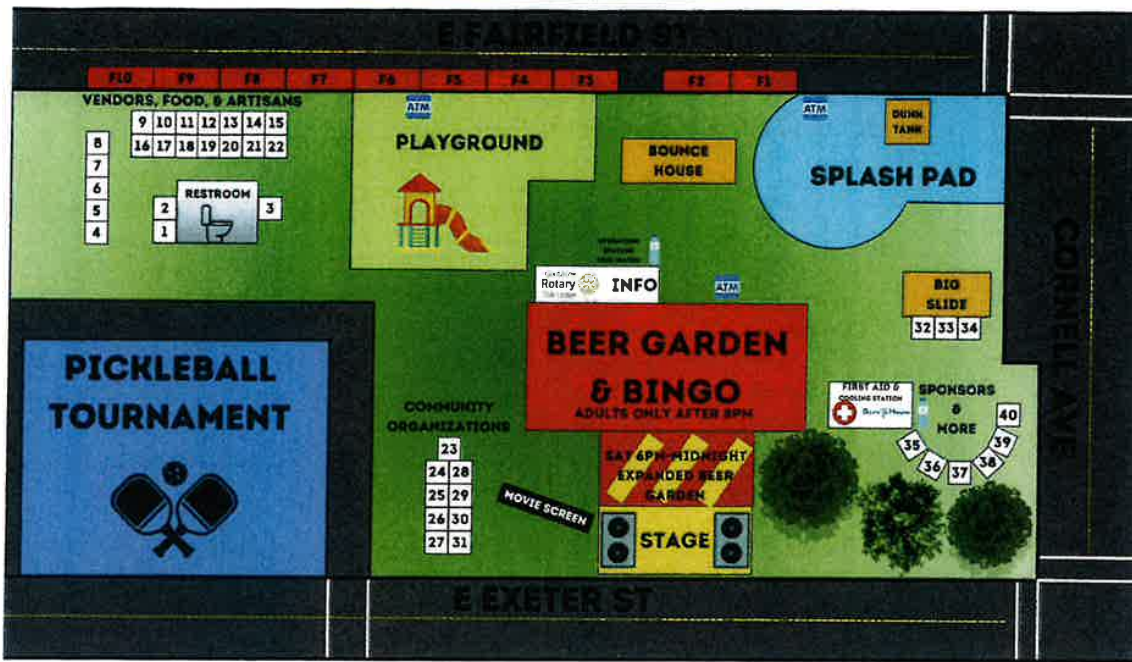
AFFIDAVIT: I ACKNOWLEDGE I HAVE REVIEWED CHAPTER 8.12 OF THE GLADSTONE MUNICIPAL CODE AND HEREBY AGREE TO COMPLY WITH THE PERMIT CONDITIONS AND CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE BASED ON ALL INFORMATION OF WHICH I HAVE KNOWLEDGE.

Applicant Signature: <i>Bryce Colson</i>	Printed Name: Bryce Colson	Date: 04/05/24
---	--------------------------------------	--------------------------

This permit covers noise only. Additional applications for special event permits may be found at: www.ci.gladstone.or.us

Sketch of site-plan, identify streets and distances to residences:

Gladstone Community Festival



Gladstone
Rotary
Oak Lodge



CELEBRATING GOODWILL & BETTER FRIENDSHIPS

Please submit completed application to: **City of Gladstone, 18505 Portland Avenue, Gladstone, OR 97027**

or email to: bl@ci.gladstone.or.us

Violation: Failing to obtain a permit when a permit is required or failing to comply with a permit is a violation. A violation of any provision of Chapter 8.12 of the GMC is a class infraction. The property owner may be cited, as well as other responsible for generating the noise. The maximum penalty for the first violation within a one-year period is \$720.00.

Rev.012022



NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

APPLICATION

EXEMPT EVENT PRIVILEGES:

- Sell distilled liquor, malt beverages, wine, cider, and donated homemade malt beverages, wine and fermented fruit juices by the drink for consumption in the Exempt Event area.
- Sell malt beverages, wine, and cider in factory-sealed containers or securely covered containers, and donated homemade malt beverages, wine and fermented fruit juices in securely covered containers for consumption outside of the Exempt Event area.
- **Sell up to a total of four liters per calendar year** of distilled liquor in factory-sealed containers for consumption outside of the Exempt Event area. This four liter limit applies to the organization conducting the Exempt Event for the entirety of the calendar year, regardless of whether there are multiple events or recipients.
- Delivery of up to four liters of distilled liquor in a factory-sealed containers per year, or malt beverages, wine, and cider in factory-sealed containers or securely covered containers. Deliveries must occur during the period of the Exempt Event approval.
- Auction or raffle factory-sealed containers of alcohol (again, no more than 4 liters total for the calendar year of distilled liquor) for consumption outside of the Exempt Event area.
- Auction or raffle open containers of alcohol for consumption in the Exempt Event area.

PLEASE PRINT

1. Applicant (name of nonprofit or charitable organization): Gladstone Oak Lodge Rotary Foundation
2. Registry Number: 655653-93
3. Mailing Address of Organization: PO Box 2
4. City: Gladstone
5. State: OR
6. Zip Code: 97027
7. Contact Person: Bryce Colson
8. Contact Phone:
9. Contact E-Mail: | |@gladstoneoclr.org | 3
10. Date or dates of event (may not be more than 45 days in a calendar year):
Aug 2-3, 2024

11. Address of event:
MAX PATTERSON PARK, E EXETER ST **Gladstone** **97027**
 (Street) (City) (Zip Code)

12. Will there be more than one address associated with this exempt event on a given event date? YES NO

NONPROFIT & CHARITABLE ORGANIZATION

EXEMPT EVENT REQUEST FORM

13. Will you offer drinks or tastes of alcohol for consumption at any of the Exempt Event locations?

- YES **Answer question 14.**
NO Skip to the affirmation and signature section of this application.

14. Will there be 501 or more individuals in attendance at any address or location for the Exempt Event on a given event date?

- YES **In order to obtain approval from the OLCC for your Exempt Event, in addition to this application, for each address or location where there will be 501 or more individuals in attendance on a given event date you must:**
- **Submit a site plan drawing showing the boundaries of the Exempt Event area, and**
 - **Complete an Exempt Event Operational Plan.**
- NO Skip to the affirmation and signature section of this application.

AFFIRMATION AND SIGNATURE

I affirm the following:

- I am authorized to sign this application on behalf of the applicant listed above.
- The applicant is either a nonprofit organization registered with Oregon Secretary of State or a charitable organization registered with Oregon Department of Justice.
- The applicant has or will consult with each local city or county in which the event is held to ensure compliance with local regulations.
- I have read and understand the best practices for Exempt Events outlined in the Special Event Guide for TSLs and Exempt Events

REPRESENTATIVE'S PRINTED NAME: Bryce Colson

REPRESENTATIVE'S SIGNATURE (electronic signature acceptable):



Date: Feb 1 2024

SEND THE EXEMPTION REQUEST FORM TO AN OLCC OFFICE THAT COVERS A LOCATION FOR YOUR EVENT. (OLCC Office Locations)

OLCC USE ONLY

This event is authorized only when this form is signed by an OLCC representative.

OLCC Signature Brent Welch

Date: 02/05/2024



13. Describe the primary activities within the Exempt Event area:

Eating, drinking beer & wine, BINGO, listening to concerts

14. Do you estimate the number of guests in the Exempt Event area will be about the same during the entire time that alcohol is sold or consumed? Yes No

If no, what are the estimated times that a greater number of guests will attend?

15. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring guest behavior 5 staff; alcohol monitors

16. Do you plan to require individuals who will be serving alcohol to have a valid OLCC service permit or to read the OLCC's What Every Volunteer Alcohol Server Needs to Know brochure prior to the event? Yes No

If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

17. Will you have any **Alcohol Monitors** working in the Exempt Event area? (An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.) Yes No

18. If yes to #17, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of guests will attend and the estimated times when a regular number of guests will attend:

3 Minimum number during estimated times of greater guest attendance

2 Minimum number during estimated times of regular guest attendance

19. Will all **Alcohol Monitors** be required to have a service permit or required to read OLCC's What Every Volunteer Alcohol Server Needs to Know brochure prior to the event? Yes No

If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

20. Will security or ID checkers be required to have a service permit or required to read OLCC's What Every Volunteer Alcohol Server Needs to Know brochure prior to the event? Yes No

If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:



21. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to guests?

Yes

No

If yes, please describe:

They wear t-shirts with "Alcohol monitor" in bold print

22. Describe for alcoholic beverages meant for consumption in the Exempt Event area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	16OZ	16OZ
Wine	9OZ	9OZ
Cider	16OZ	16OZ
Distilled Liquor	N/A	N/A

23. Describe how containers used to serve alcoholic beverages for consumption in the Exempt Event area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

Only alcohol comes in clear cups and are poured. NA drinks pre-packaged

24. What is the maximum number of containers of alcoholic beverages meant for consumption in the Exempt Event area that a guest may possess at any one time? **2**

25. Describe the level of lighting the Exempt Event area will have to ensure the proper monitoring of guests:

A level of lighting sufficient to read common newspaper print; or

A level of lighting that will be (please describe):

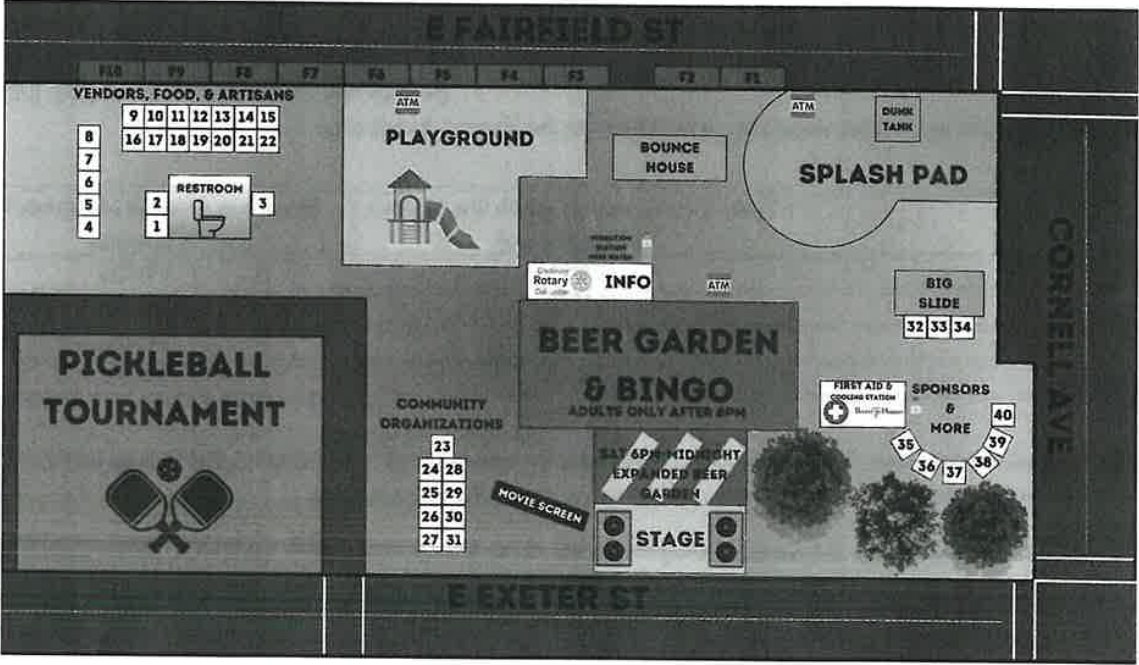
26. If other methods for adequately managing the Exempt Event area will be used, describe them here (or submit a separate written, dated, and signed plan): **There is only 1 entrance where 2 monitors are checking IDs with good lighting. Other monitors are roaming the dance area.**

Applicant Name (please print): Bryce Colson

Applicant Signature:

Signature date: Feb.1, 2024

Gladstone Community Festival



Gladstone
Rotary
 Oak Lodge



CELEBRATING GOODWILL & BETTER FRIENDSHIPS

City of Gladstone Staff Report

Report Date: May 7, 2024
Meeting Date: May 14, 2024
To: Gladstone City Council
Via: Jacque M. Betz, City Administrator
From: Heather Austin, 3J Consulting

AGENDA ITEM

The City Council is being asked to provide direction to staff on Gladstone's Implementation of the Climate-Friendly and Equitable Communities (CFEC) Parking Reform program.

History/Background

The City Council and Planning Commission held a [joint work session on April 23, 2024](#), to discuss the three pathways available to the city for implementing required parking reform measures for compliance with [OAR 660-012-0445](#) (additional information can be found on the [CFEC website](#) and in the Gladstone Parking Reform Presentation available [here](#)).

At the work session in April, the Council and Commission discussed all available parking reform options, and what impacts, positive and negative, each reform measure might have on the Gladstone community, including livability, economic development and community resiliency.

There was general consensus to pursue CFEC Parking B Option 2, policies 2 and 4. The group did have several outstanding questions regarding applicability of reform measures:

- Would the chosen reform measures apply citywide? Answer: Yes.
- Is the city able to require a recorded agreement to address shared parking? Answer: Yes, but generally complex requirements for shared parking limit the likelihood that shared parking will be utilized. The current code language meets state law on this.
- Can revenues from commercial parking lots be used toward sidewalk construction? Answer: Yes.
- Would a TriMet monthly pass qualify for the \$50/month flexible commuter benefit option? Answer: No, the \$50 must be a direct payment.
- Why the City of Sherwood chose this option? Answer: Sherwood felt the implementation of Option 2, policies 2 and 4 would allow the city to comply with state law and would be the least impactful to their residents and business communities.

Options

- The Council could direct staff to begin work on Parking B, Option 2, policies 2 and 4.
- The Council could direct staff to begin work on an alternate Parking Reform measure.
- The Council could wait on directing staff and request additional information. The City is required to complete the Municipal Code updates by December 31, 2024.

Recommendation

Staff recommends the City Council direct staff to begin work on the Municipal Code updates needed to implement CFEC Parking B Option 2, policies 2 and 4: unbundle leased commercial parking and a tax on commercial parking lot revenue, in addition to other mandatory parking reform measures.

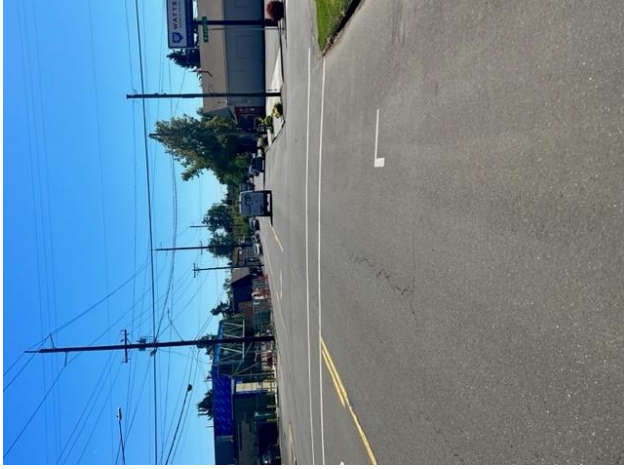
Heather M Austin 05.07.24

Department
Head Signature Date

Jacqueline M Betz 5-8-24
City Administrator
Signature Date



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April 2024 City Council and Planning Commission Joint Work Session

Parking Reform Climate-Friendly and Equitable Communities (CFEC)

The Climate-Friendly & Equitable Communities (CFEC) rules created by the State of Oregon require 48 cities and parts of counties in metropolitan areas to make significant changes to their regulations around:

- land use and development
- **1 parking requirements**³
- transportation system planning
- expanded regional coordination



Source: DLC

CFEC Parking Reform Timing

After December 31, 2022

No mandates near frequent transit

No mandates for facilities for people with disabilities, childcare, single-room occupancy, affordable housing, public housing, units under 750 sq feet, shelters

No mandates higher than 1/unit for multifamily

By March 31, 2023

Conduit for EV charging in 40% MF parking spaces

By June 30, 2023

*unless adjusted by approved alternative date

Implement other rules, including adopting one of three reform approaches

Gladstone requested and was approved for the alternative date of December 31, 2024



How Much Does Parking Cost?

Building a Parking Space (not including land/opportunity cost)

Eugene: \$42,000/space in a parking garage (2018)

Corvallis: \$11,000/space in a surface lot (including land) (2020)
\$62,000/space in a garage (including land, debt)

Surface off-street (average): \$1,500 - \$12,000 (2020)

Residential garage (average): \$15,000 - \$50,000 (2020)



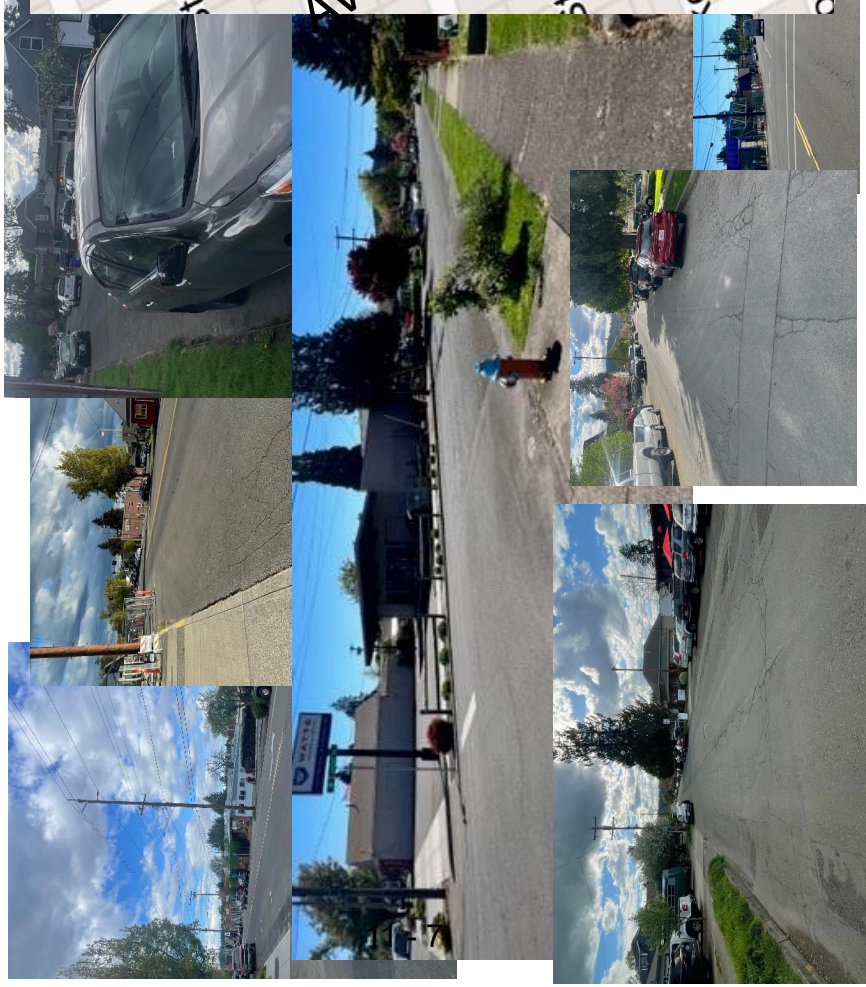
Most cities
have a parking
management
problem, not a
parking *supply*
shortage

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Source: DLCD

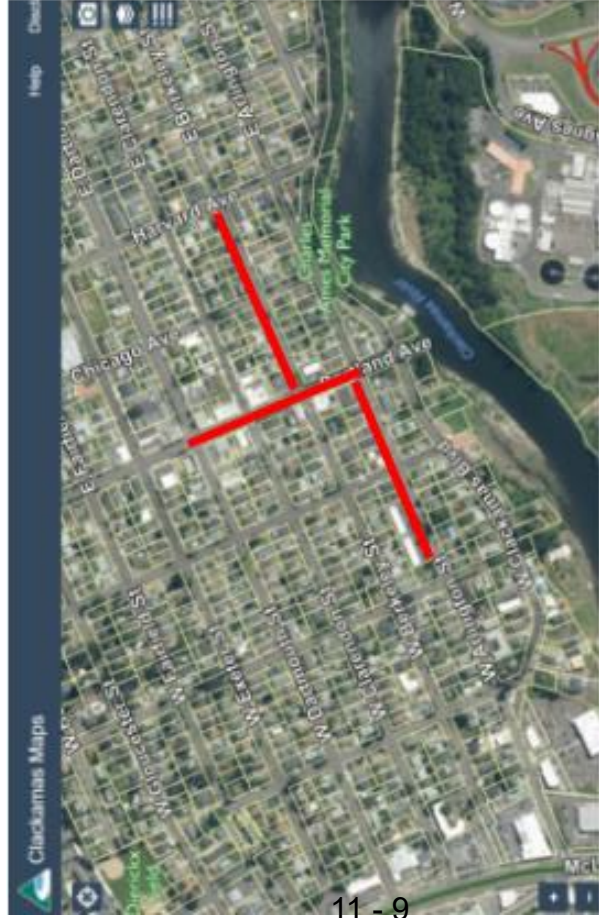
Parking in Gladstone Downtown Core



GLADSTONE
Oregon

Source: Gladstone Staff

Parking: Gladstone Downtown Core vs. Costco



700' in Gladstone:

- North to South: Dartmouth to Arlington
- West to East: Beatrice to Portland
- West to East: Portland to Harvard



700' at Costco:

- Pretty average distance to an available parking space



Source: Clackamas County CMAP

Why Reform Parking?

- Parking uses a lot of land
- Parking is a significant expense and displaces housing
- Many parking spots are underused

There is significant room to more precisely meet demand and reduce excess costs



Parking is Usually Unbundled and is Not

Paid for Separately

96-99% of parking is bundled, meaning:

- Higher rents and home prices
- Lower paychecks
- Non-drivers subsidize drivers

The economy picks up the tab for free parking- an enormous inducement to drive

More Parking



More Driving

Bundled parking correlates with:

- Higher car ownership
- Higher rates of driving even with same car ownership



Parking Reform in Oregon has:

- Spurred small business development
- Spurred small-scale housing
- Helped affordable housing

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A DOWNTOWN APARTMENT PROJECT, ABOUT TO BE SCRAPPED, RETURNS WITH 40 PERCENT MORE HOMES



Improving Parking Management



Implement best practices for parking code details



Cities choose a parking reform approach



Populous communities do more parking management



No mandates for:

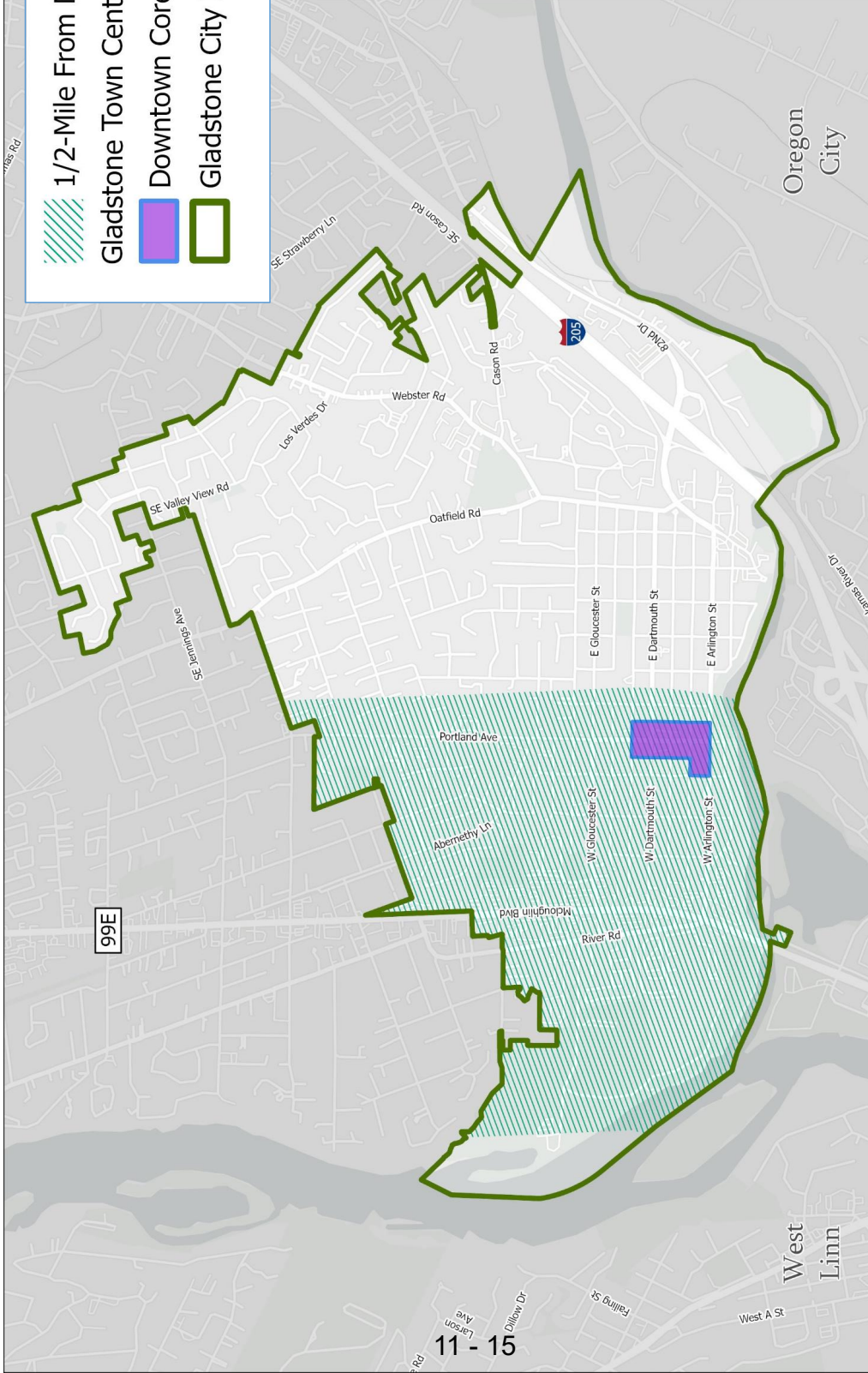
- Development near Transit
- Affordable housing
- Publicly subsidized housing
- Residential units <750 sq feet
- Single-room occupancy
- Childcare facilities

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Required Updates to Parking Mandates (already in effect, code updates needed)

- Emergency, transitional, domestic violence shelters
- Facilities/residences for people with disabilities and in treatment

No more than one space/unit for multifamily may be mandated



1/2-Mile From McLoughlin Blvd

Gladstone Town Center

Downtown Core Overlay Area

Gladstone City Limits



Source: 3J Consulting GIS

Required Implementation of Best Practices for Parking

- Garages and carports can't be required
- Leased or off-site parking can meet parking requirements
- New large parking lots provide solar or trees, and have walkability features
- Ease conversion of existing parking lots
- EV conduit for 40% of units in multifamily



3 Options for Remaining Parking Reform:



With Option 2 or Option 3, you have two options for the Gladstone Town Center:

Option 1: Remove all parking mandates inside and within ¼-mile of GTC;

Or

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Option 2: Manage parking by:

- Adopting a parking benefit district with paid on-street parking and some revenues dedicated to public improvements in the area;
- Requiring no more than one-half off-street parking space per dwelling unit in the area that is not a townhouse or rowhouse; and
- Removing parking mandates for commercial developments.



GLADSTONE
Oregon

Source: DLCD

Option 2: Fair Policies

Implement at least two

(must include at least one of the first three)

- Parking rented separate from units, residential
- Parking rented separate from units, commercial
- Flexible commute benefits (parking cash out) of \$50+ /month if parking free at employer
- Tax on parking lot revenue
- Mandates no higher than 0.5 space/unit multifamily

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Source: DLCD

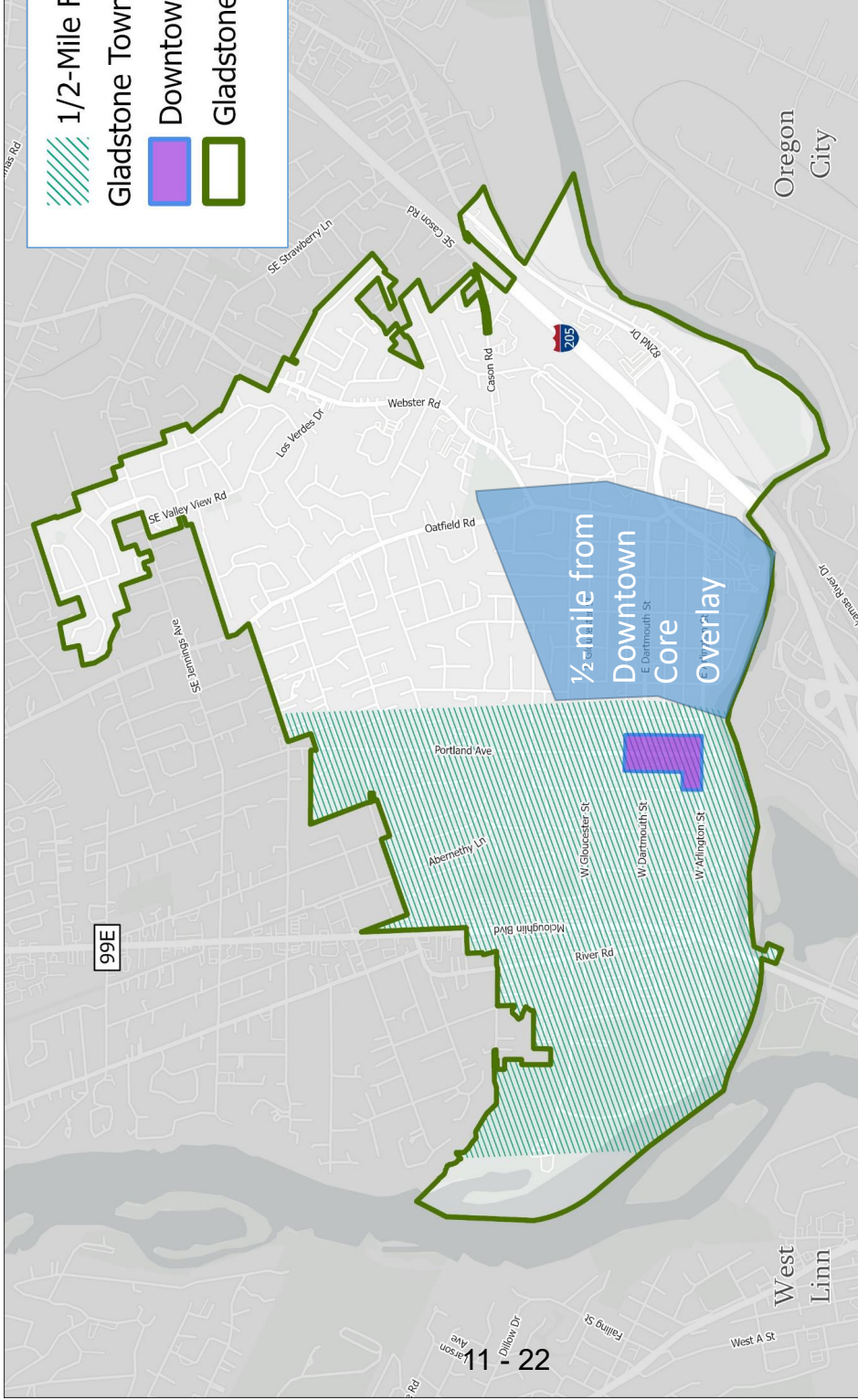
Option 3: Reduced Red Tape

No mandates

- Studios/one bedrooms
- Dormitories/group quarters
- Transit-oriented/mixed-use
- New uses/expansions
- Buildings in historic districts
- LEED/Reach Code
- Buildings vacant 2+ years
- Small businesses (<10 employees, <3000 sq ft)
- Schools
- Bars
- 1/2 mile around Metro town centers

Also: One residential/benefit district or unbundled parking for residential

Source: DLCD



What are other Oregon cities doing?

Option 1: No mandates citywide

- Albany
- Ashland
- Beaverton
- Bend
- Central Point
- Corvallis
- Eugene
- Grants Pass
- Lake Oswego
- Milwaukie
- Gold Hill
- Millersburg
- Portland
- Salem
- Springfield
- Tigard
- Tualatin
- West Linn
- Wilsonville

Option 2: Fair Policies

- Sherwood

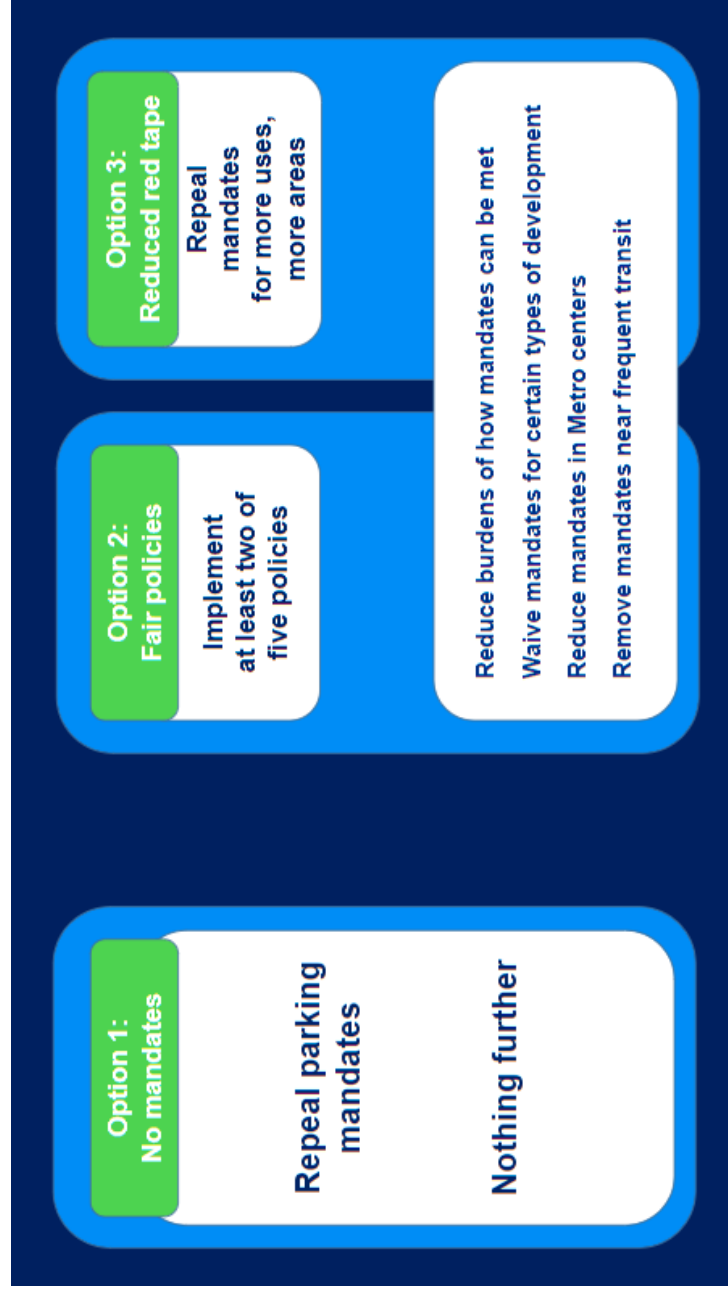
Option 3: Reduced Red Tape

- Oregon City

Option 2 or 3

- Hillsboro

Discussion: Which Option Should Gladstone Pursue?



Next Steps:

City Council will provide direction on preferred option at their meeting on May 14, 2024

Work to establish the Gladstone Town Center is in progress



GLADSTONE
Oregon

City of Gladstone Staff Report

Report Date: May 7, 2024
Meeting Date: May 14, 2024
To: City Council
From: Cathy Brucker, Finance Consultant

Agenda Item

Approval for Professional Auditing Services.

History/Background

The City of Gladstone is required to contract for Auditing Services completed annually by a licensed municipal audit firm. Furthermore, an annual audit of the Gladstone Urban Renewal Agency must also be completed. Due to the discontinuation of audit services by our previous firm, Merina + Co., it was necessary to issue a Request for Proposal for Auditing Services beginning with the fiscal year ending June 30, 2024.

The Request for Proposal was issued on March 21, 2024 for a five-year contract with a qualified certified public accounting firm, for both the City and the Urban Renewal Agency.

Three qualified proposals were received from:

- SingerLewak Accountants and Consultants
- Aldrich CPAs + Advisors LLP
- Talbot, Korvola & Warwick, LLP.

The proposals were reviewed and scored, with communication forwarded to the Gladstone Audit Committee on April 17, 2024 for consideration of two of the proposals that satisfied our criteria.

With the agreement of the Audit Committee, the firm of SingerLewak Accountants and Consultants was selected as the most qualified and compatible firm for the City of Gladstone.

Proposal

SingerLewak has extensive government-focused experience, and currently conducts over 45 municipal audits per year out of the two offices in Oregon. Gladstone will work with the Salem office (formerly Boldt Carlisle + Smith) that has 50 years of experience in Oregon PERS, Local Budget Law, and all facets of governmental accounting and auditing.

The neighboring cities of Happy Valley and Molalla currently contract with them, along with the City of Newberg. Each entity provided excellent work references for the firm. Combined with an impressive audit approach and understanding, along with the work plan, the City recommends a five-year agreement for their services. The anticipated fees are somewhat higher than with the previous firm, but will be manageable within the remaining budget for the 2023-2025 biennium.

Attached is the Request for Proposal for council review, along with the City of Gladstone Personal Services Contract to be executed upon approval.

Options

Due to the legal requirement of the annual audit and quality of proposal responses, no other options were considered.

Cost Impact

Proposed fees for both the City of Gladstone and the Gladstone Urban Renewal Agency are \$51,300. Sufficient budgetary appropriation of \$55,000 is available. The proposal calls for a five percent increase per year in costs, along with a separate Single Audit fee (only if necessary due to federal grant funding levels received).

Recommended Staff Action

Staff recommends approval of the five-year contract for Professional Auditing Services with SingerLewak Accountants and Consultants commencing with the fiscal year ending June 30, 2024.

Department Head
Signature

Date

Cathy Brundage 5-8-24

City Administrator
Signature

Date

Jacqueline M. Bell 5-8-24

PROPOSAL TO

CITY OF GLADSTONE

FOR PROFESSIONAL AUDIT SERVICES

PREPARED BY



1255 Lee St. SE, Suite 210, Salem, OR 97302 T: 503.585.7751

Contact: Brad Bingenheimer, Partner
bbingenheimer@singerlewak.com
Proposal Date: April 9, 2024

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April 9, 2024

City of Gladstone
18505 Portland Ave.
Gladstone, OR 97027

SingerLewak, LLP is pleased to submit this proposal for professional auditing services for the City of Gladstone and the Gladstone Urban Renewal Agency (the “City”) for the five-year period beginning June 30, 2024. We are excited about the possibility of building a working relationship with the City. We are committed to delivering the highest level of responsive and quality audit services possible.

We understand your need for a hands-on approach firm to assist you. You want a service provider that truly partners with you and acts not only as an advisor, but also as an advocate, thinking proactively and guiding you through accounting, federal and state compliance requirements, and technical matters. As trusted advisors to many local governments, we understand this at the highest level. SingerLewak is well equipped to take this journey with you to help you succeed. We have the people, resources, and desire to not only meet your needs, but demonstrate a clear difference in our service. You can expect a strong collaborative working relationship with SingerLewak, including:

Communication and collaboration

- Speedy responsiveness, attention to deadlines and honest communication
- Significant partner involvement
- Answers and research on issues related to accounting matters that may impact the City
- Use of technology to streamline the audit process and be environmentally sensitive

Oregon governmental experience and expertise

- Over 50 years providing audits to local governments in Oregon
- A partner on the Oregon Society of CPA’s Governmental Accounting and Auditing Committee
- Annual educational seminar for municipalities on new GASB standards, cybersecurity, fraud, Oregon Local Budget Law, Uniform Guidance compliance, and more

We are pleased to be considered for this engagement. Our Firm can provide quality auditing services at a competitive price in a timely, efficient manner for the as follows:

Scope of Work

- Audit of the City performed in accordance with:
 - Generally Accepted Auditing Standards
 - Minimum Standards for Audits of Oregon Municipal Corporations
 - Government Auditing Standards, if applicable
 - Single Audit under Subpart F of Uniform Grant Guidance, if applicable

- Report requirements:
 - Independent auditor’s report
 - Independent auditor’s report required by Oregon State Regulations
 - Independent auditor’s report on internal controls over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards, if applicable.
 - Independent auditor’s report on compliance with each major federal program and report on internal control over compliance in accordance with the Uniform Guidance, if applicable
 - Schedule of findings and questioned costs, if applicable
- Additional services:
 - Assistance with accounting, internal control, and reporting questions including implementation of GASB pronouncements
 - Completion of summary of revenues and expenditures
 - Required communications under AU-C 260 to those charged with governance
 - Letter to those charged with governance under AU-C 265 to report findings and recommendations, if applicable
 - Presentation of audit report at City Council meeting

License to Practice in Oregon

SingerLewak is properly registered to practice in Oregon. All assigned key professional staff are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon and are registered by the same licensing body to perform audits of Oregon municipal corporations.

Independence

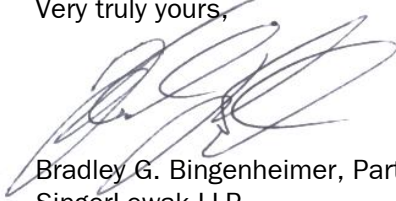
SingerLewak is independent of the City, as defined by generally accepted auditing standards and the U.S. Government Accountability Office’s *Government Auditing Standards*. Those standards require that, in all matters relating to the audit work, the Firm and the individual auditors should be free from personal and external impairments to independence, should be organizationally independent, and should maintain an independent attitude and appearance. Based upon our policy of documenting firm and employee independence with respect to continuing clients and prospective clients, we believe we are independent with respect to the City.

SingerLewak agrees to perform all of the work outlined in the City’s Request for Proposal within the time period established by the City.

This is a firm and irrevocable offer through the June 30, 2024 audit period. Brad Bingenheimer, Partner, is entitled to represent SingerLewak, to submit this proposal, and is authorized to sign a contract with the City on behalf of the Firm.

If you have any questions after you have had an opportunity to review our proposal, we would be pleased to answer them. Please contact Brad Bingenheimer at 503.585.7751 or bbingenheimer@singerlewak.com.

Very truly yours,



Bradley G. Bingenheimer, Partner
SingerLewak LLP

QUALIFICATIONS AND EXPERIENCE

Firm Qualifications

Our Firm

SingerLewak is registered in the state of California and has two offices in Oregon. Work for the City's audit will be performed from our Salem, Oregon office. The Salem, Oregon office of SingerLewak (formerly Boldt Carlisle + Smith) has over 50 years of experience auditing municipalities, including municipalities similar to the City of Gladstone. We perform over 45 municipal audits a year, allowing us to bring a wealth of experience whether it's with Oregon PERS, Oregon Local Budget Law, or the latest new pronouncements from GASB. Our long history, breadth of practice, and participation in local professional associations means that we have built working relationships with the departments of the State of Oregon and other stakeholders of the City.

The technical resources available to us help us assist our clients with new accounting pronouncements as they become effective. In addition, the number of governmental entities we serve enables us to share ideas throughout our community of clients. The combination of our resources, experience and professional involvement will be available to you when the time comes to implement any new pronouncements.

Legal Capacity to Practice in the State of Oregon

SingerLewak is properly registered to practice in Oregon. All assigned key professional staff are licensed by the Oregon State Board of Accountancy to practice public accounting in Oregon and are registered by the same licensing body to perform audits of Oregon municipal corporations. Our federal EIN is 95-2302617 and our Secretary of State Corporation Division Business Registry number is 670607-99.

Single Audit Experience

Since the inception of the Single Audit Act in 1984, we have been performing audits that comply with the Act, even as it evolved under the Uniform Guidance. During 2023, the Oregon offices of SingerLewak conducted 11 Single Audits for local governments and nonprofit organizations. Firmwide SingerLewak performed 24 Single Audits in 2023.

Brad Bingenheimer has presented on the topic of Single Audits at the Oregon Society of Certified Public Accountants Governmental Accounting and Auditing Conference.

Peer Review

SingerLewak has successfully completed an independent peer review of its assurance practice. The reviewers concluded in their report that the firm complies with the stringent quality control standards set by the American Institute of Certified Public Accountants, the national professional organization of CPAs. The reviewers made an independent assessment of the firm's quality control policies and procedures and inspected the working papers and reports on a representative sample of assurance engagements. They also inspected the firm's administrative files and records and interviewed professional personnel. Our latest peer review report has been included as Appendix B.

Disciplinary or Corrective Actions

SingerLewak has not been subject to, and has no pending, disciplinary action by state regulatory bodies or professional organizations nor have we experienced any pending or settled litigation within the past three years. SingerLewak is has no knowledge of any judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of our Firm.

KEY PERSONNEL

Key Personnel Assigned

The significant factors which influence the assignment of personnel for professional audit service engagements include proper measurement of the scope of services to be performed, planning and control of the engagement, and careful matching of the skills and experience levels of professional personnel with the requirements of the engagement. Key personnel chosen specifically for the requirements/scope of this engagement will be from our local Oregon offices and include the following individuals:

Engagement Partner:	Brad Bingenheimer, CPA, Licensed Municipal Auditor
Engagement Director:	Katherine Wilson, CPA, Licensed Municipal Auditor

Brad is responsible for approving the audit strategy and providing oversight of the audit throughout the process. He will also review the final report and assist with complex issues as necessary.

Kathy will be the main contact and supervise the work of managers, seniors and other staff assigned to the engagement. She is responsible for the planning and wrap-up of the audit including review of work done by staff. She will review the draft for adherence to technical requirements.

Additionally, two to three CPA and/or associate accountants will be selected from our local government sector professionals to assist in performing the audit.

Staff Rotation and Changes in Key Personnel

We understand the importance of continuity of staff and make every effort to maintain staff assignments from year to year. We do not anticipate that there will be a turnover in the Engagement Partner or Director. However, should there be a change in staffing, we would notify you promptly, and whenever possible, provide an opportunity for both the previously assigned staff and newly assigned staff to meet with you. Our assurance team is comprised of numerous CPAs and licensed municipal auditors with similar qualifications and audit experience, ensuring an easy transition should the need arise.

Professional Development

In order to maintain the quality of our services, our Firm is dedicated to the continual professional development of its entire staff. Our municipal auditors attend courses consistent with the state and federal requirements for licensing and performing governmental audits, including 24 hours directly relating to the governmental environment and governmental auditing. All CPAs attend at least 80 hours of courses covering accounting, auditing, tax, and other pertinent topics every two years. Other accounting staff also attend professionally sponsored courses.

The firm continually dedicates resources to professionally develop and educate its entire assurance staff, as evidenced by active participation in OSCPAs conferences and committees, as well as the firm's annual education day devoted to municipal auditing concepts and procedures.

Use of Outside Consultants and Associates

SingerLewak does not use outside consultants or nonemployees to perform audit work for our clients.

Resumés of Key Personnel

Bradley G. Bingenheimer, CPA, Licensed Municipal Auditor

Brad began his career in public accounting in 1986. He has been a CPA since 1989, and a licensed municipal auditor since 1992. He oversees the Oregon assurance practice and as the Government Sector Partner provides his governmental expertise to all offices of SingerLewak.

CPA License: 6134

Municipal Auditors License: 1081

Education: B.S. in Business Administration, Portland State University

Governmental and Single Audit Experience

Brad serves as the firm's engagement partner for all Oregon audit engagements, including reviewing the Data Collection Forms filed for Single Audits. His governmental audit experience includes counties, cities, fire districts, water districts, school districts, housing authorities, and many other governmental entities. Municipal engagement experience similar to the City of Gladstone in the last year has included the following:

- City of Molalla
- City of Lebanon
- City of Silverton
- City of Newberg
- City of Madras
- City of Stayton

Continuing Professional Education

Brad has attended the following pertinent continuing professional education classes during the past three years:

- OSCPA Governmental Accounting and Auditing Conference
- OSCPA Annual Update for Accountants and Auditors
- OSCPA Latest Developments in Governments and Nonprofit Accounting and Auditing
- AICPA Governmental Audit Quality Center Annual Update

Memberships in Professional Organizations

- American Institute of Certified Public Accountants (AICPA)
- Oregon Society of Certified Public Accountants (OSCPA)
- OSCPA Governmental Accounting & Auditing Strategic Committee (2019-20 Chair)

Responsibilities for the City of Gladstone

As the engagement partner, Brad is responsible for oversight of the audit from planning to delivery including final review of the audit documentation and report.

Resumés of Key Personnel (continued)

Katherine Wilson, CPA, Licensed Municipal Auditor

Kathy began her career in public accounting in 2008 and has been licensed since 2010. As a Director, Kathy is responsible for overseeing, performing, and reviewing audits of cities, counties, special districts, and nonprofits. She serves as a special reviewer for the Governmental Finance Officers Association’s Excellence in Financial Reporting award program.

CPA License: 12830

Municipal Auditors License: 1518

Education: B.A. in Business Administration - Emphasis on Accounting, Pacific University

Governmental and Single Audit Experience

Kathy has been auditing local municipalities for 16 years, including drafting ACFR’s and performing Single Audits. Her governmental audit experience includes counties, cities, fire districts, water districts, and other governmental entities. Municipal engagement experience similar to the City of Gladstone in the last year has included the following:

- City of Molalla
- City of Newberg
- City of Happy Valley
- City of Silverton
- City of Madras
- City of Clatskanie
- City of Stayton

Continuing Professional Education

Kathy has attended the following pertinent continuing professional education classes during the past three years:

- OSCPA Governmental Accounting and Auditing Conference
- OSCPA Annual Update for Accountants and Auditors
- OSCPA Nonprofit Accounting and Auditing Annual Update
- AICPA Governmental Audit Quality Center Annual Update

Memberships in Professional Organizations

- American Institute of Certified Public Accountants (AICPA)
- Oregon Society of Certified Public Accountants (OSCPA)
- Government Finance Officers Association Special Review Committee

Responsibilities for City of Gladstone

Kathy would be responsible for overseeing the scheduling of the audit, supervision of the audit team, review of the audit documentation, review of financial statements for technical adherence, planning and wrap up of the engagement.

SCOPE OF AUDIT AND TIMELINE

Audit Approach and Understanding

Project Approach

At SingerLewak, LLP, our audit approach is constantly evolving and improving to best fit the needs of our clients and fully meet updated auditing and accounting standards. Our audit strategies give proper attention to the authoritative pronouncements which govern the conduct of all audits and focus specifically on authoritative pronouncements that guide the conduct of governmental engagements. Requirements from federal granting agencies and the State of Oregon Secretary of State's Audit Division also have helped shape our audit programs, which enable us to efficiently complete the requirements of the Single Audit Act and Minimum Standards for Audits of Oregon Municipal Corporations.

Risk Assessment & Understanding of Internal Controls

We consider various risk factors in planning and performing an audit. This approach provides for a more efficient audit by focusing our efforts to those areas where there is the greatest risk for a misstatement, an instance of non-compliance with laws and regulations, or a breakdown in internal controls. In order to perform proper risk assessments, we will gain an understanding of the operations of the City, its personnel and internal controls. This understanding will be obtained through interviews with appropriate personnel, review of the City's written policies and procedures, and use of internal control checklists.

Based on the understanding of the internal controls, we will make risk assessments and consider the financial statement assertions for each audit area. The financial statement assertions that pose the greatest risk will vary among the different audit areas. These assessments will assist us in planning the audit process and in the determination of testing internal controls in order to rely upon them to reduce other audit procedures. This decision considers the necessary level of control risk, the financial statement assertion related to the control, and whether it is efficient to test controls.

If we determine that internal controls are sufficient and that testing controls is the most efficient approach, we will design and perform tests of controls that relate to the financial statement assertion being audited. These tests of controls may include observation, inquiry, reperformance or inspection of documents, and may involve the selection of a representative number of items or transactions from the population being tested. The results of these tests will enable us to determine whether we may rely upon the City's internal controls and may provide a basis for suggestions to the City for improvements in internal controls. We also select other audit procedures to perform based on our understanding of the City's risks.

Analytical Procedures

We will utilize a variety of analytical procedures in conducting our audits. These will include comparison of current, prior, and budgeted amounts, ratio analysis, predictability tests and consideration of relationships between financial and non-financial information. The IDEA software will also be used for analytical purposes to scan transactions for anomalies and gaps in sequences, and in review of significant accounts. These procedures will be used in planning the audit, as tests to support amounts in the financial statements, and in final review of the financial statements.

Audit Approach and Understanding (continued)

Sampling

An audit involves examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements and testing compliance with laws and regulations; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Audit sampling will be used to the extent deemed appropriate in applying a given procedure to less than 100 percent of the items within an account balance or class of transactions for the purpose of evaluating some characteristic of the balance or class or for testing compliance. The IDEA software, as discussed prior, will be used to assist us in selecting samples and analyzing the results of tests applied to the sample. Based upon professional judgment, there may be situations where procedures other than sampling are more efficient.

Tests of Compliance

Our commitment to continuing education and participation in professional associations enables us to identify new and ongoing laws and regulations to test for compliance. When testing compliance, we determine the specific compliance requirements that are applicable, test controls over those compliance requirements, if required, and test compliance with Oregon Revised Statutes, debt covenants, contractual provisions, grant restrictions, and other applicable rules and regulations. These tests may take a variety of forms, including selection of a representative number of expenditures, inquiry into relevant City policies and procedures, or reconciliation of amounts reported to granting agencies with the City general ledger.

Use of Technology

Our Firm has ample experience auditing computerized accounting systems. The audit planning and the audit approach we apply will give consideration to the accounting systems used by the City.

Many of the audits we conduct are in highly computerized environments, including financial institutions, counties, and cities. Our approach to auditing computerized systems includes consideration of how the computer systems affect internal controls, assessment of risks related to computerized systems, testing of computer system controls, understanding integration between distinct software packages, and extraction of data directly from systems for further audit procedures.

In conducting audits, we make use of the data extraction software IDEA. We will request, in electronic form the City's detail general ledger and other reports such as detail of utility billings and payroll registers. Information from those reports will be imported into IDEA giving us the ability to analyze large amounts a data.

Consideration of Fraud

The purpose of an audit in accordance with auditing standards generally accepted in the United States of America is the expression of an opinion on the fair presentation of financial statements. Accordingly, our audit will be designed to detect material misstatements, including those that would be caused by fraud, either through fraudulent financial reporting or misappropriation of assets. Our audit may not be relied upon to detect occurrences of fraud that are not material; however, should any fraud come to our attention, we would communicate that finding to the appropriate level of management and governance.

Proposed Timeline

The following estimated schedule is predicated on the assumption that City management, staff, and the City Council respond to our request for information within one to two weeks of interim and final fieldwork dates:

Pre-engagement meeting and scheduling	April/May
Interim fieldwork and planning	June/July (2-3 days needed)
Final fieldwork	August/September/October (3-5 days needed on-site)
Draft financial statements	By December 1 st
Issue auditor’s reports and letters	By December 31 st

Work Plan for Audit

SEGMENT	OBJECTIVES	TIME FRAME
PLANNING/INTERIM FIELDWORK	<ul style="list-style-type: none"> • Pre-audit meeting with management • Provide detailed list of schedules to be supplied by the City • Engagement letter and contract provided, and signed copy received • Gain an understanding of the nature of operations and internal controls and tests of controls as deemed appropriate • Formulate audit strategy • Perform risk assessments • Begin tests of compliance with laws and regulations 	April - July
POST YEAR-END FIELDWORK	<ul style="list-style-type: none"> • Substantive tests of transactions or account balances • Test compliance with laws and regulations • Analytical procedures • Single audit procedures, if applicable • Review of workpapers • Exit conference with City management 	August/September/October
DRAFT AND REVIEW REPORTS	<ul style="list-style-type: none"> • Draft auditor's reports, including minimum standards report, and management and governance communications • Draft report on compliance with <i>Government Auditing Standards</i> and report on compliance with major programs in accordance with Uniform Guidance, if applicable • Review of reports, financial statements and management and governance communications • Printing and delivery of financial statements and reports • Complete Oregon Audits Division Summary of Revenues and Expenditures • Upload information for the Data Collection Form in the Federal Audit Clearinghouse, if applicable 	October/November/December
PRESENTATION	<ul style="list-style-type: none"> • Presentation of audit reports, required communications, and recommendations to the City Council 	TBD by City

First Year Data Collection

In our first year, we will perform more in-depth inquiries of the City staff in order to familiarize ourselves with the City's operations and processes. We may visit the offices of any off-site departments of the City if they are involved in significant financial processes.

Use of City Personnel

Our work plan for an audit is predicated on the expectation that City management and staff shall assist us by providing information that we request, locate vendors invoices selected for testing, prepare confirmations, and respond to our inquiries. We understand that the City will prepare the year-end general ledger and schedules supporting significant year-end balances. We anticipate that the time required of City personnel would be similar to what has been necessary in prior years.

Constructive Suggestions for Improvement and Communication of Findings

Our audit experience enables us to provide constructive suggestions for improving the City's internal accounting controls and administrative procedures. Appropriate notes will be made during the audit and later summarized for presentation to the appropriate level of City management and governance. We will discuss with management any internal control issues noted as they arise to ensure our understanding is appropriate and there are no surprises. Any significant deficiencies or material weaknesses will be communicated in writing in accordance with applicable standards.

Audit and Finance Committee Communication and Meetings

Prior to commencement of interim audit work, we will communicate to those charged with governance in writing our planned scope and timing of the audit. Those communications include information regarding independence, our planning process, significant risks and our audit approach to understanding the City's system of internal control. It will include a request for any matters that governance considers relevant to the audit, and will detail our process for communicating fraud discovered during the course of our procedures or other issues that may arise.

A pre-audit meeting with the committee will be conducted, where we will review the information in our planning letter to governance and discuss any specific concerns or other relevant items. At the conclusion of the audit, we will meet with the committee to review the results of the audit, the financial statements, and any recommendations.

In addition, we are available to present the results of the audit at a City Council meeting, if desired by the City.

REFERENCES

Current Municipal Clients

Our Firm currently perform audits and reviews for 45 municipal clients. Along with financial statement attestation, we have also provided drafting of financial statements, internal control evaluations, agreed-upon procedures for grant compliance, review of budget for compliance with Oregon budget law, reconciliations, and audits of subrecipients.

Following is a list of five municipal audits we currently perform similar in size or reporting to the City of Gladstone:

City of Molalla

Cindy Chauran, Interim Finance Director
503-759-0221
cchauran@cityofmolalla.com

Audit performed in accordance with generally accepted auditing standards and minimum standards for audits of Oregon municipal corporations. The City reports an Annual Financial Report on GAAP basis. An examination for Coronavirus State and Local Fiscal Recovery Funds was performed for 2023.

City of Newberg

Kady Strode, Finance Director
503-537-1216
kady.strode@newbergoregon.gov

Audit performed in accordance with generally accepted auditing standards and minimum standards for audits of Oregon municipal corporations. The City submits an Annual Comprehensive Financial Report for GFOA award. An examination for Coronavirus State and Local Fiscal Recovery Funds was performed for 2023.

City of Happy Valley

Travis Warneke, Finance Director
503-886-8427
travisw@happyvalleyor.gov

Audit performed in accordance with generally accepted auditing standards and minimum standards for audits of Oregon municipal corporations. The City submits an Annual Comprehensive Financial Report for GFOA award.

Prior Municipal Clients

Below are two prior municipal clients serviced within the last three years. Both were lost through the RFP process or change in focus of government clients serviced:

Dayton School District No. 8

Amber Estrada, Director of Business Services
503-864-2215
amber.estrada@dayton.k12.or.us

League of Oregon Cities

Patty Mulvihill, Executive Director
503-588-6550
pmulvihill@orcities.org

PROPOSED FEES FOR SERVICE

Proposed Fees

See Appendix A for our expected hours and proposed not to exceed fees for service. These fees include the Gladstone Urban Renewal Agency. Single audit fees proposed include one major program under Uniform Guidance. Additional major programs will be an additional \$4,000 each.

Fees for Additional Services

If extraordinary circumstances are discovered during the audit that require an expansion of audit work, or if the City requests special reports or additional work outside of the normal course of the engagement, we will refrain from investing those additional hours until a signed engagement letter agreeing to the expanded scope of the project has been received from the City.

Should it become necessary for the City to request SingerLewak to provide additional services that would be outside the normal course of the requested annual audit services, then such additional work shall be charged at the current hourly rates commensurate with the level of staff required as follows:

<u>Staff Classification</u>	<u>Hourly Rates</u>
Partner	\$325
Director/Manager	200
Senior	150
Staff	110
Clerical	60

DIFFERENTIATORS

Hands-on Approach

We believe in having knowledgeable people on-site to address any issues or questions as they arise. Both Brad and Kathy are available throughout the year to answer technical questions or provide the latest research material on complex issues. We want our clients to feel they can contact us at any time – this is included in the fees proposed.

Annual Municipal Client Seminar

Annually, we provide a four-to-six-hour seminar as a no-charge service to our local government audit clients. The seminar is designed for individuals who hold positions of fiscal and administrative responsibility. Attendants have told us that this seminar is useful because it provides information on issues of current interest and a forum to exchange ideas with others who are actively involved in fiscal operations.

Dedicated Team Serving Local Governments

Our team of local government sector professional focus primarily on auditing local governments in Oregon. They all regularly attend continuing professional education specifically on auditing local governments and governmental accounting and financial reporting.

Additionally, the Partners, Director and Managers of the Local Government Sector meet weekly to review the status of all local government engagements to ensure a coordinated effort is made in serving our clients.

PERSONAL SERVICES AUDIT CONTRACT

We have reviewed the Personal Services Audit Contract included in the City's Request for Proposal. Except as follows, we accept the terms and conditions of the contract.

Section 12 of the Personal Services Audit Contract states: *All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Provider under this Contract shall be the property of City.*

The reports issued in connection with an audit must remain the property of the auditor. The transfer of ownership of those reports would impair our independence.

Additionally, ORS 673.380(1) states: "All statements, records, schedules, working papers and memoranda made by a licensee under ORS 673.010 to 673.465 or a partner, shareholder, officer, director, member, manager, owner or employee of the licensee incident to or in the course of rendering services to a client, except reports submitted by the licensee to the client and records that are part of the client's records, shall be and remain the property of the licensee in the absence of an express agreement between the licensee and the client to the contrary." It is our firm policy to not enter into express agreements that would transfer ownership of these documents.

Section 15 of the Personal Services Audit Contract requires us to retain all records in connection with our audit for at least 3 years, and to make those records available to the City or its authorized representatives.

We would request that Section 12 be removed.

APPENDIX A

V. Attachments

Attachment A: Fee Proposal

In accordance with the Request for Proposals for Professional Auditing Services, the firm referenced below submits the following hourly fee quotation and hours proposed for all positions to be assigned to the audit:

Fee for Fiscal Year End June 30, 2024

<i>Key Personnel</i>	<i>F/S Audit Hours</i>	<i>Single Audit Hours</i>	<i>Total Hours</i>	<i>Hourly Rate</i>	<i>Total (rounded)</i>
Engagement Partner	30	5	35	325	\$11,400
Engagement Manager	55	8	63	200	12,600
Engagement Senior	85	12	97	150	14,550
Engagement Staff	155	25	180	110	19,900
Clerical/Support Staff	10	3	13	60	800
Other	0	0	0	0	0

In accordance with the Request for Proposals for Professional Auditing Services the firm referenced below submits the following cost proposal for the term of the contract:

Fee proposal for Fiscal Years Ending June 30th,

	2024	2025	2026	2027	2028
Financial Statement Audit **	\$51,300	\$53,900	\$56,600	\$59,400	\$62,400
Single Audit	8,000	8,400	8,800	9,200	9,700
Cost of Supplies and Materials	0	0	0	0	0
Additional Fees (if applicable*)	0	0	0	0	0
Total	\$59,300	\$62,300	\$65,400	\$68,600	\$72,100

**Includes Gladstone Urban Renewal Agency

*Technical assistance, as needed, is expected from the audit firm throughout the fiscal year that may include inquiries regarding accounting, reporting and internal control issues. If fees related to this technical assistance are not included in the firm's financial statement audit fee, please include them here.

I hereby certify that the undersigned is authorized to represent the firm stated below, and empowered to submit this bid, and if selected, authorized to sign a contract for the services identified in the RFP.

Firm Name: SingerLewak, LLP

Signature: 

Printed Name: Bradley G. Bingenheimer

Title: Partner

Date: April 9, 2024

Email Address: bbingenheimer@singerlewak.com

APPENDIX B

Report on the Firm's System of Quality Control

March 10, 2023

To the Partners of SingerLewak, LLP and the
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of SingerLewak, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended September 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, audits of employee benefit plans, an audit performed under FDICIA, and an examination of a service organization (SOC 2).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of SingerLewak, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended September 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. SingerLewak, LLP has received a peer review rating of *pass*.

RW Group, LLC

APPENDIX C

SUMMARY RESUMES OF LOCAL GOVERNMENT SECTOR PROFESSIONALS

Brad Bingenheimer - Partner

CPA – Oregon (6134)

Oregon Municipal Auditor (1081)

Portland State University, Portland OR 1985 – Bachelor of Science in Business Administration, Accounting

38 years' experience auditing local governments

Orlando Torres – Partner

CPA – Puerto Rico (4573), Florida (ACS58264), US Virgin Islands (CAP-0181), Hawaii (T-202)

University of Puerto Rico 1994 - Bachelor of Science in Accounting

26 years' experience auditing local governments

Kathy Wilson - Director

CPA – Oregon (12830)

Oregon Municipal Auditor (1518)

Pacific University – Bachelor of Arts in Business Administration – Emphasis on Accounting

17 years' experience auditing local governments

Nicole Ryan – Senior Manager

CPA – New York (105402)

Nazareth College, Rochester, NY 2004 – Bachelor of Science in Accounting

20 years' experience auditing local governments

Zach Wilson - Manager

CPA – Oregon (15804)

Oregon Municipal Auditor (1660)

Oregon State University, Corvallis, OR 2017 – Bachelor of Science in Accountancy

5 years' experience auditing local governments

Michael Kinsey Manager

CPA – Florida (AC49314)

Liberty University, Lynchburg, VA 2014 – Masters Degree in Accounting

10 years' experience auditing local governments

Heather Robinson - Senior

Eastern Kentucky University 2009 – Bachelor of Science Degree in Accounting

Eastern Kentucky University 2009 – Bachelor of Science Degree in Finance

15 years' experience auditing local governments

Marlene Frazier - Senior

CPA - California (113677)

California State University, San Bernadino 2005 - Bachelor of Science: Accounting

16 years' experience auditing local governments

Joe Cassidy – Senior

CPA – Oregon (16974)

Western Oregon University, Monmouth, OR 2021 – Bachelor of Science in Business
3 years' experience auditing local governments

Collette Flegel – Senior

University of Redlands, Redlands, CA 2015 – Bachelor of Science in Accounting
9 years' experience auditing local governments

Raushell Palmer – Senior

Oregon State University, Corvallis, OR 2019 – Bachelor of Science in Accountancy
5 years' experience auditing local governments

Sean Chamberlin – Experienced Staff

Portland State University, Portland OR 2018
5 years' experience auditing local governments

Preston Herring - Experienced Staff

Morehead State University 2018 – Bachelor of Science in Business
Administration – Emphasis on Accounting
4 years' experience auditing local governments

Nolan Baier - Experienced Staff

University of Eau Claire Wisconsin 2021 – Bachelor of Science in Business Administration
Dakota County Technical College 2018 - Associate Degree in Business Management
3 years' experience auditing local governments

Austin Albin - Experienced Staff

Eastern Kentucky University 2011 – Masters Degree in Business Administration
5 years' experience auditing local governments

Carlie Dossman – Experience Staff

Western Oregon University 2022 - Bachelor of Science in Business
2 years' experience auditing local governments

Domnika Shadrin - Staff

Warner Pacific 2022 - Bachelor of Science in Business
2 years' experience auditing local governments

Jonathan Miller - Staff

Texas A&M University 2017 - Bachelor of Arts in Communication
2 years' experience auditing local governments

Dulce Perez – Staff

Western Oregon University 2023 - Bachelor of Science in Business
1 year experience auditing local governments

**CITY OF GLADSTONE, OREGON
PERSONAL SERVICES CONTRACT**

A CONTRACT (“Contract”) between THE CITY OF GLADSTONE, OREGON (“City”), and (“Provider”) entered into on _____ (“Effective Date”).

WHEREAS, the City and Provider believe it in their mutual interest to enter into a written contract setting out their understandings concerning Provider’s provision of services to the City.

1. Term

The term of this Contract shall be effective from the date provided above and shall remain in full force and effect until , unless terminated earlier under this Contract.

2. Provider’s Service

The scope of Provider’s services and time of performance under this Contract are set forth in Exhibit A. All provisions and covenants contained in Exhibit A are hereby incorporated by reference and shall become a part of this Contract as is fully set forth herein. Any conflict between this Contract and Provider’s proposal (if any) shall be resolved first in favor of this written Contract. Provider will, in the rendering of its services to City, use his best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Contract and Exhibit A.

3. Provider Identification

Provider shall furnish to City Provider’s employer identification number, as designated by the Internal Revenue Service or Provider’s Social Security number.

4. Compensation

Payment for the work provided by Provider shall be made as provided on Exhibit A attached hereto, provided that the total amount of payment to Provider shall not exceed \$X,000 inclusive of labor, materials, equipment supplies and expenses.

5. Project Managers

City’s Project Manager is the City Administrator. Provider’s Project Manager is XXXXX. Each party shall give the other written notification of any change in their respective Project Manager.

6. Project Information

No information, news or press releases related to the Provider’s services shall be made to representatives of newspapers, magazines, television and radio stations or any other

news medium without the prior authorization of City's Project Manager.

7. Duty to Inform

Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this Contract, Provider becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the Contract, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither contract with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.

8. Extra or Changes in Work

Only the City Administrator or Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Contract price or Contract time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such work.

9. Provider is Independent Contractor

Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Contract. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by the City or the provision of a defense by the City under the terms of ORS 30.285. This acknowledgment by Provider shall not affect his independent ability (or the ability of his insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).

10. Compliance with State and Federal Laws/Rules

Provider shall comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, the requirements concerning working hours, overtime, medical care, workers' compensation insurance, health care payments, payments to employees and subcontractors, income tax withholding contained in ORS Chapters 279A and 279B, the provisions of which are hereby made a part of this Contract.

11. Indemnity and Insurance

- a. Indemnity: City has relied upon the professional ability and training of Provider as a material inducement to enter into this Contract. Provider warrants that all of his work will be performed consistent with commercially reasonable professional practices and standards, as well as with the requirements of applicable federal, state and local laws.
- b. Indemnity: Provider releases and shall indemnify, defend, and hold harmless City, City's officers, employees, and agents from and against all claims, costs, damages, lawsuits, penalties, liens, losses, and/or liabilities of any kind or nature, including all expenses of investigating and defending against same, arising from the acts, errors, or omissions of
- c. Provider or Provider's agents, or employees associated with Provider's Services.
- d. Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, City releases and shall indemnify, defend, and hold harmless Provider, Provider's officers, employees, and agents from an against all claims, costs, damages, lawsuits, penalties, liens, losses, and/or liabilities of any kind or nature, including expenses of investigating and defending against same, arising from the acts, errors, or omissions of City or City's agents, employees or contractors associated with Provider's Services.
- e. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than Two Million dollars (\$2,000,000.00) combined single limit per occurrence. Such insurance shall name City as an additional insured
- f. Certificates: Provider shall furnish City certificates evidencing the date, amount, and type of insurance required by this contract. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.
- g. Primary Coverage: The coverage provided by insurance required under this Contract shall be primary, and any other insurance carried by City shall be excess.

12. Law of Oregon

The Contract shall be governed by the laws of the State of Oregon. Venue shall be in Clackamas County, Oregon.

13. Successors and Assignments

Each party binds itself, and any partner, successor, executor, administrator, or assign to this Contract.

Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Contract without the written consent of the others. Provider must seek and obtain City's written consent before subcontracting any part of the work required of Provider

under this Contract. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

14. Records

Provider shall retain all books, documents, papers, and records that are directly pertinent to this Contract for at least three years after City makes final payment on this Contract and all other pending matters are closed.

Provider shall allow City, or any of its authorized representatives, to audit, examine, copy, take excerpts from, or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

15. Breach of Contract

Provider shall remedy any breach of this Contract within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, City may terminate that part of the Contract affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Contract.

If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, City may declare Provider in default and pursue any remedy available for a default.

Pending a decision to terminate all or part of this Contract, City unilaterally may order Provider to suspend all or part of the services under this Contract. If City terminates all or part of the Contract pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Contract and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

To recover amounts due under this paragraph, City may withhold from any

amounts owed by City to Provider, including but not limited to, amounts owed under this or any other Contract between Provider and City.

16. Mediation/ Trial Without a Jury

- a. Should any dispute arise between the parties to this Contract it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Contract shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. Any litigation arising under or as a result of this Contract shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees.
- b. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

17. Termination for Convenience

The City may terminate all or part of this Contract at any time for its own convenience by written notice to Provider, effective immediately or at any time identified. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the Contract.

18. Intellectual Property

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Contract shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this Contract and necessary for the beneficial use of intellectual property covered by this paragraph.

19. Conflict of Interest

Except with City's prior written consent, Provider shall not engage in any activity, or

accept any employment, interest or contribution that would, or would reasonably appear, to compromise Provider's professional judgment with respect to this Contract, including, without limitation, concurrent employment in direct competition with the Contract.

20. Modification

Any modification of the provisions of this Contract shall be reduced to writing and signed by the parties.

21. No Waiver of Legal Rights

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

22. Integration

This Contract contains the entire contract between the parties and supersedes all prior written or oral discussions or contracts regarding the same subject.

PROVIDER

CITY OF GLADSTONE, OREGON

Name, Title

Date: _____

Date: _____

ATTEST:

City of Gladstone Staff Report

Report Date: May 7, 2024
Meeting Date: May 14, 2024
To: Gladstone City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Process for filling the vacant City Council Position #3

HISTORY/BACKGROUND

Councilor Veronica Reichle resigned from her position on the Gladstone City Council on April 30th because she no longer resides within the city limits, which is required per Gladstone City Charter Section 31.

Gladstone City Charter Section 32 as well as Gladstone Municipal Code Chapter 4.03 set the process for filling a vacancy on City Council.

Section 32. Filling Vacancies.

A mayor or councilor vacancy will be filled as follows:

(a) If less than seventeen months remains in the term of the person who held that vacant office, the vacancy must be filled by appointment by a majority vote of the remaining council members. The appointee will serve the remainder of the unexpired term.

(b) If seventeen or more months remain in the term of the person who held that vacant office, the vacancy will be filled at the next available November election. The person elected will serve the remainder of the unexpired term. A majority of the remaining council members must fill the vacancy by appointment for an interim period until a special election may be held to fill the remainder of the unexpired term.

(c) If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

Gladstone Municipal Code Chapter 4.03

4.03.020 Filling of vacancy.

(1) Upon becoming aware of a vacancy in an elective office, the council must promptly determine and declare the date of vacancy.

(2) A vacancy in an elective office will be filled as provided by city charter section 32.

4.03.030 Appointment by council.

(1) In filling a vacancy, the council may make such inquiries and hold interviews as it considers necessary to make the appointment. The appointment must be made at a regular or special council meeting.

(2) The council will use the following procedures in the appointment process:

(a) Public notice to appropriate neighborhood organizations, civic groups, a newspaper of general circulation and other recognized groups.

(b) Deadline for submitting applications at least two weeks after such notice.

(c) Appointment from those applicants nominated and seconded for consideration by members of the council. The recorder will announce the results of each ballot and will record each councilor's vote. An applicant who receives a majority of the votes by the current council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the council will continue to vote on the two applicants who receive the most votes until an applicant receives a majority of the councilors voting.

OPTIONS

Per the Charter, the Council must declare the vacancy and fill the position until the November 2024 election.

COST IMPACT

The only cost associated with this is staff time

STAFF RECOMMENDATION

Councilor Reichle's term has more than seventeen months (expiring December 31, 2026). Therefore, the vacancy will be filled at the November 2024 election for the remainder of this term. The Council members must also fill the vacancy by appointment for an interim period until the November 2024 election.

Staff recommends the City Council direct staff to advertise for applications to fill the vacancy. Applications will be sent to the remaining Council members and placed in the June 11th Council packet, where the Council will deliberate on the appointment.

Department Head
Signature Date

Jacqueline M. Betz 5-8-24
City Administrator
Signature Date

Tami Bannick

From: Jacque Betz
Sent: Tuesday, April 23, 2024 7:54 AM
To: City Council
Cc: Tami Bannick; Chad Jacobs
Subject: FW: Letter to the Council

City Council,

Please see Councilor Reichle's email below, submitting her resignation from the City Council effective April 30, 2024, due to ceasing to reside in Gladstone.

I will add the process for filling the vacancy to the May 14, 2024, City Council meeting.

Councilor Reichle has also prepared an email to the Parks and Recreation Board, which I will send later today.

We wish Veronica all the best and commend her for making her son's life a priority in keeping him in the Gladstone school system.

Thank you,

Jacque M. Betz
Gladstone City Administrator

-----Original Message-----

From: Veronica Reichle <vreichle@ci.gladstone.or.us>
Sent: Monday, April 22, 2024 8:45 PM
To: Jacque Betz <betz@ci.gladstone.or.us>
Subject: Letter to the Council

To my fellow council members,

I am writing to share some bittersweet news with you.

Due to some unforeseen circumstances, I am moving and I am unable to remain in Gladstone. Therefore, effective April 30th, 2024, I have to resign from my position on City Council.

I have spent the last year searching for a solution that would allow my son and me to remain here in the community we love, but it is just not in the cards at this time. We have found a new home that is close enough to keep Calvin in the school district and close to family and friends, which you all know is my number one priority! We are very excited for this next step in our lives, but I would be lying if I said I wasn't heartbroken about moving out of this city that I care for so much.

I will sorely miss being a part of our City Council. To be honest, there are days when it still doesn't feel real that I was elected and had the opportunity to be involved in a way I never imagined would be possible! I am so proud of our progress over the last year, and I feel honored to have been a small part of all the work that we've done.

I wish you all the best, and I can't wait to see what happens next for the City of Gladstone!

Sincerely,
Veronica

**PRELIMINARY
CITY COUNCIL
AGENDA
PLANNING
DOCUMENT**

**May 22, 2024
City Council- School Board Meeting
5:30 PM**

	School District will host the meeting.	High School Auditorium
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**June 11, 2024
City Council Regular Meeting
6:30 pm**

	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (May 2024) 	
Report	Clackamas Fire District	
	Consider appointment to City Council Position #3 vacancy	City Council
	Presentation from Central City Concern Program	ED Jory/Drew Grabham, Director of Behavioral Health Outreach Services for CCC
	Consider approval of the updated Gladstone Natural Hazard Mitigation Plan	CA Betz/PWD Caniparoli
	Consider approval of the annual slurry seal contract	PWD Caniparoli
	Consider approving a contract to complete the Unidirectional Flushing Program	PWD Caniparoli
	Updated use of ARPA Funds (which includes the Community School Program IGA)	CA Betz/FC Brucker

**June 25, 2024
City Council Work Session
5:30 PM**

	Update on Work Plans from Boards, Committees, and Commissions; <ul style="list-style-type: none"> • Parks and Recreation Board (Darren) • Community Center Advisory Board (Jacque & Michelle) • Planning Commission (Tami) • Traffic Safety Commission (John) 	

July 9, 2024 City Council Regular Meeting 6:30 PM		
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (June 2024) 	
	Update the Master Fee Schedule (system development fees for ADUs, middle housing), WES, Oak Lodge Water Services, NCCWC	PWD Caniparoli, FC Brucker
	Consider approval and an a repeal of ordinance (housekeeping) to Gladstone Municipal Code 9.10 and 8.12	CR Bannick/PC Schmerber/CA Betz
July 23, 2024 City Council Work Session 5:30 PM		
	Advisory Tree Board discussion on proposed Tree Ordinance	PWD Caniparoli/CA Betz
August 13, 2024 Regular City Council Meeting 6:30 PM		
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (July 2024) 	
	Update on City Council Goals	
August 27, 2024 City Council Work Session 5:30 PM		
	Summer Break?	

September 10, 2024 Regular City Council Meeting 6:30 PM		
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (August 2024) 	
	Consider approving an ordinance to rezone the Gladstone Nature Park property and the Meldrum Bar Park parcel to Open Space (The City needs to get legal descriptions of both properties)	PC Austin
September 24, 2024 City Council Work Session 5:30 PM		
October 8, 2024 City Council Regular Meeting 6:30 PM		
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (September 2024) 	
Public Hearing	Consider approval of Climate Friendly & Equitable Communities Policy on parking reform	
	Consider approval of an ordinance to approve a Tree Ordinance in the Gladstone Municipal Code	PC Austin/CA Betz
October 22, 2024 City Council Work Session 5:30 PM		

November 12, 2024 City Council Regular Meeting 6:30 PM		
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (October 2024) 	
	Consider approval of the Capital Improvement Plan (CIP)	PWD Caniparoli/CA Betz
November 26, 2024 City Council Work Session 5:30 PM		
December 10, 2024 City Council Regular Meeting 6:30 PM		
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (November 2024) • Certify election results 	
	Jacque out of office	
December 24, 2024 City Council Work Session 5:30 PM		
	Break for Holidays	

Gladstone City Council Preliminary Agendas

To Be Set		
	Acceptance of Oregon Parks and Recreation Committee Grant for the paved loop trail at the Gladstone Nature Park	CA Betz/PWD Caniparoli
	Consider approval of a contract with Clackamas County for Behavior Health Mobile Crisis position in the Gladstone Police Department	PC Schmerber
	Appoint members to the Youth Council	CA Betz/City Council
	Gladstone Urban Renewal Agency substantial amendment	CA Betz/ED Jory
	Schedule joint meeting with the Gladstone School District and City Council in the fall (City to host)	CA Betz