

**GLADSTONE CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
December 11, 2018 – 6:30 PM**

6:30 p.m.

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS OR CORRECTIONS

PRESENTATION: Presentation to Police Chief Jeff Jolley

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.

CONSENT AGENDA:

1. Approval of November 13, 2018 Regular Meeting and November 27, 2018 Special Meeting Minutes
2. Approval of October Bank Balances
3. Budget Report for Period ending 10-31-2018
4. Approval of October Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for November 2018

CORRESPONDENCE – none

PUBLIC HEARING:

7. **ORDINANCE 1493 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 12.24 PERTAINING TO THE RIGHTS-OF-WAY**
Consider approving Ordinance 1493 – an ordinance amending GMC Title 12, Chapter 12.24, Utility Services, pertaining to the Rights-of-Way

REGULAR AGENDA:

8. **RESOLUTION 1153 - A RESOLUTION DECLARING AN EMERGENCY RELATIVE TO WATER DAMAGE OF THE GLADSTONE SENIOR CENTER AUTHORIZING EMERGENCY PROCUREMENTS TO REMEDIATE THE AFFECTED AREAS – No Attachments**
9. **RESOLUTION 1152 – ADOPTING A REVISED MASTER FEE SCHEDULE**
Consider approving Resolution 1152 – a resolution adopting a revised master Fee Schedule

10. APPOINTMENTS TO CITY BOARDS, COMMITTEES AND COMMISSIONS:

- a. Audit Committee (1 application received for one position)
- b. Budget Committee (1 application received for three positions)
- c. Library Advisory Board (2 applications received for one position)
- d. Park and Recreation Advisory Board (2 applications received for one position)
- e. Planning Commission (4 applications received for one position)
- f. Senior Center Advisory Board (2 applications received for two positions)
- g. Traffic Safety Advisory Board (2 applications received for one position)

PRESENTATION: Presentation to City Councilor Pat McMahon and City Councilor Michael Milch

BUSINESS CARRIED FORWARD

BUSINESS FROM THE COUNCIL

ADJOURN

Upcoming Meeting Dates:

- January 8, 2019 Regular City Council Meeting, 6:30 p.m. - City Hall
- January 25 and 26, 2019 City Council Strategic Planning Session – time and location to be determined
- January 30, 2019 Annual Volunteer Orientation for Boards, Committees and Commissions, 5:30 p.m. - City Hall

December

CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of November 13, 2018

Meeting was called to order at 6:30 PM.

ROLL CALL:

Mayor Tammy Stempel, Councilor Milch, Councilor Neace, Councilor Tracy, Councilor Reisner, Councilor McMahon, Councilor Mersereau,

ABSENT:

None

STAFF:

Jacque Betz, City Administrator; Tami Bannick, City Recorder; Nancy McDonald, Interim Human Resources Director; Melissa Ahrens, Senior Planner; Sean Boyle, Code Enforcement Officer; Police Lt. Greg Fryett; Mike Funk, Fire Marshal; Jeff Smith, Interim Fire Chief; Ashley Driscoll, City Attorney

AGENDA ADDITIONS OR CORRECTIONS:

Ms. Betz said that Mayor Stempel already mentioned the two additions to the agenda; items #10 and #11.

Mayor Stempel said a few words about the role of the City Council. She feels it is important for everyone to understand their limitations: they represent the citizens of Gladstone and not their own personal agendas and beliefs. There have been many times when a decision being made doesn't align with what they would like, but after hearing the citizens' desires they have sometimes gone a different direction. That doesn't mean that their beliefs have changed; just that they listened and acted accordingly. There are laws and rules they have to use as the basis of their decisions. They do not have the luxury of randomly making decisions, but instead have to be consistent and take the path that is defensible. They appreciate everyone's time in participating in this process. The Council will hold their comments from Business from the Audience until the end of the meeting. She asked everyone to turn off their cell phones. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

BUSINESS FROM THE AUDIENCE:

None.

CONSENT AGENDA:

1. Approval of October 9, 2018 Regular Meeting Minutes
2. Approval of September Bank Balances
3. Budget Report for Period ending 09-30-2018
4. Approval of September Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for October 2018
7. Oregon Public Works Emergency Response Cooperative Assistance Agreement

Councilor McMahon made a motion to approve the Consent Agenda. Motion was seconded by Councilor Tracy. Motion passed unanimously.

CORRESPONDENCE:

None.

REGULAR AGENDA:

PUBLIC HEARING

8. ORDINANCE 1482 – AMENDING TITLE 17 OF THE GLADSTONE MUNICIPAL CODE (GMC) – TEMPORARY STRUCTURES:

Ms. Betz introduced Senior Planner Melissa Ahrens and Code Enforcement Officer Sean Boyle. Ms. Ahrens gave a brief summary regarding how the amendments originated. She explained that setbacks for temporary structures are not currently regulated. The Planning Commission's recommendation was consistent with what staff was recommending with a slight modification for street side setbacks on corner lots (they added a five-foot reduction for a street side setback). All the other setbacks of the underlying residential zoning districts (R.5, R7.2 and MR) would now apply to temporary structures. The clear vision standards still apply. She said to ensure internal consistency with the way the other sections of the municipal code are handled staff is recommending modifications to the enforcement measures section of Title 17, Chapter 17.98, to streamline the process for Code Enforcement. She shared some visual examples via a PowerPoint presentation. The Planning Commission expanded the time period limit on "current activities" (lemonade stands, gardening, temporary mechanical repair, etc.) from 10 days to 15 days and no more than 30 days in one calendar year.

Mayor Stempel opened the public hearing at 6:55 P.M. (technically after Mr. Osburn's testimony).

Public Testimony:

Bill Osburn said that new laws don't drive up our property values. The new laws only serve to make Gladstone less livable for families or for those in the older areas of town due to physical structure or financial limitations. In an extreme case a house may take longer to sell if it's next to a house with garbage/junk piled high, but it doesn't effect the property value – we already have laws for that. It is incorrect to use the justification here of livability or beautification because we already have laws against storage of solid waste. Why should it be up to our police and tax dollars to enforce a law that only makes sense to those who have money and control issues? That is the real reason for even discussing this issue. A few people didn't like these structures, or at least some of them have and set out to deny the rest of us that choice. The fact that you can legally throw a tarp over your vehicle for protective purposes also negates the agenda to beautify the neighborhood. The same people who might not want to live next to somebody with their boat under a membrane structure probably wouldn't want to see an ugly tarp draped over it either. Unless the end game here is to ban all RV's and boats from Gladstone before they move onto cars as Portland creeps into our streets. The argument of overwhelming support keeps coming up as justification of these new laws, including this one. Where is the overwhelming support? Public testimony has always been against this attempt to deny property owners' rights. If this is truly defined as a legal hearing you must take a preponderance of the evidence into your decision. If proponents are not willing to testify then there is no evidence other than the police and code compliance. The police are only addressing this issue because the Council told them there was overwhelming support for these new laws. It seems that this is not the truth as such. All of these new laws, including this very one, are based on a lie. He assumes this was executed by the two recalled Council members. That being said, they should deliberate on this issue. He urged them to remember that the Council is here to serve the people. The police are here to serve the people too. Who does this law really serve? He asked them not to adopt this unneeded and oppressive law. He asked that they represent the majority of Gladstone and not just those with money and control issues. They should never adopt laws with the caveat that enforcement and implementation of fines would be a last resort. His fear of what happens if we don't have Chief Jolley is coming to fruition as we might end up with Chief Grumpy. He would also gladly volunteer his time to help write a new code that would address safely securing and maintaining these structures in order to satisfy those who don't like the few that are broken and torn and the weathered covers. If they still decide to push forward with this new law he

requests that they grandfather in all the existing structures currently in place. He said in regard to the setback issue the R.5 lots have zero setback on the side but the R7.2's wouldn't – he doesn't see the reason or justification of that. He gave a scenario of storing wood along a fence line. He went over the town hall meeting and questions that were discussed.

Clair Coy said that last month she testified before the Planning Commission regarding installing a metal RV cover at her home. The issue is that she lives on a dead-end street and cannot meet the side street setback. Although the Planning Commission recommended reducing the 20-foot requirement to 5 feet she explained that it may help some people but does not help in her case because of the way their home is positioned on their lot. They recommended that she apply for a variance. Because the City doesn't have their own Planner she is subject to the County variance application fee of \$900 – with no guarantees and no refund if you are denied. She asked if Gladstone ever had a Planner at the City level and if so, what the fee for a variance process was. She said the City and County bear no expense for anything associated with Dickerson Lane so why should she have to come up with so much money for just the right to apply? She collected 160 signatures on a petition. She said most people wanted to be able to weigh in on the decision. She feels we should take more time to be able to include more citizens in this decision.

Councilor Neace made a motion to close the public hearing. Motion was seconded by Councilor Milch. Motion passed unanimously.

Ms. Ahrens said the City's fee schedule was adopted earlier this year – they adopted the County's land use planning fee schedule. It is adjusted every year based on the inflation index. There was discussion regarding Dickerson Lane/the Coy property.

Councilor McMahon said that in previous discussions there were more people in favor of this than not so just because there are two people against it tonight it doesn't sway him one way or the other. He thinks it cleans up a lot of things and makes things clear. It's one more tool to try to keep the City going forward. He said with every right you have a myriad of responsibilities as well that go along with that right to owner property.

Councilor Mersereau said his only concern is there seems to be confusion regarding a temporary structure that's allowed for 30 days/year as opposed to a car port. He feels the setback issue is a totally separate issue from temporary structures.

Councilor Reisner said he thought the big issue was the fact that they were made of fabric that was torn, discolored, different colors and that isn't addressed here. He said a big concern is not allowing any grandfathering of current structures – he feels they should. Mayor Stempel said that Oregon City did something similar recently and they grandfathered them in for a set amount of time and it was conditional.

Councilor Milch agreed with Councilor Mersereau that the term we used to describe this have created some confusion (“membrane” and “temporary”). He gave information regarding when this issue was brought up sixteen years ago. He said we want to have people that are concerned about their neighbors, the safety and aesthetics of this and that's the reason for bringing these codes into being.

Councilor Neace said it brings value to the home. She likes the idea of grandfathering. She doesn't think that Officer Boyle will be running out and issuing citations. He confirmed that citations are not the first step.

Councilor Tracy said he understands the frustration of the citizens who are trying to do the right thing and who put the structures up to protect their property. He said we haven't been very clear with the definitions. He said it seems that a lot of this would be on a case-by-case basis in regard to grandfathering or going ahead with the zoning requirements because there are so many factors.

Councilor McMahon wanted clarification as far as metal structures being included in the definition. Ms. Ahrens read the definition: "An area covered by a plastic tarp, fabric or metal membrane that is either attached to a rigid framework, natural feature, or some other structure that is used for storage". She said the Planning Commission debated on taking that out but wanted to leave it up to the Council. Mayor Stempel said it does not include greenhouses. Ms. Ahrens added that is also does not include weatherproofing of a vehicle, boat, or other individual item by tarp or other type of covering as long as that covering is attached directly to and covers only the particular item.

Councilor Reisner made a motion to approve Planning Commission's recommendation of approval for File Z0244-18 including approving Ordinance 1482 – Amending Text Amendments to Title 17 of the Gladstone Municipal Code regarding Temporary Structures and also including grandfathering in current structures.

(Ms. Ahrens said that if you remove that section of the current proposed amendment they would just be considered legally non-conforming if they don't comply with the newly adopted setbacks for temporary structures so they would just be subject to the normal requirements for non-conforming structures already in the code. Councilor Tracy asked if there was an inventory of these structures – Ms. Ahrens said they could use aerial photography to some degree, but if there is tree cover/obstructions there is no way to know and difficult to track.)

Motion was seconded by Councilor Milch – but he suggested working the grandfathering part into the actual language in Section 3, (9), subparagraph c, which currently reads: "This section shall apply to all temporary structures in place before, on, or after the effective date of this section". Ms. Ahrens suggested: "Legally non-conforming temporary structures are allowed to remain for a five-year period from the date that this ordinance was adopted". Ms. Driscoll suggested adding a date certain. There was discussion regarding the five-year time period.

Councilor McMahon made a motion to approve the Planning Commission's recommendation of approval for File Z0244-18, including approving Ordinance 1482 - Amending Text Amendments to Title 17 of the Gladstone Municipal Code regarding Temporary Structures. Motion was seconded by Councilor Mersereau. Ms. Bannick took a roll call vote: Councilor Milch – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – no. Councilor McMahon – yes. Councilor Mersereau – yes. Mayor Stempel – no. Since the vote was not unanimous this item will be held over to the next meeting for the second reading.

PUBLIC HEARING

9. RESOLUTION 1147 – AMENDING EXHIBIT “A” OF THE SOLID WASTE RATE SCHEDULE IN ACCORDANCE WITH APPROVAL OF ORDINANCE 1469:

Ms. Betz said the City of Gladstone has a franchise with Gladstone Disposal Company. They amended the franchise in 2016 – it was not a rate increase. Gladstone Disposal is now asking for a rate adjustment. Oregon City, Clackamas County, Milwaukie, and Lake Oswego just updated their rates. A representative from Gladstone Disposal said that 63% of the increase is directly related to the recycle markets. China is no longer accepting recycling materials, so instead of

being able to receive approximately \$20/ton for material they are now paying \$60/ton to get rid of it. The cardboard is still being exported – right now it’s going to Vietnam. Some of the Chinese recycling companies are opening up closed plants in the United States and they are going to start producing the pulp here and shipping it over to China.

For the most common size of container, 35 gallon, the increase will be \$2.25/month. Councilor Reisner asked if the franchise fees the City receives will increase – Ms. Betz said yes, we get 5% on the franchise fee so that would go up incrementally as well. They are required to do a 30-day notice and they would assist Gladstone Disposal in how they publicize that as they would do the same with the customers.

Councilor McMahon made a motion to approve Resolution 1147 amending Exhibit “A” to Resolution No. 1092 by revising the Solid Waste Rate Structure Schedule. Motion was seconded by Councilor Milch.

Discussion: Councilor Tracy wanted to clarify that Gladstone Disposal has deferred for approximately a year while they waited for market correction and they were actually paying for the disposal of recyclables that most people believed there was a robust market for – that was correct. Councilor Neace asked when the last rate increase was – it was in 2013. In 2016 the rates changed, but that was to cover the 5% franchise fee.

Motion passed unanimously.

Councilor Milch asked a question regarding an individual picking up recyclable metals from homes. The franchise agreement says that they are allowed to collect it, but they are not allowed to charge a fee for it. Councilor Tracy wanted to point out that Gladstone Disposal has a rate of return/return on revenue that is actually governed by the County’s policy. It is reviewed on an annual basis in a rate review process by the County and by the City Council as they issue the franchise. Ms. Betz said they have an exclusive franchise for twenty years with Gladstone Disposal with approximately seven years remaining.

10. RESOLUTION 1152 - CONSIDER A RESOLUTION DECLARING A LOCAL EMERGENCY AND PERMITTING A WARMING SHELTER AT THE HILLSIDE CHRISTIAN FELLOWSHIP – 6460 GLEN ECHO AVENUE:

Ms. Betz said they thought the County’s resolution that was approved a couple months ago would blanket into the City of Gladstone, but we have local control/jurisdiction. The City Council is the governing body that must approve a resolution to declare an emergency in regard to anticipating severe winter weather and those without shelter or sufficient means to stay warm. She said they are trying to expedite this approval process, but they also recognize that it should have gone through the normal Planning Commission process to ask for a conditional use permit. If they had done that then the residential area and the people that live there would have had an opportunity to speak to this. The Fire Marshal will insure that the use of the property as a warming shelter does not unduly burden its neighbors or other members of the community and will take all reasonable steps to promptly respond to concerns from neighbors or other community members while operating the warming shelter and that the Fellowship will apply for and receive land use and any other approvals if it wishes to operate after May 1st in 2019. Councilor Reisner asked why we aren’t using a City facility – Ms. Betz said the only City facility they could use (Senior Center) is closed right now because of the flooding. This is something the church took on themselves. Councilor McMahon asked why this is an emergency all of a sudden – Vahid Brown, Housing Policy Coordinator with Clackamas County, said the warming shelter needs in the County have been recognized as an emergency for the last couple

of years. The number of unsheltered people in the County has been increasing dramatically – they saw an increase of 54% between 2015 and 2017. They had typically contracted with three warming shelters that had been adequate in previous years but that is no longer the case. Two years ago they had to transport people to outlying areas for shelter and six people died from the cold. One of their shelters burned last year. They are trying to find places where they can expand capacity to meet the need. Councilor McMahon asked what the parameters of a warming shelter are – Mr. Brown said that they are authorized to open on any night where the overnight temperature, including wind chill, goes down to 33 degrees or below in the ZIP code of the operator (by 10:00 A.M. the morning of). Ms. Betz said that if this is approved they would need to have a logistics meeting so they understand more about how people are being transported to/from, what the hours of operation are, etc. Mr. Brown said that there is a stipulation in every contract that includes all of the contacts that must be emailed the day that the determination is made that the warming shelter would open – and that would include the Fire Marshal and the Police Department. He said that typically there are sleeping pads or cots with blankets available at the shelters. This shelter will have a capacity of 88 people – they would be in the modular buildings on the back side of the church.

Public Comment:

Glen Rissberger lives two houses from the church – he is concerned about the livability of the community and for the people who need the warming shelter. He said they should have been informed that this was going to happen. He has been involved in clean-up efforts involving homeless camps – he is concerned that that may be happening in the area. He asked how people will get to the shelter, and if they are bused in, what happens in the morning when they are ready to leave? He asked if this will be a permanent fixture in the community. He asked how the people will be supported while they are in the shelter. He asked what happens to the church the rest of the year. He said they want to be good neighbors.

Doug Hall said he has concerns about the people that will be sheltered because he has had involvement with individuals that are dysfunctional/alcoholics/drug addicts. He said they are taking risks with some of the people they will be bringing in. He feels that drug use is going to be brought to this community through this, along with assaults and alcohol use.

Terry Powell lives right above the church. His biggest concern is the safety of children. They are very close to two schools and there are a lot of kids walking up and down the road. He doesn't have a problem with a warming shelter – but he feels this one is not in a good place.

Tom Busic lives across the street from the church. He feels that churches belong in neighborhoods. He can't imagine how anyone would allow 88 people to be stuffed into the two modular buildings. He feels that it is ridiculous that the information about opening a shelter wasn't shared until two days ago. He asked if the church is planning on having Sunday services or just a warming shelter. He doesn't think this is accomplishing anything. He doesn't feel that Gladstone has an issue with homeless people. He has concerns about the people wandering around the neighborhood.

Roger Dyas lives next to the church. He agrees with what everyone else has said. He is not sure that the church is allowed to do this according to the zoning codes. He has concerns regarding crime, safety, and people loitering.

Clair Coy lives on Glen Echo. She said she is against this idea. She has concerns regarding where people will go when they are released in the mornings. She has concerns about people being able to come and go at the discretion of the operator at the time. She said they already

have a big problem with garbage on Glen Echo. She has concerns about using resources such as police officers. She is not comfortable with this and feels it needs to go through the proper channels so everyone has time to discuss it.

Ms. Betz said there was a lot of miscommunication – the City needs to work better with the County on that flow of information. She doesn't understand why the church wasn't told that they have to apply for a conditional use permit several months ago. She said this is one avenue, if the City Council wanted to declare an emergency, they could allow this church to operate. The Fire Marshal hasn't approved it yet – there's no fire sprinkler system or beds. She read a section of the code (Zoning Section 15.28.010) related to conditional use permits. One possibility would be for the church to go back and see if they could get such approval and if the Council wanted to declare that after a presentation had been made to the surrounding neighborhoods they could then declare an emergency at that time. Otherwise the Council could approve this and she would still recommend that there would be a saturated outreach in the community so everyone understands what the situation is. Or they could simply require them to go through the planning process to get a conditional use permit. Mayor Stempel said this is one of those situations where they can't just randomly make decisions – they have codes and ordinances that they have to follow. Ms. Betz recommends that the Council let staff do a little bit more work with the applicant and have them reach out to see if there is at least 2/3 persons owning property within 100 feet of this that would approve it – at that time they could come back and do either a correct Council action and an emergency resolution or they could simply put them through a conditional use permit process. Councilor McMahon asked if there are restrooms and about the type of sprinkler system/alarm system.

Dave Morris, the Pastor of Hillside, apologized. He said it was not their goal to not communicate with neighbors. He said they initiated what they thought were the proper channels originally, which was to go through the Fire Marshal, the County, and the City. He said they could just put everything on pause. He said he would love to have everyone come to the facility and he will listen to every concern. He said they had no intention of creating grief. He said they want to be a blessing to their community in Gladstone and beyond.

Ms. Betz suggested that the declaration be tabled and allow administration to work with the applicant, the County and Fire Marshal to see what kind of resolution we can come to. This would have to come back before the Council with community input. Councilor Tracy suggested that we look at true community impacts and not presumptive impacts. He said we should look at what's happening in other communities that have these shelters. He would like the police department to be involved in this so they can give advice/information.

11. CONSIDER PROJECT ENHANCEMENTS FOR THE GLADSTONE CIVIC CENTER:

Ms. Betz said this was updated on November 9th, 2018. She said #202 now has a cost associated with it. They have a construction schedule day that shows you, depending on what enhanced feature you choose, could impact the schedule. She said they are looking for guidance from the Council on these items that are labeled “need decision by date of 11/14”. Ms. Betz said staff really likes the idea of a larger lobby, higher ceilings, and as much natural lighting as they can get. They also support the direct police vehicle access to Portland Avenue. The Council agreed on a larger main lobby, direct/secure police vehicle access to Portland Avenue, increasing the ceiling height from 8 feet to between 10 and 11 feet, heavy timber exposed structure in lobby, more windows, and skylights in lobby (items 201, 202, 204, 208, 209, 210, and 211). This puts the enhancements budget under budget by approximately \$200,000.

12. CITY ADMINISTRATOR EMPLOYMENT AGREEMENT:

Nancy McDonald, Interim Human Resources Director, said she is seeking guidance regarding the City Administrator's employment contract. She went over some background information – the evaluation process was approved in September and the actual evaluation was done on October 9th. The overall result of that was “meets standards”. She said earlier in Executive Session she provided the Council with information regarding salaries and the cost of implementing a classification and compensation system would be. The numbers that were discussed included an adjustment to the City Administrator's compensation. She provided a salary comparison from the cities of Canby, Fairview, Happy Valley, Milwaukie, Oregon City, and West Linn. She went over the salaries, the average salary, cost of living, vehicle allowance, cell phone, VEBA, etc. The City Administrator's yearly salary is subject to adjustment based on the City Council's review of employee's performance and budget considerations – so the Council is considering adjusting the City Administrator's salary based on her performance. Councilor McMahan suggested a pay increase of 5% and a salary of \$132,000/year (current salary is \$122,400/year) as a starting point. Councilor Milch prefers to bring the salary in line with surrounding cities and make it \$146,400/year. Councilor Reisner feels the population of the cities should be taken into account. Councilor Tracy said that the challenges in Gladstone warrant someone who is patient and able to maneuver very delicate political waters and work with the citizenry that has had some mismanagement and misguidance in the past – to him that is an inherit value.

Councilor McMahan made a motion to offer the City Administrator a 7.5% salary increase (\$131,580/year), continue the VEBA contribution of \$300/month, continue the vehicle allowance, and discontinue the cell phone allowance. Motion was seconded by Councilor Mersereau.

Discussion: Councilor Reisner asked Ms. Betz if she agreed – she did.

Motion passed unanimously.

Ms. McDonald asked for the Council's direction regarding the term of the contract and the evaluation time periods. The contract modifications will be retroactive to October 10th.

Councilor McMahan made a motion to approve Resolution 1150, a Resolution directing modifications to the City Administrator's employment contract. Motion was seconded by Councilor Neace.

Discussion: Councilor Reisner wanted to clarify that the modifications would be the salary only – the terms of the contract can also be adjusted. Any modifications will be included in Resolution 1151, which will be brought before the Council on November 27th.

Motion passed unanimously.

13. WILLAMETTE FALLS LOCKS UPDATE AND FUNDING REQUEST:

Ms. Betz said that the Mayor from West Linn is asking Gladstone to contribute \$2,500 in 2018 and 2019 to go toward the Willamette Falls Locks Commission to oversee an effort to repair and reopen the locks. Ms. Betz suggested that the money be taken from the Community Promotions Business Development line item and that Gladstone probably needs to have a stakeholder on that committee going forward. She doesn't see any administrative issues with spending money on this project. Mayor Stempel agreed and said this is a great project – she said water tourism is

going to be a huge focus for them. They are trying to get 52 miles of the Willamette River on both sides of the falls designated as a national heritage area.

Councilor Neace made a motion to approve that the City of Gladstone financially contribute \$2,500 in years 2018 and 2019 to the Willamette Falls Locks Project. Additionally, the City of Gladstone requests representation, either voting or non, for the duration of the project. Motion was seconded by Councilor Tracy.

Discussion: Councilor Mersereau wanted to clarify if they are asking for a vote – yes.

Motion passed unanimously.

BUSINESS CARRIED FORWARD:

None.

BUSINESS FROM THE COUNCIL:

Councilor McMahon:

He said the Gladstone Seniors Foundation has put a new roof on the Senior Center. The only downside is that the contractor forgot to put some tarps on – they are repairing the ceiling and the kitchen has been out of service for two weeks. Everything is now dried out and he expects it will be at least four weeks before the kitchen is up and running again. The Meals on Wheels are frozen meals right now. They are trying to work something out with Oregon City or Milwaukie to help start cooking the meals so they are delivering hot meals.

Councilor Reisner:

He said with the election last week we know who our legislators are going to be so he would like to propose that we have staff put together a letter to be sent to Mark Meek and Alan Olsen asking them for money for the library.

Councilor Milch:

He said one of his best days as a City Councilor was a couple weeks ago serving alongside Councilor Neace in selecting people for the Library Planning Task Force for the Gladstone Library. They had some great applicants. He said the cooperation of the County in this process has been very positive. The decision will be made on November 20th when it goes before the Board of County Commissioners.

Mayor Stempel:

She wanted to thank all of the staff that helped with the Halloween Celebration – specifically: Jacque, Haley, Tami, Cathy, Yvonne, Public Works, the Police and Fire Departments, and the Library folks. She thanked Mindy for representing the Parks and Recreation Board and helping out with the City table. She also thanked the local churches and organizations that stepped up and made this an even bigger event than last year. She thinks it helped bring people together at a time when it was really needed.

Friday, November 30th, is the holiday tree lighting party at the Senior Center. They will start gathering at approximately 6:30 P.M. and light the tree at 7:00 P.M. There will be refreshments served. Santa will also make an appearance. They will be collecting items for the toy and food drive, as well as money for Shop with a Cop.

She said throughout this politically contentious political season some things have happened that she would like addressed. She is asking that an investigation be done immediately regarding executive session litigation information that found its way onto a politically driven website. The only people privy

to that information would have been the sitting Council, City legal advisors, and certain staff. At the same time, very specific internal email information was provided. That again would have only been provided to the sitting Council, our consultant, and certain staff. She said it's unfortunate that it happened and that it was so clearly politically motivated. After spending a significant amount of time, all of them, City money, finding ways to work together, this had to happen.

ADJOURN:

Meeting was adjourned at approximately 9:30 P.M.

Approved by the Mayor this _____ day of _____, 2018.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder

GLADSTONE CITY COUNCIL SPECIAL MEETING MINUTES of November 27, 2018

Meeting was called to order at 6:30 PM.

ROLL CALL:

Mayor Tammy Stempel, Councilor Milch, Councilor Neace, Councilor Tracy, Councilor McMahon, Councilor Mersereau

ABSENT:

Councilor Reisner

STAFF:

Jacque Betz, City Administrator; Tami Bannick, City Recorder; Jim Whynot, Public Works Director; Kim Knox, Project Manager; Jeff Jolley, Police Chief; Jeff Jolley, Police Lieutenant; Jeff Smith, Interim Fire Chief; David Doughman, City Attorney

Police Chief Jeff Jolley said he is going to be leaving for a job in Washington. He said he loves and appreciates this community. He introduced Kim Yamashita – she has been serving as City Manager for the City of Sandy and before that she served for seven years as their Police Chief and has an extensive career in law enforcement. She is also a veteran, having served in the U.S. Air Force and retired after a stellar career. She has a great educational background, including a Master's Degree. Ms. Yamashita thanked Ms. Betz for the opportunity. She said she will always have an open door for anyone who wants to ask questions or voice concerns. Her first day will be January 1st, 2019. She will be sworn in at the City Council meeting on January 8th.

Mayor Stempel wanted to clarify that it is her policy that the first meeting of the month is the regular meeting that includes standard business and business from the audience. She has expanded the public participation in the first meeting to not only be at the beginning, but also to allow people to speak on specific agenda items. The second meeting of the month has been work sessions or special meetings. This meeting will not include public participation and will be a bit more informal. She said there has been some misunderstanding regarding what a public hearing process is. There are certain topics, such as ordinance revisions, that require them to follow a specific format. This includes a public notice and public testimony at a regular City Council meeting. Once the public testimony is done the Council votes on closing the public hearing – this means that no more emails or testimonies are accepted. The Council then votes – if it is unanimous then they can follow that up with a second reading. If it is not unanimous then the second reading is held over until the next meeting. During that time the Council discusses it, but the public testimony piece is done. She asked everyone to turn off their cell phones. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

CONSENT AGENDA:

1. Certify Results of the November 6, 2018 Election
2. Resolution 1151 – City Administrator Employment Agreement Amendment

Ms. Betz said that copies of the certified election results came in after the packets were printed, but they were provided to the Councilors on the daises.

Councilor Neace made a motion to approve the Consent Agenda. Motion was seconded by Councilor Mersereau. Motion passed unanimously.

REGULAR AGENDA:

3. SEWER RATE STUDY AND MUTUAL AGREEMENT AND ORDER:

Mr. Whynot said they will be talking about the study that was done earlier this year and the mutual agreement and order with DEQ. He introduced Tiffany Yelton-Bram, with DEQ. Mr. Whynot gave some history on the topic. He said they did a rate study based on the projects listed in the updated Sanitary Sewer Master Plan in 2017. Shortly after the study was done they were contacted by DEQ regarding the continued sanitary sewer overflows to the Clackamas River – there is a long history of this. He explained that this happens because of a controlled overflow at the river so that it overflows to the river before it backs up into basements, etc. DEQ has offered to work with the City to come up with a mutual agreement and order. Ms. Yelton-Bram said she is a Water Quality Manager with the Oregon Department of Environmental Quality – their job is to implement federal/state laws regarding water quality. The City of Gladstone does not have a permit for sewage directly with DEQ because the sewage is actually conveyed through a collection system to sewage treatment plants primarily owned by Water Environment Services. So instead they are looking at the collection system and the fact that the collection system has overflows that go directly into the Clackamas River. Bacteria, which is conveyed when these overflows happen, is unhealthy for humans and also contributes to algae blooms and other things that can happen in the water. They want to make sure that those things get controlled so they have had conversations with Mr. Whynot regarding approaches to doing that. When they do a mutual agreement and order it is an enforcement action and they have penalized the City in the past. In 2011 the City was penalized \$4,000 and \$6,400 in 2014. They would rather have an agreement so that the City can put their money toward improving the system overall. The agreement also pauses any penalties on the City as long as they are meeting the steps in the agreement and order. A third party, such as an environmental group, could still file a third-party lawsuit under the Clean Water Act, but if there is a mutual agreement and order in place their case isn't as good.

The projects in the 2017 Sanitary and Sewer Master Plan total \$28,000,000. In the study it shows six options for funding. Once the mutual agreement and order is in place then they can look at where the City wants to go. This will probably be discussed in February. Part of the plan includes public education/outreach. They will be updating the rate comparisons in January.

Councilor Mersereau asked why the rates increase so drastically in 2020. Mr. Whynot said that the consultant that put this together looked at everything over a twenty year period, but they gave a 10 year snapshot. They did an upfront bump to get the funds in to start doing projects. Councilor Mersereau wanted to clarify that if the City follows the Master Plan then they won't be fined by DEQ – Mr. Whynot said it's whether or not we stop the overflows to the river and the Master Plan does talk about projects that will help mitigate that. Mayor Stempel said then the priority capital improvement projects should align with what the MAO is going to require. Councilor Milch said that even if we didn't have this problem of overflowing into the river we still have a very aging, neglected infrastructure system – Mr. Whynot agreed. Councilor Milch asked if they can identify those things which do address the issue of the overflow into the river and focus on those first without throwing off the whole general system upgrade – Mr. Whynot said absolutely. Mr. Whynot said we are treating massive amounts of rain water now and the most cost effective thing to do is to fix the pipes. Councilor Tracy said that if this system fails this is potentially a public health hazard and we're going to have to pay for it some way. He said this gets more expensive every time we talk about it and not do something. Mr. Whynot said he wants to come back with more information once the MAO is in order. He would like to come back with a phased-in sustainable approach. Chris Storey, Assistant Director of WES, said this is an issue of regional concern and Gladstone is not alone.

4. SECOND READING OF ORDINANCE 1482 – AMENDING TITLE 17 OF THE GLADSTONE MUNICIPAL CODE – TEMPORARY STRUCTURES:

Ms. Betz said she and Mr. Doughman would like to provide an option for the Council to consider before moving forward with the second reading. She said in Section 3 on page 4-2, under Building, Siding, and Design General Standards of the Gladstone Municipal Code, item C it says: “This section shall apply to all temporary structures in place before, on, or after the effective date of this section”. They are recommending that it say: “This section shall apply to all temporary structures in place after the effective date of this section”. They would essentially be grandfathering in the temporary structures and that their enforcement then becomes complaint driven. Mr. Doughman explained that in a land use context, generally speaking, when you make a change those things are applicable to things going forward. Ms. Betz feels that this will help resolve some of the concerns that they have been hearing about people that currently have temporary structures on their property.

Councilor McMahon made a motion that the Council approve Ordinance Amending 1482, an ordinance amending Chapter 17 of the Gladstone Municipal Code pertaining to Temporary Structures and reaffirming all remaining provisions of the Gladstone Municipal Code with the change from Section 3, Subsection C, to state: This section shall apply to all temporary structures in place after the effective date of this section. Motion was seconded by Councilor Neace. Mayor Stempel gave a second reading.

Discussion: Councilor Milch asked what the effective date would be if this is adopted tonight. Mr. Doughman said it would be 30 days hence.

Motion passed unanimously.

Ms. Betz wanted to point out that there is a provision in Chapter 17.82 that allows the City Administrator, the Planning Commission, or City Council to waive, reduce, or defer fees related to a land use process and if such a matter does arise that they’ve been working on regarding a specific piece of property it may be that she asks for just cause by the Council to allow for waiving that if the person has to go through the variance process to get it into compliance. However, she thinks with the adjustment that they made tonight that may not be necessary. If they have to file for a variance it will go through the Planning Commission first. Councilor Milch said it also came to light that there is something called an adjustment (a “mini variance”) – a lower priced variance for certain classifications of minor adjustments which require no more than 20% decrease in the variance, for example. Adjustments would be done at the staff level.

5. CONTRACT AMENDMENT TO AMERICAN INSTITUTE OF ARCHITECTS (AIA) DOCUMENT AGREEMENT FOR THE GLADSTONE CIVIC CENTER:

Ms. Betz said this is an exciting project. She said on the agenda, under item #5 it says that it’s in the amount of \$12,550,000 – it is actually \$12,565,338, which is correct in the packets in the contract documents. She introduced Kim Knox, the Project Manager. Ms. Knox commended staff as well as Council for their deliberations, very thoughtful and insightful input into the project and how efficiently and quickly this process has gone. She gave some background information on the project/timeline. On November 13th the Council approved \$566,560 worth of enhancements which have been moved into the base project that they are approving today. The Council will be approving the base project, the contract sum of \$12,565,338 and the contract date will be changed to March 16th for substantial completion. Exhibit “A” also approves the personnel – the designated project manager and there is a place holder for a site superintendent that will be established prior to start up construction. Ms. Betz said there is roughly \$209,000 remaining for enhancements – they would like to schedule another community open house after

the first of the year and ask the community what enhancements they would like to see in the larger lobby and community room. They architects will be meeting with the Gladstone Historical Society to get their input as well. They will bring those recommendations back before the Council at a future meeting.

Councilor Mersereau asked if the police station was the only area that had sprinklers – Ms. Knox said everything will be built to code, but there are some additional provisions in the public safety portion that are above and beyond code.

Councilor McMahon made a motion to authorize the City Administrator to approve Exhibit A to the American Institute of Architects (AIA) document agreement for the Gladstone Civic Center in the amount of \$12,565,338. Motion was seconded by Councilor Tracy. Motion passed unanimously.

6. CITY OF GLADSTONE SECOND AMENDMENT TO PERSONAL SERVICES AGREEMENT:

This is the second amendment to an existing agreement for Project Management for Shiels Obletz Johnsen for the Gladstone Civic Center Project. Ms. Betz said they would like to keep Kim Knox on as Project Manager.

Councilor McMahon made a motion to approve the second amendment to an existing agreement for Project Management of the Gladstone Civic Center for Shiels Obletz Johnsen to continue as the Owner's representative to complete Phase 2 Design-Permit-Construction, and authorizing the City Administrator to sign the agreement. Motion was seconded by Councilor Neace. Motion passed unanimously.

7. COUNCIL REPRESENTATIVE FOR THE WILLAMETTE FALLS LOCKS PROJECT:

Ms. Betz said the Council authorized \$2,500 toward the project at the last meeting. They also asked if they could have representation - this will be a non-voting member. Mayor Stempel said that she has been involved already – the rest of the Council agreed that she will be the representative.

8. DISCUSSION OF FIRE CHIEF AND POLICE CHIEF RECRUITMENT PROCESS:

Ms. Betz said the packets include a proposed timeline and a job description for the Fire Chief and Police Chief positions. She said they are very fortunate that they will have Kim Yamashita and Jeff Smith here for at least six-eight months. She shared the correct job description for the Fire Chief position – the one in the packets did not talk about a college degree. They also had to remove one reference to a Lieutenant in the job description because there is no Lieutenant in the Department. They just went through a City-wide compensation study increase. They would like to start next week with the recruitment process and have someone on board by mid-June. She would like the Council to participate in the selection process.

Councilor McMahon made a motion to approve the process and timeline identified for both the Fire Chief and the Police Chief recruitment with the addition that we use the updated Fire Chief job description. Motion was seconded by Councilor Neace. Motion passed unanimously.

BUSINESS CARRIED FORWARD:

None.

ADJOURN:

Meeting was adjourned at approximately 7:34 P.M.

Approved by the Mayor this _____ day of _____, 2018.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder

BANK BALANCES						
Month Ending Balance						
Bank	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018
LGIP -City Of Gladstone #4472	\$ 8,035,092.04	\$ 7,077,290.87	\$ 7,330,190.63	\$ 7,204,869.17		
LGIP - Urban Renewal Agency #4650	7,380,826.41	13,903,020.95	13,952,945.55	13,984,160.68		
Checking Accounts:						
General Fund ¹⁾	3,115,967.05	401,118.15	204,109.12	151,905.74		
Urban Renewal ¹⁾	3,816,920.33	316,927.81	316,930.41	128,849.61		
Municipal Court	40,851.67	49,238.16	39,792.55	42,755.85		
Totals	\$ 22,389,657.50	\$ 21,747,595.94	\$ 21,843,968.26	\$ 21,512,541.05	\$ -	\$ -
¹⁾ Borrowing closed on 07/31/18 - moved to LGIP in August						
Bank	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
LGIP -City Of Gladstone #4472						
LGIP - Urban Renewal Agency #4650						
Checking Accounts:						
General Fund						
Urban Renewal						
Municipal Court						
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



		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	3,270,000.00	3,270,000.00	0.00	0.00	-3,270,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	3,270,000.00	3,270,000.00	0.00	0.00	-3,270,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
100-000-310010	CURRENT YEAR TAXES	3,874,318.00	3,874,318.00	0.00	0.00	-3,874,318.00	0.00 %
100-000-310050	PRIOR YEAR TAXES	110,000.00	110,000.00	6,549.15	6,549.15	-103,450.85	5.95 %
100-000-311030	LIBRARY DISTRICT REVENUE	740,778.00	740,778.00	0.00	0.00	-740,778.00	0.00 %
100-000-314045	TRANSIENT LODGING TAX	2,000.00	2,000.00	15,766.36	54,446.03	52,446.03	2,722.30 %
	RptType: 3100 - LOCAL TAXES Total:	4,727,096.00	4,727,096.00	22,315.51	60,995.18	-4,666,100.82	1.29 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	0.00	0.00	0.00	30,384.19	30,384.19	0.00 %
100-000-311010	ALCOHOL TAX REVENUE	206,000.00	206,000.00	18,524.85	52,825.10	-153,174.90	25.64 %
100-000-311015	MARIJUANA TAX	0.00	0.00	0.00	18,547.88	18,547.88	0.00 %
100-000-311020	CIGARETTE TAX REVENUE	14,000.00	14,000.00	2,506.24	3,966.08	-10,033.92	28.33 %
	RptType: 3110 - STATE SHARED TAXES Total:	220,000.00	220,000.00	21,031.09	105,723.25	-114,276.75	48.06 %
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	100,000.00	100,000.00	29,862.19	29,862.19	-70,137.81	29.86 %
100-000-312025	PGE FRANCHISE FEES	300,000.00	300,000.00	0.00	0.00	-300,000.00	0.00 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	78,000.00	78,000.00	0.00	0.00	-78,000.00	0.00 %
100-000-312035	CENTURY LINK FRANCHISE FEE	25,000.00	25,000.00	0.00	0.00	-25,000.00	0.00 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	165,000.00	165,000.00	0.00	0.00	-165,000.00	0.00 %
100-000-312050	RIGHT OF WAY FEES	225,000.00	225,000.00	7,383.92	7,328.78	-217,671.22	3.26 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	893,000.00	893,000.00	37,246.11	37,190.97	-855,809.03	4.16 %
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	125,000.00	125,000.00	1,230.00	5,400.00	-119,600.00	4.32 %
100-000-313015	LIQUOR LICENSE RENEWALS	1,000.00	1,000.00	0.00	105.00	-895.00	10.50 %
100-000-313020	ALARM PERMITS	3,500.00	3,500.00	225.00	1,025.00	-2,475.00	29.29 %
	RptType: 3130 - LICENSES AND PERMITS Total:	129,500.00	129,500.00	1,455.00	6,530.00	-122,970.00	5.04 %
RptType: 3140 - CHARGES FOR SERVICES							
100-000-314010	RECREATION FEES	3,000.00	3,000.00	0.00	798.16	-2,201.84	26.61 %
100-000-314015	SENIOR CENTER BUILDING RENTAL FE...	3,500.00	3,500.00	2,396.75	3,276.75	-223.25	93.62 %
100-000-314020	PLANNING APPLICATION FEES	30,000.00	30,000.00	2,966.00	5,905.00	-24,095.00	19.68 %
100-000-314025	SOCIAL SERVICES CONTRACT	32,000.00	32,000.00	0.00	0.00	-32,000.00	0.00 %
100-000-314030	LIEN SEARCH FEES	4,200.00	4,200.00	660.00	2,700.00	-1,500.00	64.29 %
100-000-314040	ALL OTHER LIBRARY RECEIPTS	25,000.00	25,000.00	1,670.66	5,881.39	-19,118.61	23.53 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	97,700.00	97,700.00	7,693.41	18,561.30	-79,138.70	19.00 %
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	4,457.00	19,411.00	19,411.00	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	4,457.00	19,411.00	19,411.00	0.00 %
RptType: 3150 - GRANTS							
100-000-315040	FIRE GRANTS	257,020.00	257,020.00	0.00	55,075.65	-201,944.35	21.43 %
100-000-315050	READY TO READ/STATE AID LIBRARY	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
100-000-315055	MARINE BOARD MAINTENANCE GRA...	5,400.00	5,400.00	0.00	0.00	-5,400.00	0.00 %
100-000-315070	SR. CENTER FEDERAL FUNDS	0.00	0.00	3,296.00	8,008.01	8,008.01	0.00 %
	RptType: 3150 - GRANTS Total:	265,420.00	265,420.00	3,296.00	63,083.66	-202,336.34	23.77 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3160 - DEBT SERVICE PROCEEDS							
100-000-381000	OFS-DEBT PROCEEDS	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
	RptType: 3160 - DEBT SERVICE PROCEEDS Total:	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
RptType: 3260 - FINES AND FORFEITURES							
100-000-326010	COURT FINES & FORFEITURES	356,400.00	356,400.00	31,859.29	146,813.14	-209,586.86	41.19 %
	RptType: 3260 - FINES AND FORFEITURES Total:	356,400.00	356,400.00	31,859.29	146,813.14	-209,586.86	41.19 %
RptType: 3301 - INTEREST							
100-000-330100	INTEREST	65,000.00	65,000.00	15,530.07	56,753.58	-8,246.42	87.31 %
	RptType: 3301 - INTEREST Total:	65,000.00	65,000.00	15,530.07	56,753.58	-8,246.42	87.31 %
RptType: 3600 - MISCELLANEOUS							
100-000-360000	ALL OTHER GF RECEIPTS	122,000.00	122,000.00	-20,227.00	30,146.85	-91,853.15	24.71 %
100-000-361014	FIRE TRAINING REIMBURSEMENT	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	6,000.00	6,000.00	656.75	1,850.00	-4,150.00	30.83 %
100-000-361041	LIBRARY FOUNDATION - FUNDED PR...	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00 %
100-000-362210	SENIOR CENTER BEQUESTS	0.00	0.00	0.00	9,332.00	9,332.00	0.00 %
100-000-362212	TRAM TRIPS	2,000.00	2,000.00	607.91	3,977.82	1,977.82	198.89 %
100-000-362213	MEAL CHARGES	5,000.00	5,000.00	769.79	5,830.01	830.01	116.60 %
100-000-362214	MEDICAID FUNDS	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	161,000.00	161,000.00	-18,192.55	56,136.68	-104,863.32	34.87 %
RptType: 3700 - OTHER							
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	15,000.00	15,000.00	535.99	156,054.94	141,054.94	1,040.37 %
	RptType: 3700 - OTHER Total:	15,000.00	15,000.00	535.99	156,054.94	141,054.94	1,040.37 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	10,200,116.00	13,200,116.00	127,226.92	3,727,253.70	-9,472,862.30	28.24 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
100-910-399205	TRANSFER IN FROM STREET FUND	66,105.00	66,105.00	0.00	0.00	-66,105.00	0.00 %
100-910-399228	TRANSFER IN FROM POLICE LEVY	14,990.00	14,990.00	0.00	0.00	-14,990.00	0.00 %
100-910-399229	TRANSFER IN FROM FIRE LEVY	6,300.00	6,300.00	0.00	0.00	-6,300.00	0.00 %
100-910-399390	TRANSFER IN FROM URBAN RENEWAL	0.00	45,250.00	0.00	0.00	-45,250.00	0.00 %
100-910-399730	TRANSFER IN FROM SEWER FUND	28,620.00	28,620.00	0.00	0.00	-28,620.00	0.00 %
100-910-399740	TRANSFER IN FROM WATER FUND	16,025.00	16,025.00	0.00	0.00	-16,025.00	0.00 %
100-910-399750	TRANSFER IN FROM STORM WATER	20,350.00	20,350.00	0.00	0.00	-20,350.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	152,390.00	197,640.00	0.00	0.00	-197,640.00	0.00 %
	Department: 910 - TRANSFER IN Total:	152,390.00	197,640.00	0.00	0.00	-197,640.00	0.00 %
	Revenue Total:	10,352,506.00	13,397,756.00	127,226.92	3,727,253.70	-9,670,502.30	27.82 %
Expense							
Department: 121 - ADMIN							
RptCategory: 40 - PERSONNEL SERVICES							
100-121-431010	CITY ADMINISTRATOR	142,000.00	142,000.00	10,500.00	42,000.00	100,000.00	29.58 %
100-121-431020	CITY RECORDER	109,500.00	109,500.00	11,977.00	44,968.00	64,532.00	41.07 %
100-121-431070	OFFICE ASSISTANT	82,895.00	82,895.00	5,307.27	17,808.27	65,086.73	21.48 %
100-121-431500	ACCOUNTING CLERK	121,200.00	121,200.00	7,967.12	26,858.28	94,341.72	22.16 %
100-121-450100	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-121-450500	CAREER RECOGNITION PAY	3,200.00	3,200.00	183.85	631.30	2,568.70	19.73 %
100-121-470000	ASSOCIATED PAYROLL COSTS	267,200.00	267,200.00	15,491.70	59,273.74	207,926.26	22.18 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	726,995.00	726,995.00	51,426.94	191,539.59	535,455.41	26.35 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	247,107.00	247,107.00	17,464.62	44,619.62	202,487.38	18.06 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	40,000.00	40,000.00	0.00	13,000.00	27,000.00	32.50 %
100-121-500130	LEGAL FEES	188,000.00	188,000.00	10,128.75	19,905.94	168,094.06	10.59 %
100-121-500210	COMPUTER/TECHNOLOGY SERVICES	66,000.00	66,000.00	0.00	17,144.67	48,855.33	25.98 %
100-121-500490	COUNCIL ACTIVITIES	10,000.00	10,000.00	0.00	583.24	9,416.76	5.83 %
100-121-500491	OUTSIDE AGENCY REQUESTS	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00 %
100-121-500492	COUNTY PLANNING SERVICES CONTR...	65,000.00	65,000.00	12,194.22	34,170.32	30,829.68	52.57 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	232,000.00	232,000.00	0.00	450.00	231,550.00	0.19 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-121-520120	BANK CHARGES	4,500.00	4,500.00	353.15	1,460.10	3,039.90	32.45 %
100-121-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	150.00	562.50	-562.50	0.00 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	27,255.00	27,255.00	930.10	5,398.26	21,856.74	19.81 %
100-121-520450	CITY NEWSLETTER	33,600.00	33,600.00	976.25	9,062.00	24,538.00	26.97 %
100-121-530000	FIRE & LIABILITY INSURANCE	160,000.00	160,000.00	7,130.75	156,548.11	3,451.89	97.84 %
100-121-530200	EMERGENCY MANAGEMENT	25,750.00	25,750.00	42.75	85.50	25,664.50	0.33 %
100-121-540110	EMPLOYEE APPRECIATION	1,700.00	1,700.00	0.00	393.01	1,306.99	23.12 %
100-121-540120	PERSONNEL RECRUITMENT	17,700.00	17,700.00	314.00	567.00	17,133.00	3.20 %
100-121-540200	DUES & MEMBERSHIPS	12,500.00	12,500.00	0.00	9,721.14	2,778.86	77.77 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	12,700.00	12,700.00	60.00	1,294.74	11,405.26	10.19 %
100-121-540230	MILEAGE REIMBURSEMENT	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
100-121-542000	PUBLICATIONS & SUBSCRIPTIONS	15,000.00	15,000.00	307.50	3,666.97	11,333.03	24.45 %
100-121-560120	TELEPHONES	14,000.00	14,000.00	780.56	3,246.66	10,753.34	23.19 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,178,062.00	1,178,062.00	50,832.65	321,879.78	856,182.22	27.32 %
Department: 121 - ADMIN Total:		1,905,057.00	1,905,057.00	102,259.59	513,419.37	1,391,637.63	26.95 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	7,800.00	7,800.00	654.02	2,676.14	5,123.86	34.31 %
100-124-437070	UTILITY WORKER, JOURNEY	33,000.00	33,000.00	1,983.00	8,163.80	24,836.20	24.74 %
100-124-439011	SEASONAL HELP	8,500.00	8,500.00	1,458.53	4,758.53	3,741.47	55.98 %
100-124-450100	OVERTIME	1,000.00	1,000.00	71.37	152.05	847.95	15.21 %
100-124-470000	ASSOCIATED PAYROLL COSTS	1,450.00	1,450.00	1,264.46	5,007.27	-3,557.27	345.33 %
RptCategory: 40 - PERSONNEL SERVICES Total:		51,750.00	51,750.00	5,431.38	20,757.79	30,992.21	40.11 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	47,000.00	47,000.00	2,599.55	10,991.65	36,008.35	23.39 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	29,000.00	29,000.00	1,139.15	8,468.54	20,531.46	29.20 %
100-124-520322	GENERATOR FUEL	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00 %
100-124-540220	TRAVEL, CONFERENCES& TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-124-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	7,400.00	7,400.00	0.00	232.79	7,167.21	3.15 %
100-124-560100	UTILITIES	52,500.00	52,500.00	4,793.86	21,012.51	31,487.49	40.02 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		138,500.00	138,500.00	8,532.56	40,705.49	97,794.51	29.39 %
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641010	BUILDING REPAIR	0.00	0.00	0.00	9,332.00	-9,332.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		0.00	0.00	0.00	9,332.00	-9,332.00	0.00 %
Department: 124 - FACILITIES Total:		190,250.00	190,250.00	13,963.94	70,795.28	119,454.72	37.21 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	61,000.00	61,000.00	4,955.33	19,821.32	41,178.68	32.49 %
100-220-432035	ASSISTANT COURT CLERK	22,600.00	22,600.00	4,404.96	16,930.06	5,669.94	74.91 %
100-220-450100	OVERTIME	800.00	800.00	0.00	0.00	800.00	0.00 %
100-220-450500	CAREER RECOGNITION PAY	580.00	580.00	0.00	0.00	580.00	0.00 %
100-220-470000	ASSOCIATED PAYROLL COSTS	57,000.00	57,000.00	4,466.21	17,631.03	39,368.97	30.93 %
RptCategory: 40 - PERSONNEL SERVICES Total:		141,980.00	141,980.00	13,826.50	54,382.41	87,597.59	38.30 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
100-220-500132	PROSECUTING ATTORNEY	45,500.00	45,500.00	6,000.00	12,000.00	33,500.00	26.37 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	31,550.00	31,550.00	3,825.00	6,075.00	25,475.00	19.26 %
100-220-500136	MUNICIPAL COURT JUDGE	41,000.00	41,000.00	0.00	9,000.00	32,000.00	21.95 %
100-220-500137	PRO-TEM JUDGE	1,869.00	1,869.00	0.00	0.00	1,869.00	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	8,000.00	8,000.00	1,710.00	1,710.00	6,290.00	21.38 %
100-220-520120	BANK CHARGES	6,000.00	6,000.00	0.00	1,205.48	4,794.52	20.09 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	11,000.00	11,000.00	80.55	3,291.84	7,708.16	29.93 %
100-220-520401	REFUNDS & COLLECTION SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
100-220-520420	DOCUMENT IMAGING	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-220-540220	TRAVEL, CONFERENCES & TRAININGI...	4,000.00	4,000.00	228.90	1,044.49	2,955.51	26.11 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		153,919.00	153,919.00	11,844.45	34,426.81	119,492.19	22.37 %
Department: 220 - COURT Total:		295,899.00	295,899.00	25,670.95	88,809.22	207,089.78	30.01 %
Department: 240 - POLICE							
RptCategory: 40 - PERSONNEL SERVICES							
100-240-432110	POLICE CHIEF	101,880.00	101,880.00	9,360.00	37,440.00	64,440.00	36.75 %
100-240-432130	POLICE LIEUTENANT	96,425.00	96,425.00	8,034.00	32,136.00	64,289.00	33.33 %
100-240-432140	POLICE DETECTIVE	144,125.00	144,125.00	6,129.24	24,482.85	119,642.15	16.99 %
100-240-432160	POLICE OFFICER	598,850.00	598,850.00	46,287.02	172,578.13	426,271.87	28.82 %
100-240-432170	POLICE SERGEANT	222,137.00	222,137.00	18,500.60	73,400.60	148,736.40	33.04 %
100-240-432182	PROPERTY ROOM TECHNICIAN	28,000.00	28,000.00	2,114.06	8,395.14	19,604.86	29.98 %
100-240-432185	POLICE RECORDS CLERK	47,700.00	47,700.00	3,963.00	15,852.00	31,848.00	33.23 %
100-240-432190	POLICE RESERVES	7,000.00	7,000.00	265.02	563.17	6,436.83	8.05 %
100-240-450100	OVERTIME	100,000.00	100,000.00	13,970.12	51,316.60	48,683.40	51.32 %
100-240-450200	HOLIDAY PAY	10,000.00	10,000.00	0.00	3,233.93	6,766.07	32.34 %
100-240-450300	PROFICIENCY PAY	50,000.00	50,000.00	2,469.25	9,368.27	40,631.73	18.74 %
100-240-450500	CAREER RECOGNITION PAY	8,000.00	8,000.00	135.10	497.11	7,502.89	6.21 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,005,000.00	1,005,000.00	51,758.38	202,613.93	802,386.07	20.16 %
100-240-470040	LIFE & DISABILITY INSURANCE	0.00	0.00	124.09	130.26	-130.26	0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,419,117.00	2,419,117.00	163,109.88	632,007.99	1,787,109.01	26.13 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	40,000.00	40,000.00	1,712.65	14,938.48	25,061.52	37.35 %
100-240-500284	PARK PATROL	6,300.00	6,300.00	0.00	4,092.00	2,208.00	64.95 %
100-240-510044	JUVENILE DIVERSION PROGRAM	3,500.00	3,500.00	0.00	2,500.00	1,000.00	71.43 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENS...	90,000.00	90,000.00	324.95	7,504.18	82,495.82	8.34 %
100-240-520112	FIREARMS/AMMUNITION	20,000.00	20,000.00	292.00	8,228.50	11,771.50	41.14 %
100-240-520310	MAINTENANCE, REPAIR & OPERATION	15,000.00	15,000.00	127.08	598.23	14,401.77	3.99 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	75,000.00	75,000.00	4,262.45	15,077.97	59,922.03	20.10 %
100-240-520340	RADIO MAINTENANCE REPLACEMENT	22,000.00	22,000.00	0.00	17,002.00	4,998.00	77.28 %
100-240-520345	RADAR MAINTENANCE REPLACEMENT	6,000.00	6,000.00	0.00	257.50	5,742.50	4.29 %
100-240-520400	OFFICE SUPPLIES & EQUIPMENT	9,000.00	9,000.00	241.31	3,787.24	5,212.76	42.08 %
100-240-540110	EMPLOYEE APPRECIATION	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
100-240-540200	DUES & MEMBERSHIPS	35,000.00	35,000.00	0.00	5,999.79	29,000.21	17.14 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	24,000.00	24,000.00	1,454.45	8,979.12	15,020.88	37.41 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	19,500.00	19,500.00	0.00	1,225.00	18,275.00	6.28 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	16,500.00	16,500.00	0.00	5,058.28	11,441.72	30.66 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		388,300.00	388,300.00	8,414.89	95,248.29	293,051.71	24.53 %
RptCategory: 60 - CAPITAL OUTLAY							
100-240-641025	POLICE STATION IMPROVEMENTS	38,800.00	38,800.00	0.00	0.00	38,800.00	0.00 %
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	151,000.00	151,000.00	24,772.00	24,772.00	126,228.00	16.41 %
100-240-661018	RADIO & COMPUTER RESERVE	8,000.00	8,000.00	0.00	790.00	7,210.00	9.88 %
RptCategory: 60 - CAPITAL OUTLAY Total:		197,800.00	197,800.00	24,772.00	25,562.00	172,238.00	12.92 %
Department: 240 - POLICE Total:		3,005,217.00	3,005,217.00	196,296.77	752,818.28	2,252,398.72	25.05 %
Department: 250 - FIRE							
RptCategory: 40 - PERSONNEL SERVICES							
100-250-432210	FIRE CHIEF	104,672.00	104,672.00	7,776.00	32,499.73	72,172.27	31.05 %
100-250-432220	FIRE MARSHAL	82,930.00	82,930.00	7,227.00	28,908.00	54,022.00	34.86 %
100-250-432240	FIRE CAPTAIN	172,000.00	172,000.00	14,815.07	63,857.56	108,142.44	37.13 %
100-250-432290	ON-CALL FIREFIGHTERS	280,000.00	280,000.00	20,378.07	85,599.79	194,400.21	30.57 %
100-250-450100	OVERTIME	13,000.00	13,000.00	1,811.40	7,454.20	5,545.80	57.34 %
100-250-470000	ASSOCIATED PAYROLL COSTS	244,000.00	244,000.00	23,755.75	99,647.24	144,352.76	40.84 %
100-250-470040	LIFE & DISABILITY INSURANCE	7,000.00	7,000.00	2,407.49	2,845.10	4,154.90	40.64 %
RptCategory: 40 - PERSONNEL SERVICES Total:		903,602.00	903,602.00	78,170.78	320,811.62	582,790.38	35.50 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-250-500110	CONTRACTUAL & PROFESSIONAL SER...	0.00	0.00	34.00	34.00	-34.00	0.00 %
100-250-500150	MEDICAL DIRECTOR CONTRACT	17,000.00	17,000.00	1,065.00	4,190.00	12,810.00	24.65 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-250-500210	COMPUTER/TECHNOLOGY SERVICES	13,500.00	13,500.00	0.00	0.00	13,500.00	0.00 %
100-250-500498	SHARE COST CCOM DISPATCH	87,300.00	87,300.00	7,000.08	28,000.32	59,299.68	32.07 %
100-250-510022	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
100-250-520122	FIRE PREVENTION & INVESTIGATION	12,000.00	12,000.00	159.94	2,031.05	9,968.95	16.93 %
100-250-520124	FIRST RESPONDER SUPPLIES	29,000.00	29,000.00	5,421.25	9,729.61	19,270.39	33.55 %
100-250-520126	SCBA & TURNOUT MAINTENANCE	15,500.00	15,500.00	86.22	4,807.94	10,692.06	31.02 %
100-250-520200	BLDG MAINTENANCE & SUPPLIES	47,000.00	47,000.00	1,245.64	12,039.34	34,960.66	25.62 %
100-250-520320	FLEET FUEL, MAINTENANCE & REPAIR	63,000.00	63,000.00	2,812.37	18,327.33	44,672.67	29.09 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	4,700.00	4,700.00	367.09	979.54	3,720.46	20.84 %
100-250-540130	PHYSICAL EXAMINATIONS	17,000.00	17,000.00	786.40	3,284.40	13,715.60	19.32 %
100-250-540200	DUES & MEMBERSHIPS	13,500.00	13,500.00	0.00	844.50	12,655.50	6.26 %
100-250-540222	TECH RESCUE TRAINING	12,250.00	12,250.00	0.00	0.00	12,250.00	0.00 %
100-250-540224	EMS TRAINING & RECERTIFICATION	12,500.00	12,500.00	0.00	1,889.00	10,611.00	15.11 %
100-250-540225	FIREFIGHTER TRAINING	64,000.00	64,000.00	0.00	3,931.24	60,068.76	6.14 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	18,500.00	18,500.00	828.54	4,479.84	14,020.16	24.22 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	51,000.00	51,000.00	0.00	2,693.71	48,306.29	5.28 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		527,750.00	527,750.00	19,806.53	97,261.82	430,488.18	18.43 %
RptCategory: 60 - CAPITAL OUTLAY							
100-250-661010	ROUTINE EQUIP REPLACEMENT	45,300.00	45,300.00	0.00	3,964.82	41,335.18	8.75 %
100-250-661012	TURN-OUTS & SCBA RESERVE	271,000.00	271,000.00	7,208.20	8,149.20	262,850.80	3.01 %
100-250-661014	DIVE RESCUE EQUIPMENT	16,000.00	16,000.00	0.00	4,106.75	11,893.25	25.67 %
100-250-661016	FIRE APPARATUS & EQUIPMENT RESE...	418,667.00	418,667.00	0.00	0.00	418,667.00	0.00 %
100-250-661018	RADIO & COMPUTER RESERVE	93,000.00	93,000.00	0.00	22,197.00	70,803.00	23.87 %
RptCategory: 60 - CAPITAL OUTLAY Total:		843,967.00	843,967.00	7,208.20	38,417.77	805,549.23	4.55 %
Department: 250 - FIRE Total:		2,275,319.00	2,275,319.00	105,185.51	456,491.21	1,818,827.79	20.06 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	21,400.00	21,400.00	1,797.80	7,191.20	14,208.80	33.60 %
100-526-437050	PUBLIC WORKS SUPERVISOR	32,200.00	32,200.00	2,943.11	12,042.64	20,157.36	37.40 %
100-526-437055	PW ADMIN ASSISTANT	3,000.00	3,000.00	845.11	3,288.59	-288.59	109.62 %
100-526-437070	UTILITY WORKER, JOURNEY	82,000.00	82,000.00	7,027.00	29,735.30	52,264.70	36.26 %
100-526-439011	SEASONAL HELP	11,000.00	11,000.00	4,098.52	19,663.64	-8,663.64	178.76 %
100-526-450100	OVERTIME	1,300.00	1,300.00	94.77	794.92	505.08	61.15 %
100-526-450500	CAREER RECOGNITION PAY	1,690.00	1,690.00	151.32	642.61	1,047.39	38.02 %
100-526-470000	ASSOCIATED PAYROLL COSTS	90,000.00	90,000.00	8,039.83	34,423.11	55,576.89	38.25 %
RptCategory: 40 - PERSONNEL SERVICES Total:		242,590.00	242,590.00	24,997.46	107,782.01	134,807.99	44.43 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	91.40	999.40	19,000.60	5.00 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	18,000.00	18,000.00	3,670.00	15,465.81	2,534.19	85.92 %
100-526-520132	HAZARDOUS TREE REMOVAL	29,000.00	29,000.00	0.00	1,015.00	27,985.00	3.50 %
100-526-520320	FLEET FUEL, MAINTENANCE & REPAIR	30,000.00	30,000.00	473.06	3,841.20	26,158.80	12.80 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	2,000.00	2,000.00	36.80	289.69	1,710.31	14.48 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	0.00	300.60	2,699.40	10.02 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	20,000.00	20,000.00	0.00	679.94	19,320.06	3.40 %
100-526-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
100-526-560100	UTILITIES	25,000.00	25,000.00	1,978.43	10,601.94	14,398.06	42.41 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		152,000.00	152,000.00	6,249.69	33,193.58	118,806.42	21.84 %
RptCategory: 60 - CAPITAL OUTLAY							
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	115,200.00	115,200.00	0.00	0.00	115,200.00	0.00 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	124,000.00	124,000.00	0.00	0.00	124,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		239,200.00	239,200.00	0.00	0.00	239,200.00	0.00 %
Department: 526 - PARKS Total:		633,790.00	633,790.00	31,247.15	140,975.59	492,814.41	22.24 %
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	10,000.00	10,000.00	0.00	2,133.66	7,866.34	21.34 %
100-527-435120	PLAYGROUND AIDES	14,000.00	14,000.00	0.00	12,141.53	1,858.47	86.73 %

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100-527-470000	ASSOCIATED PAYROLL COSTS	5,300.00	5,300.00	0.00	2,308.41	2,991.59	43.55 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	29,300.00	29,300.00	0.00	16,583.60	12,716.40	56.60 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-527-500460	COMMUNITY SCHOOL CONTRACT	23,500.00	23,500.00	0.00	0.00	23,500.00	0.00 %
100-527-510062	SUMMER PROGRAMS	2,700.00	2,700.00	0.00	1,116.42	1,583.58	41.35 %
100-527-510064	SPECIAL EVENTS	850.00	850.00	10.95	72.25	777.75	8.50 %
100-527-520136	MAINTENANCE & SUPPLIES	700.00	700.00	0.00	140.37	559.63	20.05 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	27,750.00	27,750.00	10.95	1,329.04	26,420.96	4.79 %
	Department: 527 - RECREATION Total:	57,050.00	57,050.00	10.95	17,912.64	39,137.36	31.40 %
	Department: 528 - SENIOR CENTER						
	RptCategory: 40 - PERSONNEL SERVICES						
100-528-435210	SENIOR CENTER MANAGER	74,000.00	74,000.00	5,812.90	23,056.90	50,943.10	31.16 %
100-528-435240	TRAM DRIVER	33,500.00	33,500.00	2,077.01	9,640.35	23,859.65	28.78 %
100-528-435250	NUTRITION CATERER	32,000.00	32,000.00	2,355.75	10,339.02	21,660.98	32.31 %
100-528-435280	CENTER ASSISTANT	42,000.00	42,000.00	3,364.00	13,833.31	28,166.69	32.94 %
100-528-435295	BUILDING MONITOR	7,000.00	7,000.00	387.00	1,030.90	5,969.10	14.73 %
100-528-450500	CAREER RECOGNITION PAY	1,500.00	1,500.00	132.98	472.24	1,027.76	31.48 %
100-528-470000	ASSOCIATED PAYROLL COSTS	82,500.00	82,500.00	6,296.84	24,783.89	57,716.11	30.04 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	272,500.00	272,500.00	20,426.48	83,156.61	189,343.39	30.52 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-528-500210	COMPUTER/TECHNOLOGY SERVICES	425.00	425.00	0.00	99.98	325.02	23.52 %
100-528-510075	NUTRITION PROGRAM SUPPLIES	13,000.00	13,000.00	1,503.95	3,490.09	9,509.91	26.85 %
100-528-520140	TRAM EXPENSES	6,480.00	6,480.00	439.25	1,983.55	4,496.45	30.61 %
100-528-520190	MISCELLANEOUS EQUIPMENT	2,700.00	2,700.00	0.00	32.69	2,667.31	1.21 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	3,600.00	3,600.00	345.00	1,977.90	1,622.10	54.94 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	9,500.00	9,500.00	0.00	36.00	9,464.00	0.38 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	6,500.00	6,500.00	80.82	833.95	5,666.05	12.83 %
100-528-540200	DUES & MEMBERSHIPS	2,400.00	2,400.00	0.00	415.94	1,984.06	17.33 %
100-528-540230	MILEAGE REIMBURSEMENT	100.00	100.00	0.00	0.00	100.00	0.00 %
100-528-560120	TELEPHONES	3,500.00	3,500.00	187.24	1,022.25	2,477.75	29.21 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	48,205.00	48,205.00	2,556.26	9,892.35	38,312.65	20.52 %
	RptCategory: 60 - CAPITAL OUTLAY						
100-528-641010	BUILDING REPAIR	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
100-528-641090	PLANTON ESTATE	137,959.00	137,959.00	0.00	0.00	137,959.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	150,959.00	150,959.00	0.00	0.00	150,959.00	0.00 %
	Department: 528 - SENIOR CENTER Total:	471,664.00	471,664.00	22,982.74	93,048.96	378,615.04	19.73 %
	Department: 529 - LIBRARY						
	RptCategory: 40 - PERSONNEL SERVICES						
100-529-435320	LIBRARY ASSISTANT II	470,000.00	470,000.00	23,562.92	94,662.28	375,337.72	20.14 %
100-529-435392	ON CALL LIB ASSISTANT	35,900.00	35,900.00	3,293.92	11,058.14	24,841.86	30.80 %
100-529-450500	CAREER RECOGNITION PAY	3,925.00	3,925.00	127.98	494.21	3,430.79	12.59 %
100-529-470000	ASSOCIATED PAYROLL COSTS	126,500.00	126,500.00	12,695.05	50,345.67	76,154.33	39.80 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	636,325.00	636,325.00	39,679.87	156,560.30	479,764.70	24.60 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-529-500110	CONTRACTUAL & PROFESSIONAL SER...	74,310.00	74,310.00	15,958.00	15,958.00	58,352.00	21.47 %
100-529-500210	COMPUTER/TECHNOLOGY SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-529-510081	NEW BOOKS	115,000.00	115,000.00	10,626.35	24,335.57	90,664.43	21.16 %
100-529-510082	ADULT/CHILDREN'S PROGRAMS	11,000.00	11,000.00	0.00	30.38	10,969.62	0.28 %
100-529-510084	READY TO READ GRANT	3,300.00	3,300.00	0.00	382.80	2,917.20	11.60 %
100-529-510086	LIB FOUNDATION FUNDED PROGRAM	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
100-529-510100	MARKETING	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00 %
100-529-520400	OFFICE SUPPLIES & EQUIPMENT	6,800.00	6,800.00	172.09	2,033.65	4,766.35	29.91 %
100-529-530100	RENTALS AND LEASES	12,000.00	12,000.00	671.91	1,977.70	10,022.30	16.48 %
100-529-540200	DUES & MEMBERSHIPS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
100-529-542000	PUBLICATIONS & SUBSCRIPTIONS	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-529-560120	TELEPHONES	950.00	950.00	0.00	0.00	950.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	260,760.00	260,760.00	27,428.35	44,718.10	216,041.90	17.15 %
	Department: 529 - LIBRARY Total:	897,085.00	897,085.00	67,108.22	201,278.40	695,806.60	22.44 %
	Department: 600 - DEBT SERVICE						
	RptCategory: 70 - DEBT SERVICE						
100-600-730040	DEBT SERVICE - INTEREST	0.00	45,250.00	0.00	0.00	45,250.00	0.00 %
	RptCategory: 70 - DEBT SERVICE Total:	0.00	45,250.00	0.00	0.00	45,250.00	0.00 %
	Department: 600 - DEBT SERVICE Total:	0.00	45,250.00	0.00	0.00	45,250.00	0.00 %
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
100-920-899205	TRANSFER OUT TO ROAD & STREET F...	221,175.00	221,175.00	0.00	0.00	221,175.00	0.00 %
100-920-899390	TRANSFER OUT TO URBAN RENEWAL	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	221,175.00	3,221,175.00	0.00	3,000,000.00	221,175.00	93.13 %
	Department: 920 - TRANSFER OUT Total:	221,175.00	3,221,175.00	0.00	3,000,000.00	221,175.00	93.13 %
	Department: 990 - CONTINGENCY						
	RptCategory: 90 - OTHER						
100-990-910000	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:	10,352,506.00	13,397,756.00	564,725.82	5,335,548.95	8,062,207.05	39.82 %
	Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-437,498.90	-1,608,295.25	-1,608,295.25	0.00 %

Budget Report

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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: 1000 - CURRENT ASSETS							
205-000-104050	DUE FROM OTHER GOV'TSOURCE	0.00	0.00	0.00	72,989.68	72,989.68	0.00 %
	RptType: 1000 - CURRENT ASSETS Total:	0.00	0.00	0.00	72,989.68	72,989.68	0.00 %
RptType: 3000 - BEG FUND BAL.							
205-000-309999	BEGINNING FUND BALANCE	1,807,000.00	1,807,000.00	0.00	0.00	-1,807,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	1,807,000.00	1,807,000.00	0.00	0.00	-1,807,000.00	0.00 %
RptType: 3110 - STATE SHARED TAXES							
205-000-310140	STATE HIGHWAY TAXES	750,000.00	750,000.00	79,318.87	218,938.73	-531,061.27	29.19 %
	RptType: 3110 - STATE SHARED TAXES Total:	750,000.00	750,000.00	79,318.87	218,938.73	-531,061.27	29.19 %
RptType: 3141 - SDC							
205-000-314075	TRANSPORTATION SDC'S	10,000.00	10,000.00	1,406.00	34,808.97	24,808.97	348.09 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	1,406.00	34,808.97	24,808.97	348.09 %
RptType: 3600 - MISCELLANEOUS							
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	30,000.00	30,000.00	1,460.00	5,762.50	-24,237.50	19.21 %
	RptType: 3600 - MISCELLANEOUS Total:	30,000.00	30,000.00	1,460.00	5,762.50	-24,237.50	19.21 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	2,597,000.00	2,597,000.00	82,184.87	332,499.88	-2,264,500.12	12.80 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
205-910-399100	TRANSFER IN FROM GENERAL FUND	221,175.00	221,175.00	0.00	0.00	-221,175.00	0.00 %
205-910-399730	TRANSFER IN FROM SEWER FUND	113,650.00	113,650.00	0.00	0.00	-113,650.00	0.00 %
205-910-399740	TRANSFER IN FROM WATER FUND	72,125.00	72,125.00	0.00	0.00	-72,125.00	0.00 %
205-910-399750	TRANSFER IN FROM STORM WATER	37,500.00	37,500.00	0.00	0.00	-37,500.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	444,450.00	444,450.00	0.00	0.00	-444,450.00	0.00 %
	Department: 910 - TRANSFER IN Total:	444,450.00	444,450.00	0.00	0.00	-444,450.00	0.00 %
	Revenue Total:	3,041,450.00	3,041,450.00	82,184.87	332,499.88	-2,708,950.12	10.93 %
Expense							
Department: 305 - ROAD AND STREET							
RptCategory: 40 - PERSONNEL SERVICES							
205-305-437049	PUBLIC WORKS DIRECTOR	21,500.00	21,500.00	1,797.80	7,191.20	14,308.80	33.45 %
205-305-437050	PUBLIC WORKS SUPERVISOR	35,050.00	35,050.00	2,943.11	12,042.64	23,007.36	34.36 %
205-305-437055	PW ADMIN ASSISTANT	5,150.00	5,150.00	845.11	3,288.59	1,861.41	63.86 %
205-305-437070	UTILITY WORKER, JOURNEY	115,000.00	115,000.00	9,266.01	37,700.23	77,299.77	32.78 %
205-305-439011	SEASONAL HELP	30,000.00	30,000.00	840.00	4,650.00	25,350.00	15.50 %
205-305-450100	OVERTIME	6,000.00	6,000.00	171.96	1,442.25	4,557.75	24.04 %
205-305-450500	CAREER RECOGNITION PAY	610.00	610.00	54.77	216.82	393.18	35.54 %
205-305-470000	ASSOCIATED PAYROLL COSTS	92,000.00	92,000.00	9,654.29	39,447.04	52,552.96	42.88 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	305,310.00	305,310.00	25,573.05	105,978.77	199,331.23	34.71 %
RptCategory: 50 - MATERIAL AND SERVICES							
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	60,000.00	60,000.00	1,386.24	6,005.78	53,994.22	10.01 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	485,000.00	485,000.00	49,999.75	66,317.69	418,682.31	13.67 %
205-305-520172	STREET LIGHT MAINTENANCE	78,000.00	78,000.00	5,878.50	23,512.27	54,487.73	30.14 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	41,000.00	41,000.00	-3,632.21	-2,625.65	43,625.65	-6.40 %
205-305-520178	STREET SIGN MAINTENANCE	35,000.00	35,000.00	0.00	5,921.15	29,078.85	16.92 %
205-305-520195	50/50 SIDEWALK REPAIR COST SHARE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	85,000.00	85,000.00	473.05	2,870.00	82,130.00	3.38 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	2,700.00	2,700.00	36.80	220.76	2,479.24	8.18 %
205-305-540220	TRAVEL, CONFERENCES & TRAINING	4,800.00	4,800.00	0.00	300.60	4,499.40	6.26 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	39,000.00	39,000.00	0.00	618.10	38,381.90	1.58 %
205-305-540400	DUMPING, HAULING, GARBAGE	32,000.00	32,000.00	0.00	125.00	31,875.00	0.39 %
205-305-560100	UTILITIES	2,000.00	2,000.00	51.67	154.82	1,845.18	7.74 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	884,500.00	884,500.00	54,193.80	103,420.52	781,079.48	11.69 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY							
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	425,000.00	425,000.00	0.00	0.00	425,000.00	0.00 %
205-305-675054	NEW STREET LIGHTS	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
205-305-675056	BIKEWAY & SIDEWALK IMPROVEMENT	57,000.00	57,000.00	0.00	0.00	57,000.00	0.00 %
205-305-676050	SYSTEM IMPROVEMENTS & PROJECTS	756,000.00	756,000.00	0.00	0.00	756,000.00	0.00 %
205-305-678090	RESERVE FROM SDC'S	327,535.00	327,535.00	0.00	0.00	327,535.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	1,585,535.00	1,585,535.00	0.00	0.00	1,585,535.00	0.00 %
	Department: 305 - ROAD AND STREET Total:	2,775,345.00	2,775,345.00	79,766.85	209,399.29	2,565,945.71	7.54 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
205-920-899100	TRANSFER OUT TO GENERAL FUND	66,105.00	66,105.00	0.00	0.00	66,105.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	66,105.00	66,105.00	0.00	0.00	66,105.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	66,105.00	66,105.00	0.00	0.00	66,105.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
205-990-910000	CONTINGENCY FUNDS	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	Department: 990 - CONTINGENCY Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
	Expense Total:	3,041,450.00	3,041,450.00	79,766.85	209,399.29	2,832,050.71	6.88 %
	Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	0.00	0.00	2,418.02	123,100.59	123,100.59	0.00 %

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		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	444,340.00	444,340.00	0.00	0.00	-444,340.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	444,340.00	444,340.00	0.00	0.00	-444,340.00	0.00 %
RptType: 3100 - LOCAL TAXES							
228-000-310020	CURRENT LEVY TAX	637,825.00	637,825.00	0.00	0.00	-637,825.00	0.00 %
228-000-310050	PRIOR YEAR TAXES	30,000.00	30,000.00	924.54	924.54	-29,075.46	3.08 %
	RptType: 3100 - LOCAL TAXES Total:	667,825.00	667,825.00	924.54	924.54	-666,900.46	0.14 %
RptType: 3301 - INTEREST							
228-000-330100	INTEREST	4,000.00	4,000.00	89.16	395.20	-3,604.80	9.88 %
	RptType: 3301 - INTEREST Total:	4,000.00	4,000.00	89.16	395.20	-3,604.80	9.88 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,116,165.00	1,116,165.00	1,013.70	1,319.74	-1,114,845.26	0.12 %
	Revenue Total:	1,116,165.00	1,116,165.00	1,013.70	1,319.74	-1,114,845.26	0.12 %
Expense							
Department: 245 - POLICE LEVY							
RptCategory: 40 - PERSONNEL SERVICES							
228-245-432160	POLICE OFFICER	129,000.00	129,000.00	6,098.54	24,071.93	104,928.07	18.66 %
228-245-432165	SCHOOL RESOURCE OFFICER	64,000.00	64,000.00	5,974.68	23,983.91	40,016.09	37.47 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	47,000.00	47,000.00	4,684.00	20,060.16	26,939.84	42.68 %
228-245-432192	ON CALL POLICE RECORDS CLERK	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
228-245-432195	EXECUTIVE ASSISTANT	60,000.00	60,000.00	4,065.00	14,010.84	45,989.16	23.35 %
228-245-450100	OVERTIME	26,800.00	26,800.00	4,839.64	12,449.70	14,350.30	46.45 %
228-245-450200	HOLIDAY PAY	3,200.00	3,200.00	0.00	422.34	2,777.66	13.20 %
228-245-450300	PROFICIENCY PAY	16,875.00	16,875.00	971.03	3,438.77	13,436.23	20.38 %
228-245-450500	CAREER RECOGNITION PAY	600.00	600.00	130.27	533.92	66.08	88.99 %
228-245-450600	UNIFORM ALLOWANCE	3,000.00	3,000.00	0.00	1,000.00	2,000.00	33.33 %
228-245-470000	ASSOCIATED PAYROLL COSTS	311,000.00	311,000.00	14,939.67	54,600.53	256,399.47	17.56 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	671,475.00	671,475.00	41,702.83	154,572.10	516,902.90	23.02 %
RptCategory: 50 - MATERIAL AND SERVICES							
228-245-500498	SHARE COST CCOM DISPATCH	132,000.00	132,000.00	11,009.08	44,036.32	87,963.68	33.36 %
228-245-510032	SRO EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
228-245-520310	MAINTENANCE, REPAIR & OPERATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	137,000.00	137,000.00	11,009.08	44,036.32	92,963.68	32.14 %
	Department: 245 - POLICE LEVY Total:	808,475.00	808,475.00	52,711.91	198,608.42	609,866.58	24.57 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
228-920-899100	TRANSFER OUT TO GENERAL FUND	14,990.00	14,990.00	0.00	0.00	14,990.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	14,990.00	14,990.00	0.00	0.00	14,990.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	14,990.00	14,990.00	0.00	0.00	14,990.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
228-990-910000	CONTINGENCY FUNDS	292,700.00	292,700.00	0.00	0.00	292,700.00	0.00 %
	RptCategory: 90 - OTHER Total:	292,700.00	292,700.00	0.00	0.00	292,700.00	0.00 %
	Department: 990 - CONTINGENCY Total:	292,700.00	292,700.00	0.00	0.00	292,700.00	0.00 %
	Expense Total:	1,116,165.00	1,116,165.00	52,711.91	198,608.42	917,556.58	17.79 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-51,698.21	-197,288.68	-197,288.68	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

	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	412,800.00	412,800.00	0.00	0.00	-412,800.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	412,800.00	412,800.00	0.00	0.00	-412,800.00 0.00 %
RptType: 3100 - LOCAL TAXES						
229-000-310020	CURRENT LEVY TAX	274,520.00	274,520.00	0.00	0.00	-274,520.00 0.00 %
229-000-310050	PRIOR YEAR TAXES	7,000.00	7,000.00	421.61	421.61	-6,578.39 6.02 %
	RptType: 3100 - LOCAL TAXES Total:	281,520.00	281,520.00	421.61	421.61	-281,098.39 0.15 %
RptType: 3301 - INTEREST						
229-000-330100	INTEREST	4,500.00	4,500.00	814.05	3,053.29	-1,446.71 67.85 %
	RptType: 3301 - INTEREST Total:	4,500.00	4,500.00	814.05	3,053.29	-1,446.71 67.85 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	698,820.00	698,820.00	1,235.66	3,474.90	-695,345.10 0.50 %
	Revenue Total:	698,820.00	698,820.00	1,235.66	3,474.90	-695,345.10 0.50 %
Expense						
Department: 255 - FIRE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
229-255-432230	TRAINING CAPTAIN	84,720.00	84,720.00	5,109.00	34,024.53	50,695.47 40.16 %
229-255-439010	PART TIME	50,000.00	50,000.00	1,737.64	7,002.73	42,997.27 14.01 %
229-255-439011	SEASONAL HELP	10,000.00	10,000.00	0.00	10,190.78	-190.78 101.91 %
229-255-470000	ASSOCIATED PAYROLL COSTS	73,000.00	73,000.00	4,455.71	21,383.73	51,616.27 29.29 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	217,720.00	217,720.00	11,302.35	72,601.77	145,118.23 33.35 %
RptCategory: 50 - MATERIAL AND SERVICES						
229-255-500110	CONTRACTUAL & PROFESSIONAL SER...	3,600.00	3,600.00	760.54	1,970.54	1,629.46 54.74 %
229-255-520365	EQUIPMENT TESTING & SERVICE	15,200.00	15,200.00	0.00	4,444.50	10,755.50 29.24 %
229-255-520400	OFFICE SUPPLIES & EQUIPMENT	20,000.00	20,000.00	0.00	0.00	20,000.00 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	38,800.00	38,800.00	760.54	6,415.04	32,384.96 16.53 %
RptCategory: 60 - CAPITAL OUTLAY						
229-255-641030	TRAINING FACILITY	78,000.00	78,000.00	0.00	0.00	78,000.00 0.00 %
229-255-660116	FIRE APPARATUS	300,000.00	300,000.00	0.00	0.00	300,000.00 0.00 %
229-255-660120	FIRE, EMS & EXTRICATION EQUIPME...	41,000.00	41,000.00	20,877.60	20,877.60	20,122.40 50.92 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	419,000.00	419,000.00	20,877.60	20,877.60	398,122.40 4.98 %
	Department: 255 - FIRE LEVY Total:	675,520.00	675,520.00	32,940.49	99,894.41	575,625.59 14.79 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
229-920-899100	TRANSFER OUT TO GENERAL FUND	6,300.00	6,300.00	0.00	0.00	6,300.00 0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	6,300.00	6,300.00	0.00	0.00	6,300.00 0.00 %
	Department: 920 - TRANSFER OUT Total:	6,300.00	6,300.00	0.00	0.00	6,300.00 0.00 %
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
229-990-910000	CONTINGENCY FUNDS	17,000.00	17,000.00	0.00	0.00	17,000.00 0.00 %
	RptCategory: 90 - OTHER Total:	17,000.00	17,000.00	0.00	0.00	17,000.00 0.00 %
	Department: 990 - CONTINGENCY Total:	17,000.00	17,000.00	0.00	0.00	17,000.00 0.00 %
	Expense Total:	698,820.00	698,820.00	32,940.49	99,894.41	598,925.59 14.29 %
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	-31,704.83	-96,419.51	-96,419.51 0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 306 - LIBRARY CAPITAL FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3101 - DNU						
306-000-310130	LIBRARY CONTR FROM COUNTY	2,600,000.00	2,600,000.00	0.00	0.00	-2,600,000.00 0.00 %
	RptType: 3101 - DNU Total:	2,600,000.00	2,600,000.00	0.00	0.00	-2,600,000.00 0.00 %
RptType: 3160 - DEBT SERVICE PROCEEDS						
306-000-316000	DEBT SERVICE PROCEEDS	2,700,000.00	2,700,000.00	0.00	0.00	-2,700,000.00 0.00 %
	RptType: 3160 - DEBT SERVICE PROCEEDS Total:	2,700,000.00	2,700,000.00	0.00	0.00	-2,700,000.00 0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,300,000.00	5,300,000.00	0.00	0.00	-5,300,000.00 0.00 %
	Revenue Total:	5,300,000.00	5,300,000.00	0.00	0.00	-5,300,000.00 0.00 %
Expense						
Department: 529 - LIBRARY						
RptCategory: 50 - MATERIAL AND SERVICES						
306-529-500110	CONTRACTUAL & PROFESSIONAL SER...	650,000.00	650,000.00	0.00	0.00	650,000.00 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	650,000.00	650,000.00	0.00	0.00	650,000.00 0.00 %
RptCategory: 60 - CAPITAL OUTLAY						
306-529-620000	CONSTRUCTION	2,400,000.00	2,400,000.00	0.00	0.00	2,400,000.00 0.00 %
306-529-660000	FURNISHINGS & EQUIPMENT	500,000.00	500,000.00	0.00	0.00	500,000.00 0.00 %
306-529-670000	INFRASTRUCTURE	500,000.00	500,000.00	0.00	0.00	500,000.00 0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	3,400,000.00	3,400,000.00	0.00	0.00	3,400,000.00 0.00 %
	Department: 529 - LIBRARY Total:	4,050,000.00	4,050,000.00	0.00	0.00	4,050,000.00 0.00 %
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
306-990-910000	CONTINGENCY FUNDS	1,250,000.00	1,250,000.00	0.00	0.00	1,250,000.00 0.00 %
	RptCategory: 90 - OTHER Total:	1,250,000.00	1,250,000.00	0.00	0.00	1,250,000.00 0.00 %
	Department: 990 - CONTINGENCY Total:	1,250,000.00	1,250,000.00	0.00	0.00	1,250,000.00 0.00 %
	Expense Total:	5,300,000.00	5,300,000.00	0.00	0.00	5,300,000.00 0.00 %
	Fund: 306 - LIBRARY CAPITAL FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00 0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
307-000-309999	BEGINNING FUND BALANCE	0.00	37,658.00	0.00	0.00	-37,658.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	0.00	37,658.00	0.00	0.00	-37,658.00	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	0.00	37,658.00	0.00	0.00	-37,658.00	0.00 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
307-910-399390	TRANSFER IN FROM URBAN RENEWAL	4,640,000.00	13,248,600.00	188,044.03	197,044.03	-13,051,555.97	1.49 %
	RptType: 3990 - TRANSFERS IN Total:	4,640,000.00	13,248,600.00	188,044.03	197,044.03	-13,051,555.97	1.49 %
	Department: 910 - TRANSFER IN Total:	4,640,000.00	13,248,600.00	188,044.03	197,044.03	-13,051,555.97	1.49 %
	Revenue Total:	4,640,000.00	13,286,258.00	188,044.03	197,044.03	-13,089,213.97	1.48 %
Expense							
Department: 307 - CIVIC CENTER PROJECT							
RptCategory: 50 - MATERIAL AND SERVICES							
307-307-620310	D/B SELECTION PM	0.00	6,442.00	0.00	0.00	6,442.00	0.00 %
307-307-620320	PROJECT MGMT-OWNERS REP	0.00	181,047.00	2,281.95	9,269.65	171,777.35	5.12 %
307-307-620325	OTHER PROF. SERVICES	0.00	10,000.00	0.00	97.50	9,902.50	0.98 %
307-307-620330	PROJECT LEGAL COSTS	0.00	11,561.00	0.00	225.00	11,336.00	1.95 %
307-307-620360	FINANCE CONSULTING	0.00	20,000.00	0.00	0.00	20,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	0.00	229,050.00	2,281.95	9,592.15	219,457.85	4.19 %
RptCategory: 60 - CAPITAL OUTLAY							
307-307-620100	CONSTRUCTION - PHASE 1	0.00	395,222.00	0.00	101,892.50	293,329.50	25.78 %
307-307-620110	CONSTRUCTION - PHASE 2	0.00	11,548,428.00	0.00	0.00	11,548,428.00	0.00 %
307-307-620340	TESTING & SPECIAL INSP.	0.00	60,000.00	0.00	0.00	60,000.00	0.00 %
307-307-620365	LAND ACQUISITION/SITE PREP	0.00	958.00	0.00	0.00	958.00	0.00 %
307-307-620370	ADD ALTERNATES	0.00	775,000.00	-2,500.00	-2,500.00	777,500.00	-0.32 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	0.00	12,779,608.00	-2,500.00	99,392.50	12,680,215.50	0.78 %
RptCategory: 70 - DEBT SERVICE							
307-307-740040	OFU-ISSUANCE COSTS	0.00	128,600.00	0.00	132,806.59	-4,206.59	103.27 %
	RptCategory: 70 - DEBT SERVICE Total:	0.00	128,600.00	0.00	132,806.59	-4,206.59	103.27 %
RptCategory: 90 - OTHER							
307-307-620390	PROJECT CONTINGENCY	0.00	149,000.00	0.00	0.00	149,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	0.00	149,000.00	0.00	0.00	149,000.00	0.00 %
	Department: 307 - CIVIC CENTER PROJECT Total:	0.00	13,286,258.00	-218.05	241,791.24	13,044,466.76	1.82 %
	Expense Total:	0.00	13,286,258.00	-218.05	241,791.24	13,044,466.76	1.82 %
	Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):	4,640,000.00	0.00	188,262.08	-44,747.21	-44,747.21	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

		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	7,391,000.00	7,391,000.00	0.00	0.00	-7,391,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	7,391,000.00	7,391,000.00	0.00	0.00	-7,391,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
390-000-310010	CURRENT YEAR TAXES	726,000.00	726,000.00	0.00	0.00	-726,000.00	0.00 %
390-000-310050	PRIOR YEAR TAXES	26,000.00	26,000.00	1,446.07	1,446.07	-24,553.93	5.56 %
	RptType: 3100 - LOCAL TAXES Total:	752,000.00	752,000.00	1,446.07	1,446.07	-750,553.93	0.19 %
RptType: 3160 - DEBT SERVICE PROCEEDS							
390-000-381000	OFS-DEBT PROCEEDS	0.00	3,800,000.00	0.00	3,800,000.00	0.00	100.00 %
	RptType: 3160 - DEBT SERVICE PROCEEDS Total:	0.00	3,800,000.00	0.00	3,800,000.00	0.00	100.00 %
RptType: 3301 - INTEREST							
390-000-330100	INTEREST	20,000.00	20,000.00	29,770.30	93,551.34	73,551.34	467.76 %
	RptType: 3301 - INTEREST Total:	20,000.00	20,000.00	29,770.30	93,551.34	73,551.34	467.76 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	8,163,000.00	11,963,000.00	31,216.37	3,894,997.41	-8,068,002.59	32.56 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
390-910-399100	TRANSFER IN FROM GENERAL FUND	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
	RptType: 3990 - TRANSFERS IN Total:	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
	Department: 910 - TRANSFER IN Total:	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100.00 %
	Revenue Total:	8,163,000.00	14,963,000.00	31,216.37	6,894,997.41	-8,068,002.59	46.08 %
Expense							
Department: 410 - URBAN RENEWAL							
RptCategory: 50 - MATERIAL AND SERVICES							
390-410-500110	CONTRACTUAL & PROFESSIONAL SER...	59,000.00	100.00	38.01	38.06	61.94	38.06 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
390-410-530000	FIRE & LIABILITY INSURANCE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	84,000.00	25,100.00	38.01	38.06	25,061.94	0.15 %
RptCategory: 70 - DEBT SERVICE							
390-410-730040	DEBT SERVICE - INTEREST	0.00	57,126.00	0.00	0.00	57,126.00	0.00 %
	RptCategory: 70 - DEBT SERVICE Total:	0.00	57,126.00	0.00	0.00	57,126.00	0.00 %
RptCategory: 89 - TRANSFERS OUT							
390-410-899100	TRANSFER OUT TO GENERAL FUND	0.00	45,250.00	0.00	0.00	45,250.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	0.00	45,250.00	0.00	0.00	45,250.00	0.00 %
	Department: 410 - URBAN RENEWAL Total:	84,000.00	127,476.00	38.01	38.06	127,437.94	0.03 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
390-920-899307	TRANSFER OUT TO CIVIC BUILDINGS ...	4,820,000.00	13,248,600.00	188,044.03	197,044.03	13,051,555.97	1.49 %
	RptCategory: 89 - TRANSFERS OUT Total:	4,820,000.00	13,248,600.00	188,044.03	197,044.03	13,051,555.97	1.49 %
	Department: 920 - TRANSFER OUT Total:	4,820,000.00	13,248,600.00	188,044.03	197,044.03	13,051,555.97	1.49 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
390-990-910000	CONTINGENCY FUNDS	2,824,000.00	1,586,924.00	0.00	0.00	1,586,924.00	0.00 %
	RptCategory: 90 - OTHER Total:	2,824,000.00	1,586,924.00	0.00	0.00	1,586,924.00	0.00 %
	Department: 990 - CONTINGENCY Total:	2,824,000.00	1,586,924.00	0.00	0.00	1,586,924.00	0.00 %
	Expense Total:	7,728,000.00	14,963,000.00	188,082.04	197,082.09	14,765,917.91	1.32 %
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	435,000.00	0.00	-156,865.67	6,697,915.32	6,697,915.32	0.00 %

Budget Report

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		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	2,011,995.00	2,011,995.00	0.00	0.00	-2,011,995.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,011,995.00	2,011,995.00	0.00	0.00	-2,011,995.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
730-000-314050	OAK LODGE SANITARY	538,000.00	538,000.00	50,279.84	213,300.88	-324,699.12	39.65 %
730-000-314055	TRI-CITY SERVICE DISTRICT	1,695,000.00	1,695,000.00	149,796.92	764,937.17	-930,062.83	45.13 %
730-000-314080	CONNECTION FEES	25,000.00	25,000.00	2,094.00	5,219.00	-19,781.00	20.88 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	2,258,000.00	2,258,000.00	202,170.76	983,457.05	-1,274,542.95	43.55 %
RptType: 3141 - SDC							
730-000-314110	SEWER SDC'S (13%)	5,000.00	5,000.00	3,228.09	13,988.09	8,988.09	279.76 %
	RptType: 3141 - SDC Total:	5,000.00	5,000.00	3,228.09	13,988.09	8,988.09	279.76 %
RptType: 3600 - MISCELLANEOUS							
730-000-360000	ALL OTHER SEWER RECEIPTS	10,000.00	10,000.00	200.00	500.00	-9,500.00	5.00 %
	RptType: 3600 - MISCELLANEOUS Total:	10,000.00	10,000.00	200.00	500.00	-9,500.00	5.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,284,995.00	4,284,995.00	205,598.85	997,945.14	-3,287,049.86	23.29 %
	Revenue Total:	4,284,995.00	4,284,995.00	205,598.85	997,945.14	-3,287,049.86	23.29 %
Expense							
Department: 703 - SEWER							
RptCategory: 40 - PERSONNEL SERVICES							
730-703-431500	ACCOUNTING CLERK	13,900.00	13,900.00	1,202.75	4,811.00	9,089.00	34.61 %
730-703-437049	PUBLIC WORKS DIRECTOR	21,500.00	21,500.00	1,797.80	7,191.20	14,308.80	33.45 %
730-703-437050	PUBLIC WORKS SUPERVISOR	30,000.00	30,000.00	2,326.92	9,349.95	20,650.05	31.17 %
730-703-437055	PW ADMIN ASSISTANT	7,500.00	7,500.00	845.11	3,288.59	4,211.41	43.85 %
730-703-437070	UTILITY WORKER, JOURNEY	84,000.00	84,000.00	7,261.01	29,637.58	54,362.42	35.28 %
730-703-439011	SEASONAL HELP	15,000.00	15,000.00	0.00	5,400.00	9,600.00	36.00 %
730-703-450100	OVERTIME	5,200.00	5,200.00	604.66	1,252.18	3,947.82	24.08 %
730-703-450500	CAREER RECOGNITION PAY	3,500.00	3,500.00	208.57	801.76	2,698.24	22.91 %
730-703-470000	ASSOCIATED PAYROLL COSTS	125,000.00	125,000.00	6,427.77	26,159.62	98,840.38	20.93 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	305,600.00	305,600.00	20,674.59	87,891.88	217,708.12	28.76 %
RptCategory: 50 - MATERIAL AND SERVICES							
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	33,000.00	33,000.00	1,195.84	4,717.15	28,282.85	14.29 %
730-703-500452	SDC PASS THROUGH TO TCSD	20,625.00	20,625.00	0.00	3,125.00	17,500.00	15.15 %
730-703-500456	OAK LODGE SANITARY DISTRICT	520,000.00	520,000.00	0.00	84,157.64	435,842.36	16.18 %
730-703-500458	TRI-CITY SERVICE DISTRICT	1,160,000.00	1,160,000.00	0.00	311,695.10	848,304.90	26.87 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	13,787.50	16,941.96	48,058.04	26.06 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPAIR	85,000.00	85,000.00	334.60	4,233.24	80,766.76	4.98 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	3,500.00	3,500.00	129.40	732.30	2,767.70	20.92 %
730-703-520430	UTILITY BILLS & POSTAGE	8,000.00	8,000.00	617.55	2,675.62	5,324.38	33.45 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	6,000.00	6,000.00	0.00	448.95	5,551.05	7.48 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	16,500.00	16,500.00	0.00	4,386.91	12,113.09	26.59 %
730-703-540400	DUMPING, HAULING, GARBAGE	20,000.00	20,000.00	0.00	50.00	19,950.00	0.25 %
730-703-560100	UTILITIES	2,500.00	2,500.00	97.38	337.57	2,162.43	13.50 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	1,940,125.00	1,940,125.00	16,162.27	433,501.44	1,506,623.56	22.34 %
RptCategory: 60 - CAPITAL OUTLAY							
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	679,000.00	679,000.00	0.00	0.00	679,000.00	0.00 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	818,000.00	818,000.00	0.00	0.00	818,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	1,497,000.00	1,497,000.00	0.00	0.00	1,497,000.00	0.00 %
	Department: 703 - SEWER Total:	3,742,725.00	3,742,725.00	36,836.86	521,393.32	3,221,331.68	13.93 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
730-920-899100	TRANSFER OUT TO GENERAL FUND	28,620.00	28,620.00	0.00	0.00	28,620.00	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
730-920-899205 TRANSFER OUT TO ROAD & STREET F...	113,650.00	113,650.00	0.00	0.00	113,650.00	0.00 %
RptCategory: 89 - TRANSFERS OUT Total:	142,270.00	142,270.00	0.00	0.00	142,270.00	0.00 %
Department: 920 - TRANSFER OUT Total:	142,270.00	142,270.00	0.00	0.00	142,270.00	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:	4,284,995.00	4,284,995.00	36,836.86	521,393.32	3,763,601.68	12.17 %
Fund: 730 - SEWER FUND Surplus (Deficit):	0.00	0.00	168,761.99	476,551.82	476,551.82	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

		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	1,943,432.00	1,943,432.00	0.00	0.00	-1,943,432.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	1,943,432.00	1,943,432.00	0.00	0.00	-1,943,432.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
740-000-314060	WATER SERVICE REVENUE	1,373,000.00	1,373,000.00	146,328.22	700,468.10	-672,531.90	51.02 %
740-000-314080	WATER SERVICE CONNECTIONS	12,000.00	12,000.00	1,460.00	1,810.00	-10,190.00	15.08 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,385,000.00	1,385,000.00	147,788.22	702,278.10	-682,721.90	50.71 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S (87%)	20,000.00	20,000.00	5,017.16	19,993.16	-6.84	99.97 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	5,017.16	19,993.16	-6.84	99.97 %
RptType: 3600 - MISCELLANEOUS							
740-000-360000	ALL OTHER WATER RECEIPTS	37,500.00	37,500.00	150.00	150.00	-37,350.00	0.40 %
	RptType: 3600 - MISCELLANEOUS Total:	37,500.00	37,500.00	150.00	150.00	-37,350.00	0.40 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	3,385,932.00	3,385,932.00	152,955.38	722,421.26	-2,663,510.74	21.34 %
	Revenue Total:	3,385,932.00	3,385,932.00	152,955.38	722,421.26	-2,663,510.74	21.34 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	18,500.00	18,500.00	1,443.30	5,773.20	12,726.80	31.21 %
740-704-437049	PUBLIC WORKS DIRECTOR	23,000.00	23,000.00	1,797.80	7,191.20	15,808.80	31.27 %
740-704-437050	PUBLIC WORKS SUPERVISOR	36,000.00	36,000.00	2,371.94	9,684.27	26,315.73	26.90 %
740-704-437055	PW ADMIN ASSISTANT	8,000.00	8,000.00	845.11	3,288.59	4,711.41	41.11 %
740-704-437070	UTILITY WORKER, JOURNEY	155,000.00	155,000.00	11,037.39	42,037.21	112,962.79	27.12 %
740-704-439011	SEASONAL HELP	25,000.00	25,000.00	0.00	6,165.00	18,835.00	24.66 %
740-704-450100	OVERTIME	10,000.00	10,000.00	965.24	2,486.56	7,513.44	24.87 %
740-704-450500	CAREER RECOGNITION PAY	2,500.00	2,500.00	190.20	731.27	1,768.73	29.25 %
740-704-470000	ASSOCIATED PAYROLL COSTS	175,000.00	175,000.00	7,852.80	31,724.02	143,275.98	18.13 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	453,000.00	453,000.00	26,503.78	109,081.32	343,918.68	24.08 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	60,000.00	60,000.00	1,415.86	16,183.42	43,816.58	26.97 %
740-704-500240	METER READING CONTRACT	35,000.00	35,000.00	2,118.54	8,468.58	26,531.42	24.20 %
740-704-500425	WHOLESALE WATER	560,000.00	560,000.00	0.00	84,853.10	475,146.90	15.15 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	5,319.18	10,387.26	2,612.74	79.90 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	145,000.00	145,000.00	400.00	20,702.08	124,297.92	14.28 %
740-704-520162	LABORATORY WATER TESTS	15,000.00	15,000.00	0.00	198.00	14,802.00	1.32 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	18,000.00	18,000.00	0.00	748.05	17,251.95	4.16 %
740-704-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	-353.10	353.10	0.00 %
740-704-520320	FLEET FUEL, MAINTENANCE & REPAIR	97,000.00	97,000.00	334.60	2,900.20	94,099.80	2.99 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	2,000.00	2,000.00	36.80	336.15	1,663.85	16.81 %
740-704-520430	UTILITY BILLS & POSTAGE	5,500.00	5,500.00	617.55	2,675.62	2,824.38	48.65 %
740-704-540200	DUES & MEMBERSHIPS	0.00	0.00	0.00	345.00	-345.00	0.00 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	3,600.00	3,600.00	1,000.00	1,130.13	2,469.87	31.39 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	15,000.00	15,000.00	0.00	4,827.10	10,172.90	32.18 %
740-704-540400	DUMPING, HAULING, GARBAGE	15,000.00	15,000.00	1,891.51	2,156.51	12,843.49	14.38 %
740-704-560100	UTILITIES	18,000.00	18,000.00	1,479.95	6,687.60	11,312.40	37.15 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	1,002,100.00	1,002,100.00	14,613.99	162,245.70	839,854.30	16.19 %
RptCategory: 60 - CAPITAL OUTLAY							
740-704-676050	SYSTEM IMPROVEMENTS & PROJECTS	890,000.00	890,000.00	0.00	0.00	890,000.00	0.00 %
740-704-678090	RESERVE FROM SDC'S	375,000.00	375,000.00	0.00	0.00	375,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	1,265,000.00	1,265,000.00	0.00	0.00	1,265,000.00	0.00 %
RptCategory: 70 - DEBT SERVICE							
740-704-720040	2005 BONDED DEBT/PRINCIPAL	153,000.00	153,000.00	0.00	153,000.00	0.00	100.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
740-704-730040	2005 BONDED DEBT/INTEREST	24,682.00	24,682.00	0.00	13,097.70	11,584.30	53.07 %
	RptCategory: 70 - DEBT SERVICE Total:	177,682.00	177,682.00	0.00	166,097.70	11,584.30	93.48 %
	Department: 704 - WATER Total:	2,897,782.00	2,897,782.00	41,117.77	437,424.72	2,460,357.28	15.10 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
740-920-899100	TRANSFER OUT TO GENERAL FUND	16,025.00	16,025.00	0.00	0.00	16,025.00	0.00 %
740-920-899205	TRANSFER OUT TO ROAD & STREET F...	72,125.00	72,125.00	0.00	0.00	72,125.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	88,150.00	88,150.00	0.00	0.00	88,150.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	88,150.00	88,150.00	0.00	0.00	88,150.00	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:	3,385,932.00	3,385,932.00	41,117.77	437,424.72	2,948,507.28	12.92 %
	Fund: 740 - WATER FUND Surplus (Deficit):	0.00	0.00	111,837.61	284,996.54	284,996.54	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

		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	30,390.00	30,390.00	0.00	0.00	-30,390.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	30,390.00	30,390.00	0.00	0.00	-30,390.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
750-000-314060	STORM REVENUE	552,080.00	552,080.00	57,516.28	232,704.43	-319,375.57	42.15 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	552,080.00	552,080.00	57,516.28	232,704.43	-319,375.57	42.15 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	0.00	0.00	0.00	2,881.00	2,881.00	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	0.00	2,881.00	2,881.00	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	582,470.00	582,470.00	57,516.28	235,585.43	-346,884.57	40.45 %
	Revenue Total:	582,470.00	582,470.00	57,516.28	235,585.43	-346,884.57	40.45 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	15,750.00	15,750.00	1,202.75	4,811.00	10,939.00	30.55 %
750-705-437049	PUBLIC WORKS DIRECTOR	22,380.00	22,380.00	1,797.80	7,191.20	15,188.80	32.13 %
750-705-437050	PUBLIC WORKS SUPERVISOR	26,200.00	26,200.00	2,326.91	9,196.94	17,003.06	35.10 %
750-705-437055	PW ADMIN ASSISTANT	8,000.00	8,000.00	845.11	3,288.58	4,711.42	41.11 %
750-705-437070	UTILITY WORKER, JOURNEY	65,000.00	65,000.00	3,330.24	15,586.84	49,413.16	23.98 %
750-705-439011	SEASONAL HELP	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
750-705-450100	OVERTIME	7,000.00	7,000.00	189.97	338.23	6,661.77	4.83 %
750-705-450500	CAREER RECOGNITION PAY	500.00	500.00	36.08	144.32	355.68	28.86 %
750-705-470000	ASSOCIATED PAYROLL COSTS	100,000.00	100,000.00	4,970.39	20,364.57	79,635.43	20.36 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	269,830.00	269,830.00	14,699.25	60,921.68	208,908.32	22.58 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	1,696.53	5,281.99	14,718.01	26.41 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	30,000.00	30,000.00	3,472.50	12,704.95	17,295.05	42.35 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	50,000.00	50,000.00	334.59	1,914.63	48,085.37	3.83 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	1,300.00	1,300.00	36.80	336.09	963.91	25.85 %
750-705-520430	UTILITY BILLS & POSTAGE	5,000.00	5,000.00	617.74	2,676.42	2,323.58	53.53 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	2,700.00	2,700.00	0.00	876.22	1,823.78	32.45 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	17,000.00	17,000.00	0.00	4,334.61	12,665.39	25.50 %
750-705-540400	DUMPING, HAULING, GARBAGE	19,000.00	19,000.00	0.00	315.00	18,685.00	1.66 %
750-705-560100	UTILITIES	1,000.00	1,000.00	51.67	154.82	845.18	15.48 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	146,000.00	146,000.00	6,209.83	28,594.73	117,405.27	19.59 %
RptCategory: 60 - CAPITAL OUTLAY							
750-705-676050	SYSTEM IMPROVEMENTS & PROJECTS	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00 %
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	453,830.00	453,830.00	20,909.08	89,516.41	364,313.59	19.72 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
750-920-899100	TRANSFER OUT TO GENERAL FUND	70,350.00	70,350.00	0.00	0.00	70,350.00	0.00 %
750-920-899205	TRANSFER OUT TO ROAD & STREET F...	37,500.00	37,500.00	0.00	0.00	37,500.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	107,850.00	107,850.00	0.00	0.00	107,850.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	107,850.00	107,850.00	0.00	0.00	107,850.00	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
750-990-910000 CONTINGENCY FUNDS	20,790.00	20,790.00	0.00	0.00	20,790.00	0.00 %
RptCategory: 90 - OTHER Total:	20,790.00	20,790.00	0.00	0.00	20,790.00	0.00 %
Department: 990 - CONTINGENCY Total:	20,790.00	20,790.00	0.00	0.00	20,790.00	0.00 %
Expense Total:	582,470.00	582,470.00	20,909.08	89,516.41	492,953.59	15.37 %
Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	36,607.20	146,069.02	146,069.02	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 10/31/2018

		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	8,000.00	8,000.00	0.00	0.00	-8,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	8,000.00	8,000.00	0.00	0.00	-8,000.00	0.00 %
RptType: 3260 - FINES AND FORFEITURES							
801-000-326020	CITY OF GLADSTONE FINES/FEES	362,000.00	362,000.00	34,022.51	140,292.69	-221,707.31	38.75 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	12,000.00	12,000.00	1,229.08	4,714.30	-7,285.70	39.29 %
801-000-326040	STATE OF OREGON FINES/FEES	35,000.00	35,000.00	5,109.67	21,028.39	-13,971.61	60.08 %
801-000-326050	RESTITUTION	3,000.00	3,000.00	-100.00	0.00	-3,000.00	0.00 %
801-000-326060	BOND	20,000.00	20,000.00	770.00	1,386.71	-18,613.29	6.93 %
	RptType: 3260 - FINES AND FORFEITURES Total:	432,000.00	432,000.00	41,031.26	167,422.09	-264,577.91	38.76 %
RptType: 3600 - MISCELLANEOUS							
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	0.00	403.28	403.28	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	0.00	403.28	403.28	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	440,000.00	440,000.00	41,031.26	167,825.37	-272,174.63	38.14 %
	Revenue Total:	440,000.00	440,000.00	41,031.26	167,825.37	-272,174.63	38.14 %
Expense							
Department: 220 - COURT							
RptCategory: 50 - MATERIAL AND SERVICES							
801-220-500500	CITY OF GLADSTONE FINES & FEES	356,400.00	356,400.00	31,859.29	146,987.14	209,412.86	41.24 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	20,600.00	20,600.00	980.27	5,125.14	15,474.86	24.88 %
801-220-500520	STATE OF OREGON FINES & FEES	40,000.00	40,000.00	4,735.88	22,699.08	17,300.92	56.75 %
801-220-500530	RESTITUTION	3,000.00	3,000.00	-100.00	0.00	3,000.00	0.00 %
801-220-500540	BOND - COURT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
801-220-500550	ALL OTHER FEES & FINES	0.00	0.00	349.50	481.73	-481.73	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	440,000.00	440,000.00	37,824.94	175,293.09	264,706.91	39.84 %
	Department: 220 - COURT Total:	440,000.00	440,000.00	37,824.94	175,293.09	264,706.91	39.84 %
	Expense Total:	440,000.00	440,000.00	37,824.94	175,293.09	264,706.91	39.84 %
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	3,206.32	-7,467.72	-7,467.72	0.00 %
	Report Surplus (Deficit):	5,075,000.00	0.00	-166,674.39	5,774,414.92	5,774,414.92	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	-437,498.90	-1,608,295.25	-1,608,295.25
205 - ROAD AND STREET FUND	0.00	0.00	2,418.02	123,100.59	123,100.59
228 - POLICE LEVY FUND	0.00	0.00	-51,698.21	-197,288.68	-197,288.68
229 - FIRE LEVY FUND	0.00	0.00	-31,704.83	-96,419.51	-96,419.51
306 - LIBRARY CAPITAL FUND	0.00	0.00	0.00	0.00	0.00
307 - CIVIC BUILDINGS CAPITAL FUN	4,640,000.00	0.00	188,262.08	-44,747.21	-44,747.21
390 - URBAN RENEWAL FUND	435,000.00	0.00	-156,865.67	6,697,915.32	6,697,915.32
730 - SEWER FUND	0.00	0.00	168,761.99	476,551.82	476,551.82
740 - WATER FUND	0.00	0.00	111,837.61	284,996.54	284,996.54
750 - STORM WATER FUND	0.00	0.00	36,607.20	146,069.02	146,069.02
801 - MUNICIPAL COURT TRUST FUN	0.00	0.00	3,206.32	-7,467.72	-7,467.72
Report Surplus (Deficit):	5,075,000.00	0.00	-166,674.39	5,774,414.92	5,774,414.92

CHECK REGISTER FOR OCTOBER 2018

Check Date	Check No.	Vendor		Line Item Description
10/04/2018	86049	Alexin Analytical Laboratories	\$ 396.00	Drinking Water Tests - PW
10/04/2018	86050	Aramark	\$ 55.46	Mats/Coveralls - PW
10/04/2018	86051	Backflow Management Inc	\$ 22.00	Letters Mailed - PW
10/04/2018	86052	Beery,Elsner & Hammond LLP	\$ 5,109.90	Legal Fees - Admin
10/04/2018	86053	Cascade Form Systems	\$ 1,065.60	Form Printing - CT
10/04/2018	86054	Cintas First Aid Lockbox	\$ 640.87	First Aid Supplies - PW/SC/LIB/PD/Admin
10/04/2018	86055	Clackamas County Finance Department	\$ 10,687.73	Planning Fees - Admin
10/04/2018	86056	Clackamas Fire District #1	\$ 6,513.04	Vehicle Maintenance - FD
10/04/2018	86057	Clark's Lawn & Garden Equip	\$ 79.89	Parts - FD
10/04/2018	86058	Comcast	\$ 130.32	Internet/Voice - PD
10/04/2018	86059	Curtis, L. N. Co.	\$ 258.76	Uniforms - PD
10/04/2018	86060	Greystone Tactical	\$ 880.87	Ammo/Supplies - PD
10/04/2018	86061	Hale, Toni	\$ 118.81	Reimburse Conference Costs - CT
10/04/2018	86062	Houston, Marc R	\$ 1,065.00	Physician Advisor - FD
10/04/2018	86063	Jal Duncan Photography	\$ 17.00	Portraits - FD
10/04/2018	86064	Jill Tate	\$ 360.00	Transcription - Admin
10/04/2018	86065	Lucy Heil, Attorney at Law	\$ 875.00	Indigent Defense - CT
10/04/2018	86066	Lundquist Legal, LLC	\$ 3,000.00	Prosecutor Services - CT
10/04/2018	86067	Maxwell Rentals	\$ 1,000.00	Apartment Rent - FD
10/04/2018	86068	Northwest Natural Gas	\$ 207.94	Natural Gas - All Depts
10/04/2018	86069	Oak Lodge Water Services	\$ 989.08	Water Purchases - PW
10/04/2018	86070	Office Depot	\$ 265.87	Office Supplies - PD/Admin
10/04/2018	86071	One Call Concepts Inc	\$ 111.30	Utility Notifications - PW
10/04/2018	86072	Oregon Association of Water Utilities	\$ 1,000.00	Membership Renewal - PW
10/04/2018	86073	Oregon Volunteer Firefighters	\$ 205.00	Annual Dues - FD
10/04/2018	86074	P & C Construction	\$ 101,600.00	Civic Building Costs - Admin
10/04/2018	86075	Pacific Mobile Structures, Inc.	\$ 466.00	Office Rental - PW
10/04/2018	86076	Pacific Office Automation Inc	\$ 184.02	Copier Lease/Usage - PW
10/04/2018	86077	Pamplin Media Group	\$ 1,842.76	Newsletter Printing - Admin
10/04/2018	86078	Paramount Pest Control Inc	\$ 205.00	Pest Control - PW
10/04/2018	86079	Parkin Electric, Inc.	\$ 213.50	Electric Repairs - PD
10/04/2018	86080	Portland Road & Driveway Co., Inc.	\$ 200.00	Dump Fees - PW
10/04/2018	86081	RH Media Services LLC	\$ 5,200.00	IT Support - Admin
10/04/2018	86082	Ruben Medina LLC	\$ 875.00	Indigent Defense - CT
10/04/2018	86083	Smart Foodservice	\$ 69.79	Benefits Fair Supplies - Admin
10/04/2018	86084	Stein Oil Co. Inc.	\$ 3,288.43	Gasoline - PD/FD/PW/SC
10/04/2018	86085	Stitch n' Embroidery Inc.	\$ 174.00	Uniform Maintenance - PD
10/04/2018	86086	Top Industrial Supply	\$ 72.84	Parts - FD
10/04/2018	86087	Tri Cities Service District	\$ 105,683.10	Sewer Billing - PW
10/04/2018	86088	Val Codino Consulting	\$ 500.00	Professional Fees - FD
10/04/2018	86089	Wilsonville Lock & Security	\$ 254.55	Quarterly Monitoring - PD/PW/LIB
10/04/2018	86090	WorkSAFE Service Inc	\$ 48.00	Drug Testing - Admin
10/04/2018	86091	OR Govt. Ethics Commission	\$ 665.16	FY 19 Ethics Assessment - Admin
10/09/2018	86092	Beloof & Haines	\$ 3,000.00	Municipal Court Judge - CT
10/09/2018	86093	BridgePay Network Solutions, LLC	\$ 91.70	UB Online Payment Processing Fees - PW
10/09/2018	86094	Buel's Impressions Printing	\$ 140.00	Business Card Printing - PD
10/09/2018	86095	City Wide Tree Service Inc.	\$ 2,030.00	Tree Removal/Pruning - PW
10/09/2018	86096	Clackamas County Finance Department	\$ 18,162.07	Central Dispatch Fees - PD/FD
10/09/2018	86097	Clackamas Fire District #1	\$ 2,438.30	Vehicle Maintenance - FD
10/09/2018	86098	Curtis, L. N. Co.	\$ 115.00	Tools - FD
10/09/2018	86099	Extreme Products	\$ 56.98	Uniforms - PD
10/09/2018	86100	Grainger	\$ 178.59	Water Filter System - FD
10/09/2018	86101	Harbor Freight Tools	\$ 26.87	Tools - FD
10/09/2018	86102	Jal Duncan Photography	\$ 17.00	Portraits - FD
10/09/2018	86103	Municipal Emergency Svcs	\$ 3,400.95	SCBA Testing/Repairs - FD
10/09/2018	86104	North Clackamas County	\$ 54,659.25	Water Usage - PW
10/09/2018	86105	Portland General Electric	\$ 9,342.23	Electric Usage - All Depts.
10/09/2018	86106	San Diego Police Equipment Co. Inc.	\$ 576.76	Ammo/Supplies - PD
10/09/2018	86107	Satcom Global	\$ 42.75	Satellite Phone - PD

CHECK REGISTER FOR OCTOBER 2018

Check Date	Check No.	Vendor		Line Item Description
10/09/2018	86108	Shred-it USA LLC	\$ 115.16	Shredding - PD
10/09/2018	86109	Sisul Engineering	\$ 4,345.00	Engineering Services - PW
10/09/2018	86110	Solutions Yes	\$ 16.85	Copier Usage - PD
10/09/2018	86111	Stein Oil Co. Inc.	\$ 411.06	Gasoline - PD
10/09/2018	86112	Sun Life Financial	\$ 124.09	Life Insurance - FD
10/09/2018	86113	Thomas Joseph	\$ 80.65	Uniform Maintenance - FD
10/09/2018	86114	TransUnion Risk and Alternative	\$ 25.00	Data Services - PD
10/09/2018	86115	Verizon Wireless	\$ 2,465.15	Cell Phones - PD//FD/PW/SC/Admin
10/09/2018	86116	United States Postal Service	\$ 976.25	Newsletter Printing - Admin
10/17/2018	86117	Comcast Business	\$ 258.37	Internet/Voice - PW
10/17/2018	86118	Galls, LLC	\$ 212.80	Uniforms - PD
10/17/2018	86119	Jal Duncan Photography	\$ 34.00	Portraits - FD
10/17/2018	86120	James Reynolds III	\$ 25.00	Refund Alarm Permit - PD
10/17/2018	86121	Legacy Laboratory Service	\$ 50.00	Drug Testing - Admin
10/17/2018	86122	Occupational Safety, Health & Wellness LLC	\$ 894.44	Vaccination Clinic - PW
10/17/2018	86123	Oregon Patrol Service	\$ 1,710.00	Court Security - CT
10/17/2018	86124	Pacific Northwest Telco, Inc.	\$ 562.50	Telephone System Maintenance - Admin
10/17/2018	86125	Pacific Office Automation	\$ 671.91	Copier Lease - LIB
10/17/2018	86126	Portland General Electric	\$ 5,310.20	Street Light Electricity - PW
10/17/2018	86127	Portland Road & Driveway Co., Inc.	\$ 430.00	Hauling/Dump Fees - PW
10/17/2018	86128	Ruben Medina LLC	\$ 500.00	Indigent Defense - CT
10/17/2018	86129	Smith-Wagar Brucker Consulting Inc.	\$ 6,407.50	Financial Service - Admin
10/17/2018	86130	US Bank Equipment Finance	\$ 224.46	Copier Lease - PD
10/17/2018	86131	Verizon Wireless	\$ 623.11	Cell Phones - PD//FD/PW/SC/Admin
10/26/2018	86132	Austin Carlson	\$ 2,269.12	Payroll Final Check - PW
10/26/2018	86133	Allstream	\$ 1,221.96	Land Lines - Admin/PW/SC
10/26/2018	86134	Aloha Produce Inc.	\$ 55.98	Produce - SC
10/26/2018	86135	American Medical Response	\$ 1,439.28	First Responder Supplies - FD
10/26/2018	86136	Aramark	\$ 83.19	Coverall/Mats - PW
10/26/2018	86137	Backflow Management Inc	\$ 220.00	Assembly Testing - PW
10/26/2018	86138	Baker & Taylor Inc	\$ 4,705.12	New Books - LIB
10/26/2018	86139	Bateman Senior Meals	\$ 543.47	Frozen Meals/Beverages/Supplies - SC
10/26/2018	86140	Batteries Plus	\$ 34.32	Batteries - FD
10/26/2018	86141	Beery,Elsner & Hammond LLP	\$ 9,878.75	Legal Fees - Admin
10/26/2018	86142	BMS Technologies	\$ 2,373.92	Utility Bill Printing/Mailing - PW
10/26/2018	86143	Brown & Caldwell	\$ 500.75	Professional Fees - PW
10/26/2018	86144	Canon Financial Services, Inc.	\$ 777.91	Copier Lease/Usage - FD/Admin
10/26/2018	86145	Chief Supply	\$ 439.39	Uniforms - FD
10/26/2018	86146	Cintas First Aid Lockbox	\$ 289.54	First Aid Supplies - PW/SC/LIB/PD/Admin
10/26/2018	86147	CIS Trust	\$ 7,130.75	Liability Deductible - Admin
10/26/2018	86148	City of Milwaukie	\$ 177.12	ROW Fee Review Analysis - Admin
10/26/2018	86149	City of Oregon City	\$ 152.00	GIS Services - PW
10/26/2018	86150	Clackamas County Business & Comm Svc	\$ 15,958.00	Library Director Servies
10/26/2018	86151	Clackamas County Finance Department	\$ 2,022.00	Fingerprinting/Ammo/Work Crews - PD/PW
10/26/2018	86152	Code Publishing Inc.	\$ 307.50	Municipal Code Update - Admin
10/26/2018	86153	Comcast	\$ 176.98	Internet/Voice - PD
10/26/2018	86154	CR Contracting	\$ 49,999.75	Road Maintenance - PW
10/26/2018	86155	Craig Blackman Trucking	\$ 1,891.51	Hauling/Dump Fees - PW
10/26/2018	86156	Drain Away Rooter	\$ 180.00	Scope Sewer Line - PW
10/26/2018	86157	Extreme Products	\$ 212.40	Uniforms - PD
10/26/2018	86158	General Tree Service	\$ 1,235.00	Weed Control - PW
10/26/2018	86159	Gold Wrench	\$ 736.85	Vehicle Maintenance - PD
10/26/2018	86160	Happy Rock Landscaping LLC	\$ 345.00	Landscape Maintenance - SC
10/26/2018	86161	Harden Psychological Associates, P.C.	\$ 694.40	Pre-Offer Evaluations - FD
10/26/2018	86162	Life-Assist Inc	\$ 1,721.88	First Responder Supplies - FD
10/26/2018	86163	Metereaders	\$ 2,118.54	Metereading - PW
10/26/2018	86164	Midwest Tape	\$ 1,754.77	Non-Print Items - LIB
10/26/2018	86165	Mr. Belvedere's Janitorial	\$ 2,155.00	Janitorial Service - Admin/PD/LIB/PW/SC
10/26/2018	86166	Northwest Safety Clean	\$ 51.90	Equipment Maintenance - FD

CHECK REGISTER FOR OCTOBER 2018

Check Date	Check No.	Vendor		Line Item Description
10/26/2018	86167	Occupational Safety, Health & Wellness LLC	\$ 92.00	Vaccination Clinic - FD
10/26/2018	86168	Office Depot	\$ 393.76	Office Supplies - FD/PD/CT/Admin
10/26/2018	86169	Oregon Department of State Lands	\$ 142.00	Annual Unclaimed Funds Remittance - Admin
10/26/2018	86170	Oregon DMV	\$ 6.00	Driving Records - Admin
10/26/2018	86171	Pacific Mobile Structures, Inc.	\$ 35.00	Mobile Office Rental (Less Credit) - PW
10/26/2018	86172	Pacific Office Automation Inc	\$ 63.24	Copier Lease/Usage - SC
10/26/2018	86173	Paramount Pest Control Inc	\$ 205.00	Pest Control - PW
10/26/2018	86174	Pest Solutions	\$ 1,395.00	Nuisance Wildlife Control - PW
10/26/2018	86175	Pioneer Rental	\$ 400.00	Compressor Rental - PW
10/26/2018	86176	Platt Electric Supply	\$ 4.08	Parts - FD
10/26/2018	86177	ProsportsNW	\$ 308.50	Uniforms/Screen Printing - FD
10/26/2018	86178	Providence Health & Services	\$ 305.00	Drug Testing - Admin
10/26/2018	86179	Ruben Medina LLC	\$ 550.00	Indigent Defense - CT
10/26/2018	86180	Secure Pacific Corporation	\$ 453.30	Quarterly Monitoring - PD/PW/LIB
10/26/2018	86181	Sierra Springs	\$ 171.30	Drinking Water - PD/Admin
10/26/2018	86182	Stein Oil Co. Inc.	\$ 5,649.74	Gasoline - PW/PD/FD/SC
10/26/2018	86183	Stitch n' Embroidery Inc.	\$ 942.00	Uniform Maintenance - PD
10/26/2018	86184	Tempest Technology	\$ 20.98	Parts - FD
10/26/2018	86185	Tyler Technologies, Inc.	\$ 3,143.75	Online UB Payment Service - PW
10/26/2018	86186	Watts Heating & Cooling	\$ 411.95	HVAC Repairs - LIB
10/26/2018	86187	WSC Insurance	\$ 9,553.00	Life Insurance (3 yrs) - FD
10/31/2018	86188 - 86191	Payroll Checks	\$ 348.06	Payroll Checks
10/29/2018	86192	Axa Equi-Vest	\$ 6,270.00	Voluntary Payroll Deferred Comp
10/29/2018	86193	Axa EVLICO	\$ 141.00	Non-PERS Retirement Pmt
10/29/2018	86194	Axa RIA	\$ 2,103.51	Non-PERS Retirement Pmt
10/29/2018	86195	CIS Trust	\$ 69,675.27	Monthly Health Insurance
10/29/2018	86196	Clackamas Community Federal Credit Union	\$ 1,102.55	GPA Union Dues
10/29/2018	86197	Clackamas County Benevolent Foundation	\$ 25.00	Voluntary Employee Contributions
10/29/2018	86198	Gladstone Fire Department	\$ 700.00	Fire Members House Dues
10/29/2018	86199	Oregon AFSCME Council #75	\$ 1,193.87	AFSCME Union Dues

Total Checks \$ 597,008.45

Urban Renewal Checks

10/04/2018	5498	City of Gladstone	\$ 188,044.03	Reimburse Civic Fund for Project Costs
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Total Urban Renewal Checks \$ 188,044.03

Total Issued in September 2018 \$ 785,052.48

ATTORNEY CHARGES

Attorneys:	July, 2018	Aug, 2018	Sept, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Totals
City Charter	\$ -	\$ -	\$ -				\$ -
Elections	292.50	64.50	-				357.00
Transient Lodging Tax	-	-	-				-
General	247.50	22.50	663.00				933.00
Civic Center Project	225.00	-	-				225.00
Meeting Attendance	-	-	-				-
Governance/City Council	450.00	517.50	3,114.78				4,082.28
Meeting Attendance	802.00	1,005.80	1,094.50				2,902.30
Intergovernmental	90.00	774.00	285.50				1,149.50
Land Use/ Community Development	765.00	882.50	-				1,647.50
Meeting Attendance	667.00	-	-				667.00
Parks & Recreation	-	-	247.50				247.50
Personnel/Labor	-	-	-				-
AFSCME	-	-	-				-
City Administration	-	-	-				-
Public Records & Meetings	-	45.00	67.50				112.50
Public Safety	-	838.50	-				838.50
Public Works	157.50	562.50	-				720.00
Real Property Transactions	-	-	-				-
Risk Management/Litigation	1,195.79	397.10	4,338.47				5,931.36
Urban Renewal	-	-	67.50				67.50
Total	\$ 4,892.29	\$ 5,109.90	\$ 9,878.75	\$ -	\$ -	\$ -	\$ 19,880.94

Attorneys:	Jan, 2019	Feb, 2019	Mar, 2019	Apr, 2019	May, 2019	June, 2019	Totals for Year
City Charter							\$ -
Elections							357.00
Transient Lodging Tax							-
General							933.00
Civic Center Project							225.00
Meeting Attendance							-
Governance/City Council							4,082.28
Meeting Attendance							2,902.30
Intergovernmental							1,149.50
Land Use/ Community Development							1,647.50
Meeting Attendance							667.00
Parks & Recreation							247.50
Personnel/Labor							-
AFSCME							-
City Administration							-
Public Records & Meetings							112.50
Public Safety							838.50
Public Works							720.00
Real Property Transactions							-
Risk Management/Litigation							5,931.36
Urban Renewal							67.50
Total	\$ -	\$ 19,880.94					



Gladstone Senior Center

Monthly Report

November 2018

Report Date: December 3, 2018

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

Through the month of November, we saw little progress on resolving the roof issue. Though there has been little progression, City staff are working hard at resolving this issue daily. Fortunately, we have been able to provide some limited services to our clients. We are still able to provide some transportation services, provide some frozen meals to our home-bound clients, and we continue to inform and refer clients to other social service agencies in Clackamas County.

At this time, all Gladstone Community Classes have been canceled in January pending the outcome of the construction process. We are working closely with Community School staff to keep them updated on our progress. Community School staff have been understanding and appreciative of the communication. Under the circumstances, your Senior Center staff continue to work hard at making the lives of seniors better.

During the month of November, your Senior Center staff:

- Continues to provide over 150 frozen meals to home-bound clients weekly.
- Provide transportation services such as daily tram trips and Friday excursions weekly. Currently, we are only seeing about 1/3 of the daily clients and 1/3 of the Friday excursion clients.
- SC Manager Black attended the League of Oregon Cities *Elected Essentials* Training in Tigard.
- The Senior Center also solidified an arrangement to provide hot meals to home-bound clients with the Pioneer Center in Oregon City. We had hoped to start this the week of December 3rd; however, it has been pushed back to the week of the 10th.
- We hosted our bi-monthly Senior Center Advisory Board meeting on 11/27.
- On November 30, the Senior Center hosted the annual Holiday Tree lighting. What a great time! Thank you to everyone that made it happen.

As always, your Senior Center staff look forward to working with you in making Gladstone even better. If you have any questions or concerns, please feel free to contact us at any time.

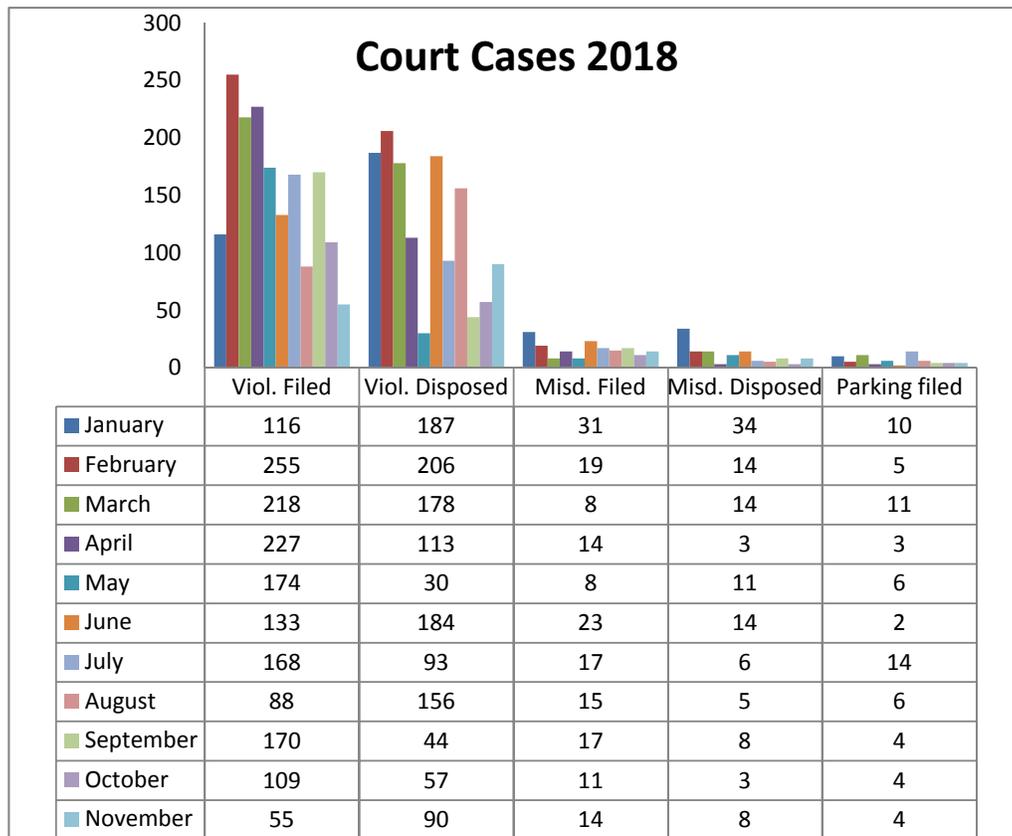
Respectfully,

Colin Black

Senior Center Manager

Social Media Coordinator

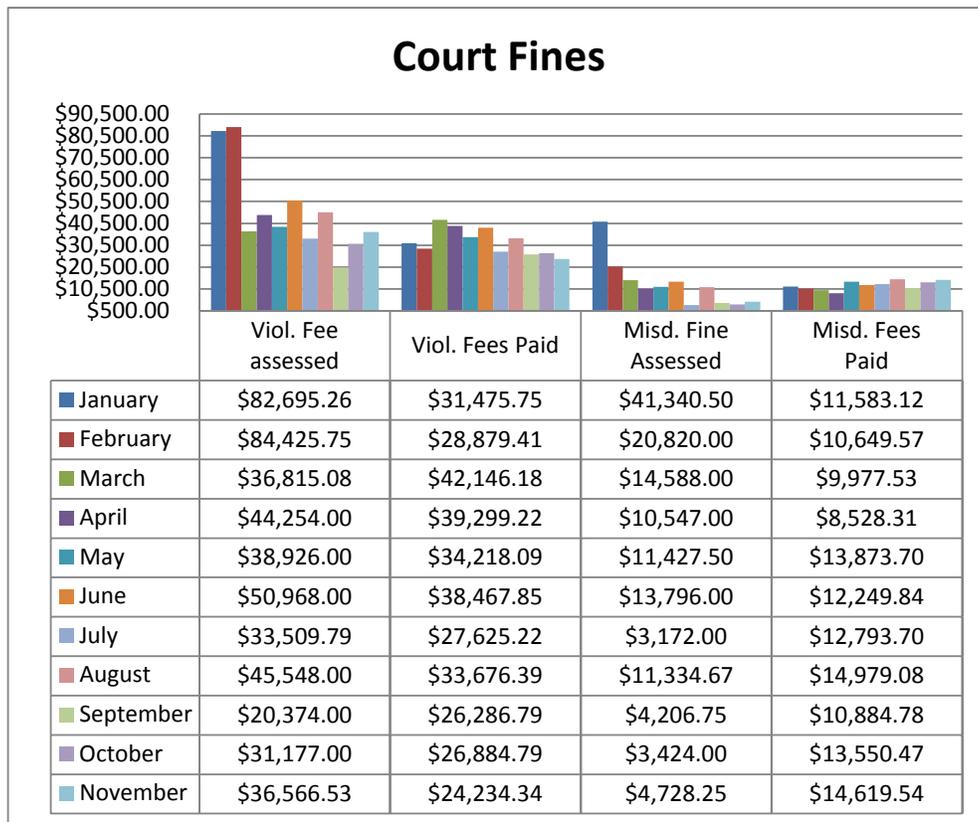
Gladstone Municipal Court October 2018



General Information for September 2018

- 55 violations filed
- 59 violations closed
- 14 misdemeanors filed
- 8 violations were dismissed through the fixit program
- 30 warrants were issued
- 10 cases were set up on a payment agreement
- 14 cases were sent to collections
- 0 Jury trial was held
- \$36,566.53 violation fees assessed
- \$24,234.34 violation fees paid
- \$4,728.25 misdemeanor fees assessed
- \$14,619.54 misdemeanor fees paid
- \$5,586.59 received from Western Collections Bureau

Gladstone Municipal Court October 2018





City of Gladstone Monthly Report | NOVEMBER 2018

CUSTOMER CONTACT/Planning Actions	April	May	June	July	August	September	October	November	YEAR TOTALS
Customer Service Counter Contacts	5	11	9	5	6	10	8	6	81
Customer phone contacts	40	70	55	30	65	37	41	52	495
Building Permits Issued	6	6	2	1	1	2	2	2	28
Pre-application conferences	0	0	0	0	2	0	3	2	8
Administrative Decisions	0	0	0	1	0	0	0	0	1

PUBLIC CONTACTS/PLANNING ACTIONS

PLANNING COMMISSION ACTIONS/DECISIONS

- APPROVAL OF Z0481-18-D; Z0482-18-HMV; Z0484-18-WBV DESIGN REVIEW AND ASSOCIATED ENVIRONMENTAL APPLICATIONS FOR MULTI FAMILY APARTMENT RENOVATION AND NEW OFFICE BUILDING

CITY COUNCIL ACTIONS/DECISIONS

- Z0244-18 NUISANCE CODE UPDATE ZONING TEXT CHANGES; RECCOMENTADION OF APPROVAL TO THE CITY COUNCIL

PRE-APPLICATION CONFERENCES

- 82ND AVE ROOFING COMPANY PARKING LOT EXPANSION
- WEBSTER RIDGE APARTMENT COMPLEX

BUILDING PERMITS

NOVEMBER

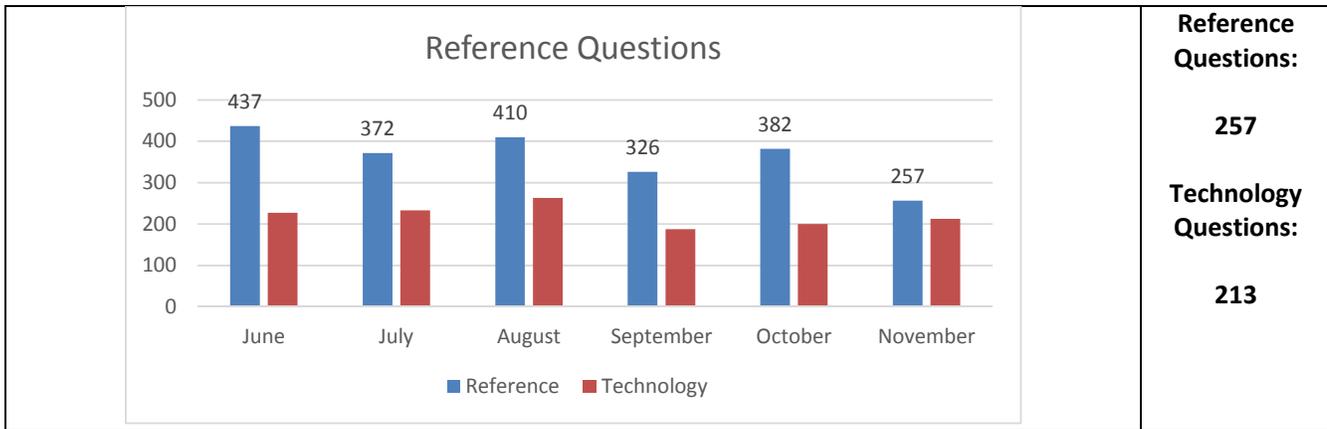
Date	Address	Building Permit #	Description
10/30/2018	750 E Hereford	B0611018	SFR Addition

FUTURE ITEMS/PROPERTY UPDATES

Location	Topic	Person who Contacted Planning Staff
82 nd Ave Bridge	Retrofits and structural improvements to 82 nd ave bridge, suite of staff administrative decisions	County WES
18085 se Webster Ridge Rd.	Comp Plan/Zone change; (Design Review and Conditional Use Permit to follow at a subsequent hearing) for a multi-family apartment complex development	Cascadia Planning
DLCD Housing Audit Grant Kickoff	City Planning staff and state assigned consultant have help a kick off meeting for the grant work approved in the DLCD MOU; County wide Housing Needs Analysis is in progress	N/A

GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT November 2018

Library Statistics: November 1-30, 2018



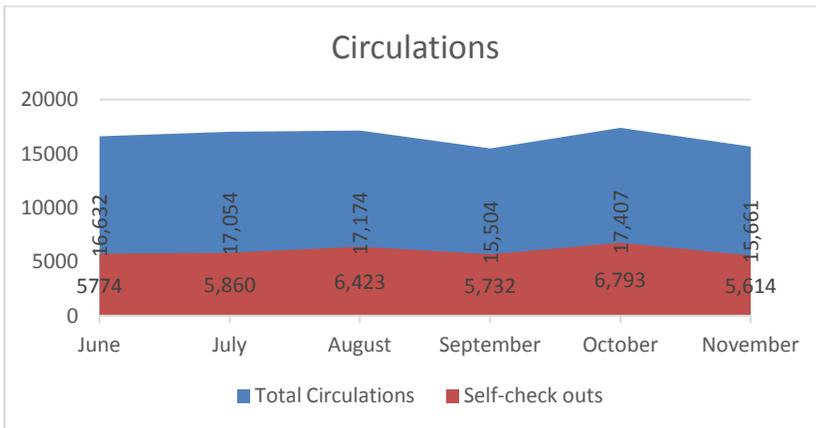
Reference Questions:

257

Technology Questions:

213

New Library Cards	Registered Borrowers	Items Owned	Total Circulations	Self-check outs	Holdings Placed	Internet Sessions
36	5,228	45,063	15,661	5,614	4,022	837



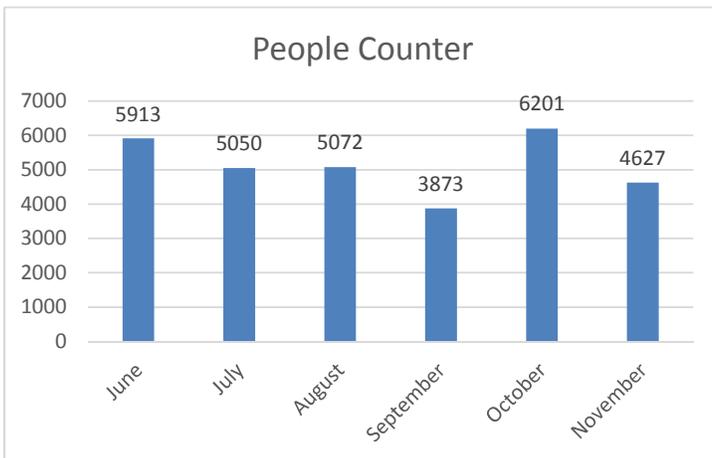
Social Media:

- Facebook Likes: 595
- Twitter followers: 178
- Instagram followers: 726

Volunteer hours: 143.95

People Counter: 4,627

Updates:



- Food for Fines will be going on for the whole month of December! Each nonperishable food item will be worth \$1 off overdue fines.
- Adult Winter Reading will begin December 21st and bingo cards will be available for anyone ages 18+ who wishes to participate! There are three fabulous prize baskets that finishers will be entered to win, and those with a blackout bingo will receive extra entries.
- The Library is in the process of adding genre stickers to aid patrons in finding books, and will be shifting some of the collections over the next few weeks.



Gladstone Police Department Memorandum

TO: Jacque Betz, City Administrator
FROM: Greg Fryett, Lieutenant
DATE: November 30, 2018
SUBJECT: November Monthly Report

Crime

- 11/4 – Child Abuse case investigation – father was the suspect
- 11/5 – Owner of a car caught someone in his car at the Tall Oaks Apartments.
- 11/5 – Stolen car reported from CARZ Planet – recovered in Beaverton - suspect identified.
- 11/6 – An adult woman was arrested for breaking into a home off Portland Avenue.
- 11/7 – A Toyota Prius was stolen from Dartmouth Street - No known suspects.
- 11/8 – One car reported stolen from Auto Town and another from Treasure Auto.
- 11/9 – Police called to check on a transient at the Nature Trail - Person checked out to be okay.
- 11/12 – Hit/Run to a parked car at Walgreens – no suspect information.
- 11/12 –Mother/father physically fighting in front of their children at the Webster Ridge Apartments. The mother received minor injuries and the father was arrested.
- 11/25 – Officer witnessed shoplift at Safeway – arrested male subject who had taken \$343.00 worth of store merchandise.

Patrol Stats

- 886 Calls for Service
- 37 Arrests
- 5 DUII arrests
- 215 Traffic stops
- 5 Car accidents

Code Enforcement

- 1 Abandoned vehicles
- 2 Animal complaints
- 1 Public assist
- 3 Follow ups
- 1 Fraud report
- 7 Ordinance violations

- 10 Parking complaints
- 1 Suspicious vehicle
- 3 Theft reports
- 4 Assist officer calls; Traffic crashes, traffic stops, etc.

Community Relations

- 11/15- K9 Demonstration in OC by Officer Olson and K9 Nanuk
- 11/10- Neighborhood Watch presentation at Sommerset Center
- 11/30- School Resource Officer Lee Gilliam received the Medal of Valor from the Oregon Peace Officers Association (OPOA) - Stemming from a Domestic Violence call in which he saved a man and woman's life earlier this year.
- 11/30- Officer Macfarlane received the Medal of Honor from the OPOA - Stemming from a pursuit and shooting in Florence, Or.

Upcoming Events

- 12/8 – Shop with a Cop - Walmart on 82nd Avenue
- 12/21–Department Meeting/Training – Introducing Chief Yamashita



GLADSTONE PUBLIC WORKS Staff Report for the Month of

November, 2018

PUBLIC WORKS

Report Date: November 30, 2018
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Jim Whynot, Public Works Director

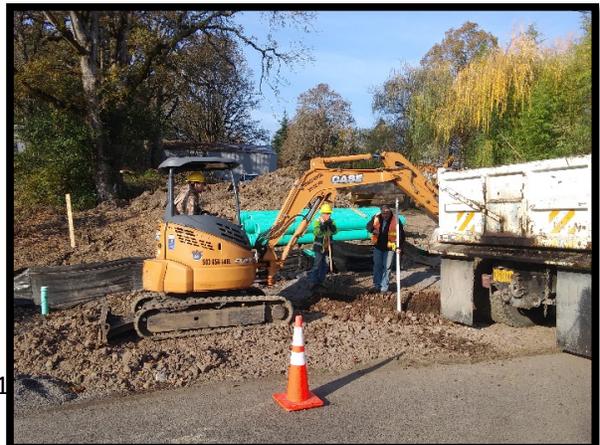
November finds Public Works moving forward with intention, direction, and purpose.

Public Works has been busy with plans for the Clarendon Street CDBG, anticipated to begin spring of 2019. The 100-200 block of E. Clarendon Street are slated for utility replacement and new street. Engineering plans are in the works.



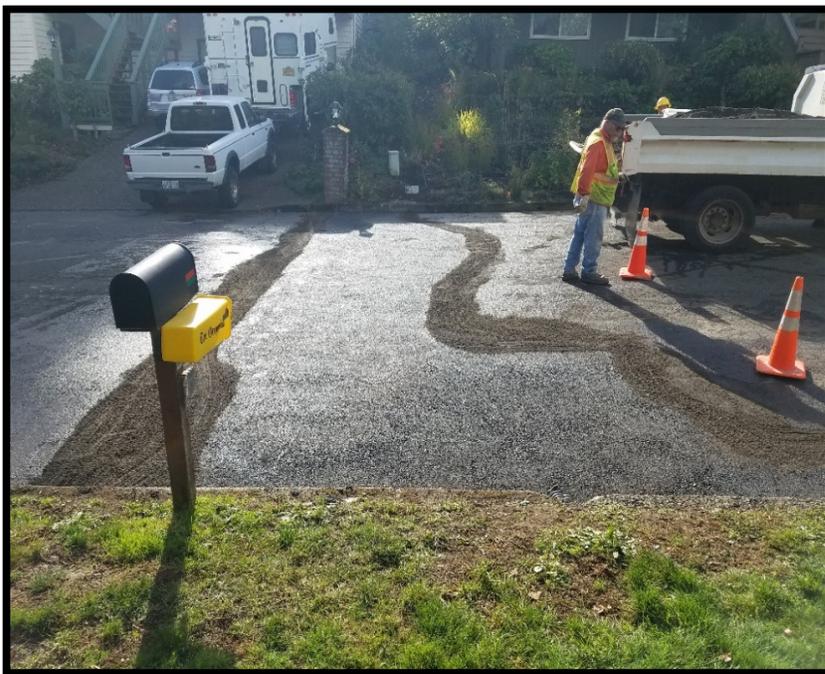
WATER DIVISION dealt with a water leak on Kenmore Street, which turned into a much bigger issue once we got underground. Once again, the lateral line meandered around so the mainline tap was not where one would expect it to be found. We abandoned that line and installed a new service line, retapping it in a logical spot.

We installed meters on a partitioned lot on Glen Echo.





A Cason Road water leak required a five ton asphalt patch in the roadway. This water leak was caused by the line splitting underneath the road. And, again, once we got underground, we found the line meandering around under the street, and tapped in an unexpected spot. Photo below left shows the original crooked line installation, and our new straight line installation. What should have been just a line repair turned into a line abandonment, new line installation and re-tapping to a new spot.



Also, we discovered with this repair that two meters were being served by one service line, which not only is shoddy construction practice, but also compromises water flow to the homes being served by one service line. So, in addition to the other unexpected challenges, we brought in a new service line so that each meter was being properly served. A normal water replacement should only take two tons of asphalt to repair the road, but in this case the original construction was shoddy, and the leak caused so much destruction that additional roadway was damaged, requiring more extensive repair.

SANITARY SEWER DIVISION has been cleaning manholes and lines.



A contractor installing a private sewer lateral on Cornell Street found that we had a broken mainline, which required an unexpected repair. We assisted the contractor in making repairs to the mainline.



STORM WATER DIVISION utilized our Vector Truck to clean storm lines on Harvard, east to Kenmore. Sadly, the lines are in such poor condition that coating inside the lines were deteriorating, and getting sucked up by the truck, gumming up our decant valve on our new truck. Clearing out the valve took several hours and multiple cleanings to make it operative again. In addition to the debris from our deteriorating pipes. We are also sucking up large volumes of debris out of these trunk lines.



We discovered that some years ago, the gas company damaged our storm line on Clarendon Street. Again, this goes to lack of staff to perform inspections when private contractors work in our right of way. As previously mentioned, we have put procedures together to close this loop and make sure contractor's work is completed properly and to City standards.

PARKS DIVISION is in the process of completing the administrative piece of the sediment analysis in preparation for dredging the Meldrum Bar boat launch area. We are also putting together the first stage of the Oregon State Marine Board grant application for the fabrication and delivery of a new boarding dock. The turn-around time on the second stage of the grant application is December 16th. With less than a full time administrative staff, these time constrained, complicated projects stretches our staffing capabilities.

Parks is also performing continual maintenance on the bike paths and walking trails to ensure safety from wet leaves.



We cut and removed a dead Douglas Fir tree approximately 60 feet tall from the BMX area in Meldrum Bar.

We are utilizing our leaf debris to mulch the parks, to maintain turf health.



We received a complaint that someone was illegally cutting down trees along Dahl Beach. We investigated and found it was beavers. Due to the extensive damage, we believe it was gang related activity, however, no charges were filed since the exact perpetrators could not be identified.

Efforts to relocate the beavers both here and at Olson wetlands were not successful as those little rascallions refused to come out without a warrant.



Parks facilities restrooms, pump house, drinking fountains, and outbuildings have been winterized.

Dirt and rubbish from Meldrum Bar Park were loaded up and moved to the yard for disposal. Parks were mulched for the winter.

STREETS DIVISION has been actively overseeing right of way work. We have put together processes to help ensure that right of way projects are properly permitted and inspected. Past practices did not allocate sufficient personnel to perform inspections, which allowed substandard contracting work to go unchecked throughout the City. Failing to inspect the final work product of contractors has led to deficits in our streets caused by improper compaction, inadequate materials, or shoddy workmanship. Once the contractors are off the hook for their work, the cost to repair and maintain these areas falls to the citizens. Public Works is actively striving to correct these past practices in order to protect the taxpayers' investment in their City, and perform our fiduciary responsibility as trustees of public property. The photos below show the results of failure to inspect:



This photo shows a section of Columbia that needed to be repaired, and this patch alone required over three tons of asphalt. This roadway was improperly installed over tree stumps, which rotted away, leaving sink holes in the street.

In this following instance, the ground was not properly compacted prior to paving, resulting in the ground settling and pot-holing.



In this case, the settling dirt in the right of way will cause the road to collapse, and the adjacent private driveway to eventually fail. Photo left shows an open hole underneath the roadsurface.

Photo below is an example of road crumbling due to improper compacting and construction.



We paved the equivalent of a ten tons of asphalt on Cason, Columbia, and W. Clarendon this month.

We demonstrated a Tar Pot to determine if it would increase our street maintenance efficiency. We will crunch the numbers as time allows to determine if it is in the city's best interest to rent one. The testing was done on Webster Road in front to Kraxberger Middle School if council or the public wants to see the results.



Leaf pickup continues, with multiple dump truck loads brought into the Public Works yard below. Yard logistics require our entire Public Works yard in order to perform our responsibilities. An example is the amount of space required to stage multiple processes, such as off-loading leaves during leaf pickup, construction spoils and gravel and other materials continually coming in and going out. Yard logistics alone requires the equivalent of a full time person. The photo below shows the amount of leaves collected in the City in just four hours.



Street Sweeping continues in order to get our streets cleaned up before winter. Areas 3, 5, 6, 7 and 8 were swept in November.

FACILITIES & FLEET DIVISION

We took possession of a flatbed component for our hook truck. This will enable us to move equipment more easily, and add versatility to our hook truck for our ongoing needs.

Fleet winterization is in operation. Winterizing just the Vector truck alone requires 1.5 hours to go through all the steps in the procedure.

Maintaining all the city's facilities is a time consuming job. Picture right shows a tree that was growing out of a gutter on one of our buildings.



Public Works is working with the Senior Center and CIS on the water damage resulting from the roof replacement project.

Much of our time is consumed with managing the development happening in the City, such as inspecting the infrastructure, roadways, and sidewalks being built. We have spent a lot of time with the new subdivision being built on Glen Echo.



Public Works once again created and brought our Spider House downtown on Halloween Night for the city-wide Halloween event. We added a fog machine this year and the kids (and adults) seemed to enjoy it.

Public Works Quote of the Month

Change is inevitable. Change will always happen. But you have to apply direction to change, and that's when it becomes progress.

Doug Baldwin

Gladstone Fire Department

Monthly Report: November 2018

Report Date: December 3, 2018
To: City Administrator Jacque Betz
Cc: City Council
From: Interim Fire Chief Jeff Smith

November 2018 marks the one year anniversary of Gladstone Fire Department having crews on duty 24/7 at the station or in the nearby apartment quarters. Lead by Shift Captain, this has greatly enhanced our ability to respond around the clock and puts on-duty supervisor in charge during emergency responses at all hours. This has given us a faster and consistent initial response to emergencies, but we still need a large paid-on-call corps for large incidents, simultaneous incidents, and organizational depth. We have been recruiting additional paid-on-call personnel and will be putting on a recruit academy soon. Even with the need of more paid-on-call personnel, our department is the best we have ever been and we are all proud of it.

Gladstone Fire responded to 118 calls in November. We report response times and compare with the Standards of Cover document for all emergency (lights and siren) calls in the City of Gladstone utilizing the adopted "80% fractile" standard, meaning we do something in a certain amount of time - or faster - 80% of the time during a given time period.

September Code-3 EMS Response Data (60 calls)

Turnout Time: 80% fractile of 1:43 (adopted standard is 1:30) Response Time: 80% fractile of 4:36 (adopted standard is 5:30)

September Code-3 Fire & Vehicle Accident Response Data (7 calls) Turnout Time: 80% fractile of 2:08 (adopted standard is 2:00) Response Time: 80% fractile of 5:51 (standard is 6:00)

- **Turnout Time** – The time interval between when units are notified of the incident and when the apparatus leave the station.
- **Travel Time** – The amount of time the responding unit actually spends travelling to the incident.
- **Response Time** – Response Time equals the combination of **Turnout Time** and **Travel Time**.

November was the start of the department's annual food and toy drive. There are barrels throughout the community for food and toy collection and every one of them I see are heaping with donations. Our Gladstone community has always stepped up and helped their neighbors during the holiday season.



The best news for November was the result our local operating levy;

03-536 CITY OF GLADSTONE RENEWAL OF CURRENT OPERATING LEVY FOR FIRE AND MEDICAL SERVICES

YES 80.05%

NO 19.95%

TOTAL VOTES 5,409

Our community has clearly expressed their support for the service we provide and we will always work to improve and make it better. We have a great team and each of them is devoted to be more qualified and certified to do the job.

We have completed our SCBA (Air Packs) evaluation and are waiting for the final cost submittals from the vendors.

From Assistant Chief Mike Funk

Business Inspections and development proposal reviews:

- Inspected F.I.R.E.S building on Portland Ave. Minor corrections needed. Re-inspect completed Nov. 27, 2018- all issues corrected.
- Continue meetings with Pastor Dave Morris of 6460 Glen Echo property Hillside Christian Fellowship. The church would like to use the modular buildings in the rear of the property as a warming shelter this winter. -Ongoing talks with the City. Drafted email update to all department heads.
- Draft E-mail sent to department heads outlining my involvement in the preparation to consider a warming shelter on Glen Echo.
- Multiple emails and contacts with County building official, County housing authority Vahid Brown, City Administrator Betz
- Fielded questions from business owner regarding number of occupants allowed in an office space he is renting out. Wants to deny the business use of the space for too many people using an office space. Occupancy table allows more persons than currently using the space. Owner will try other avenue to deal with renter.

From Deputy Chief Randy Hopperstad

Radios and Pagers: Due to unforeseen issues in programming our new radios will not be delivered until mid-February. I will be in the process of scheduling the installation of some chargers.in DO 394.

Repairs: Took T-392 to Hughes Fire Equipment in Eugene for its annual pump test all went well. Next year we will test it at Clackamas facility.

I spent a considerable amount of time re-organizing the upstairs storage areas and adding storage shelving. We are finally getting a current inventory of in stock equipment and turn outs.

From Captain Tighe Vroman

For the month of November, I continued working on a number of projects, training related topics and continued learning various parts of the Training Officer position. Chief Smith continued transitioning various programs to me throughout the month and assisted me

with learning the associated information so I can begin running them on my own. Aside from Training and EMS duties, I have been working on another Paid-on-call Firefighter recruitment process and have been busy with Gladstone Fire's participation in the South Clackamas Peer Support Network. Also, I continue to respond on emergency calls and often function as the third person on the Engine or Truck throughout the day. We continue to be able to respond on the Engine or Truck in a timely manner, even though we are only staffing two "Shift" positions during the daytime hours.

Training:

DPSST Fire Recertification process-

One of the biggest successes for November was completing the training record audits and the fire recertification process for DPSST in order to keep our personnel certified at their respective certification levels. All required paperwork was reviewed and submitted back to DPSST.

2018 and 2019 Training Schedule-

I am continuing to work on the completion of the 2019 training schedule and am about halfway done at this time.

Acquired Structure Training Opportunities (Non-destructive/Destructive/Live Burn)-

During the month of November, we had scheduled drills using the training house on Arlington for a victim rescue drill using ground ladders and had a ventilation drill on the Columbia Ave house. Shift crews continued using the house on Columbia Ave for vertical ventilation, roof operations training, as well as performing gable cuts and window to door conversions.

I spent a fair amount of time this month preparing to for a live fire training exercise to be held on December 8th at the house on Columbia Ave. After much preparation and planning, we have cancelled the live fire training exercise on December 8th and will continue to use the Columbia Ave. house for destructive training until the owner has it demolished. Some nearby residents to the property on Columbia Ave had concerns when advised of our intention to conduct live fire training, with one resident formally submitting his concerns to Fire Department leadership. As a result, we will not be able to burn this property for live fire training.

I have made contact with the owner of the Arlington St. house who stated we will be able to use it for another two to three months. He also stated we will be able to use it for live fire training. Since we are unable to burn the Columbia Ave house on December 8th, we will be performing live fire attack scenarios in the Arlington St. house on that day instead. We will not be burning the house down at this time, but wait until the end of our two to three month training window with this house to do the full training burn scenario.

Other training related items of note for the month of November:

- I began completing EMS continuing education hour audits for our personnel to see how well prepared we are to meet the necessary recertification hours for our recertification period in June of 2019.
- We are working on some additional Target Solutions program upgrades to get the training platform ready for rollout to our personnel in December. Also, I have made contact with Clackamas Fire District and will be meeting with members of their training division to see the ways they are using the Target Solutions platform. Also, I hope to work on setting up some shared training on this platform between the two agencies. This is one of the reasons we switched to this program.

- I have been in contact with Clackamas Fire District regarding us participating in their joint quarterly fire training opportunities. This will be another training opportunity and benefit for Gladstone Fire members, and will improve the effectiveness between our two agencies when working together on fires and other significant emergencies.
- Chief Smith and I have been working to secure a temporary training site where we can train and practice skills. Currently, the area we occupy at the public works property will be used for construction of the new city building, and we will need to move our training equipment until we can find a permanent home. We will be making a presentation to the Gladstone Parks and Recreation Advisory Board regarding some temporary use provisions.

South Clackamas County Peer Support Network:

Gladstone Fire was invited to participate in a grant funded peer support program spearheaded by Canby Fire District. Gladstone, along with eight other local fire agencies are part of a peer support network to provide added support for fellow fire and EMS responders when they need it. The purpose of peer support is to aid in day-to-day stressors and crises, either personal or professional, and critical incidents. Peer support is designed to provide confidential support, to help alleviate the effects of stress, increase resilience, and improve coping strategies for both employees and their families.

I have been named as the Peer Support Network Coordinator for Gladstone Fire and am working with the Responder Life program managers and other participating fire agencies. We have completed an initial survey that recommended potential peer support team members from Gladstone Fire, and we are currently performed interviews with interested members that were recommended. Interested candidates who successfully complete the interview process and are felt to be a good fit for this type of work will be invited to complete Peer Support Team training in late February, after which the Peer Support Network teams will go live.

This type of program is used frequently with law enforcement, but is not prevalent with Fire and EMS. Oregon DPSST is closely watching this program as a pilot program to determine if it could be implemented with fire and EMS agencies throughout the State of Oregon. Funding for this program and associated training were provided by a federal grant secured by Canby Fire to improve responder health, wellness and safety.

Emergency Medical Services:

The current, year-to-date EMS line item expenditures through the month of November total \$33,004.18 of the \$50,000 allotted for the biennial budget. This currently leaves the EMS line item with \$16,995.82 for the rest of the 18-19 fiscal year.

We continued our replacement of expired medication stock. This month, we had nitroglycerin, glucagon, and fentanyl expiring, along with some other miscellaneous airway tubes.

The Physio-Control Life Pak 15 cardiac monitor we ordered arrived and was placed into service. I programmed the new LP15 monitor to Clackamas County EMS specifications, marked it with Gladstone Fire identification labels and stocked the unit to response ready status. The brand new LP15 was placed on S390 and the LP15 that was on S390 was moved to T392. The LP15 placed on T392 replaces the older, obsolete LP12 cardiac monitor that was carried on T392. With this upgrade, all of our first out emergency

response apparatus (E391, T392 and S390) are all equipped with a LP15 monitor. We still have the older LP12 monitor on E393 and on C390.

EMS training for the month of November was Pediatric EMS emergencies and considerations. Dr. Houston gave a lecture for the morning session of EMS drill, and I taught the evening session. For the evening session, we reviewed pediatric vital signs, developmental benchmarks, and common pediatric related diseases and had real children on site to perform hands on assessment skills and scenarios.

Other EMS related items of note for the month of November:

- Completed iGel rollout training for personnel who did not attend last month's EMS training session.
 - We are planning to go live with the iGel supraglottic airway replacing the King Airway in December.
- Attended the Clackamas County EMS Operations Subcommittee meeting at AMR Clackamas.
 - Topics included: Stop the Bleed training equipment, development of standardized Stop the Bleed kits to be recommended to the public in our area after attending training, and standardized Active Shooter response kits for all Clackamas County emergency response units.



Tri-Tech CAD:

I am happy to report that a CAD system upgrade was released that ended the unnecessary Active 911 alerts being sent to all of our members whenever the MDC terminal was restarted or logged onto. The CAD upgrade occurred a couple weeks ago and was immediately noticed by our personnel.

Gladstone Fire Recruit Testing and Academy 2018-19:

We are in the process of performing our second Paid-on-Call Firefighter recruitment for the year. As I mentioned last month, our previous recruitment candidate group was reduced from ten candidates to one candidate after the background/psychiatric/NFPA physical screening process. We received ten applications and have invited those individuals to participate in our written testing taking place on Saturday December 15th, 2018.

2018 at 9:00am at the Gladstone Fire station. I am expecting to receive another one to four applications in the coming week, so the actual number taking part in the testing process may be a bit higher.

We are also working with Nancy McDonald to improve our process for completing background checks and to make some changes to how we are doing the psychiatric process. The goal is to fit them into our overall process in a manner that makes more sense procedurally and financially.

From Captain Kirk Stempel

Tech Rescue: This month the dive team did some training at the OC pool and topics included full face communication and skill building. Lt. Schafer will soon begin the process of getting the next divers certified. Team leaders are finishing up their training calendars and I will get them posted on the training schedule. I will be meeting with Clackamas Fire, LO Fire, and TVFR to discuss equipment and training. CCSO dive team has been making some roster changes, so when you see them in the station; introduce yourself as they are our working partners.



PIO: Continued work on the website. Our fire department Instagram is up and running, thank you FF Buchanan for the assistance. I am still working towards getting everyone's photos on the website; we are missing a few up dated photos of personnel. I have been looking at other department's recruitment videos, and I am looking to put one together; so stay tuned.

Other items of interest: On 11/26, E391 responded to a report of a fire alarm at Somerset. In the week prior, we went on numerous false alarms at this address. All the previous alarms were zoned basement except for this one, as it was zoned first floor. On this call E391 arrived to nothing showing. After investigating where the source was, it was determined that a washing machine motor had burning electrical. As a reminder, even if you respond to multiple "false" alarms at the same location, it is easy to become complacent. Always treat each call as a "worst case scenario"! My crew on that day did an extremely great job at working the situation and finding a solution for the situation.

From Captain Richard Newton

Pre-incident plans are going well and we have 343 plans complete. This month we have completed several buildings; one of those building being the self-storage units. As I have been saying CCOM doesn't have all the Pre-incident plans in the system yet. C-shift ran a call at

the Gladstone Nature Park and the pre-plan wasn't in the CAD. This was a good example of knowing your FMZ and also knowing the pre-plan has been done for this area. I still am working with Captain Vroman on this problem and hope to have it resolved before the end of the year.

I have been working on the Apparatus Replacement Plan with DC Hopperstad. This document is coming along and should be completed by the end of December.

From Captain Pat Brost

November was a good month for training at the station and for public service events. Probationary firefighters have been doing a great job coming in and working on their task books. This will help them in their fire careers and makes the department stronger. Great work everyone!

November 17th and 18th, Capt. Brost and Lt. Schafer attended a HAZMAT (Hazardous materials) On Scene Incident Commander class hosted by Portland Fire Department and the State Fire Marshal's Office. This class was necessary for both officers to obtain their OSIC certification. It was a busy two days with a lot of instruction and scenarios.

On November 10, at 05:40 (just before shift change), E391 was dispatched for mutual aid at a residential fire on Aldercrest in Milwaukie. The crew was Capt. Brost, Capt. Stempel acted as the A/O, and PFF Sturzenegger. This was a well-involved structure that wound up becoming a defensive fire after numerous efforts to attack it offensively. E391 was assigned to fire attack, and we assisted the other fire attack teams attacking the fire from all four sides of the structures on both floors and in the complete daylight basement. The scene was complicated by a downed live powerline that was not mitigated for some time. E391 was on scene assisting with fire attack and overhaul for approximately two hours. In addition to the crew on the engine, there was a good standby response at the station. Lieutenants Cerda and Schafer, Engineer Leibner, and FFs Atkeson and Buchanan were all at the station on standby. This provides a great level of comfort to the crew that is away, knowing there is depth to cover emergencies in our city. Thanks everyone for your work on this. (Photo Courtesy: Clackamas Fire) A-shift wound up in two commercials in one day for local businesses. One was planned, one was by accident.



Tuesday, November 27, Latus Motors invited us to be part of a commercial with Santa highlighting their involvement in the community during the holiday season. AC Funk was present, and Capt. Vroman, Eng. Thoman, and Capt. Brost were all present, as well as PFF Stay, who happens to work at Latus as well as GFD. Fun was had by all. (Photo Courtesy: Latus Motors)



Later that same day, Eng. Thoman and Capt. Brost heard from Eng. Leibner that the Toyota of Gladstone had a full-service cafe in it! As places to eat while on duty are somewhat limited, we had to go check it out. We were not disappointed. The food is great, and we even learned you can call in an order and have it ready to pick up. The staff was surprised to see us, so they used the opportunity for a little advertisement of their own (Photo Courtesy: Toyota of Gladstone). Three out of three firefighters approve of the food there.



To top off the month, A-shift had the opportunity to be involved with the city's tree lighting event on November 30. We were glad to be present and partake in some holiday goodies, coffee, and hot chocolate! (Photos are GFD)

City of Gladstone Staff Report

Report Date: December 4, 2018
Meeting Date: December 11, 2018
To: Mayor Stempel and City Council
From: Jacque Betz, City Administrator. Reba Crocker, ROW Manager

AGENDA ITEM

Approval of an Ordinance amending GMC 12.24 Utility Services.

History/Background

In May of 2016, the Council adopted Ordinance 1465, which enacted a new Chapter 12.24 of the GMC entitled Utility Facilities in Public Rights-of-Way.” This program was managed through an Intergovernmental Agreement (IGA) with Oregon City.

In 2017 Oregon City terminated the IGA, as Oregon City no longer had the capacity to assist Gladstone.

In October of 2018 the City of Milwaukie and Gladstone entered into an IGA to perform ROW management services.

Since adoption in 2016, several pieces of legislation have been enacted. Along with changes in technology and standards.

Proposal

GMC 12.24 has been effective since 2016. Due to changes in industry, technology and legislation, staff has received input for other municipalities (with a similar ROW code), and utility providers. Staff recommends updating the GMC chapter 12.24 and ROW usage fees.

Updates include:

- Updates to definitions and terms.
- Language fixes, duplications, typos and such.
- License requirement modifications.
- Updates to enforcement procedures.
- Updates to ROW licensing procedures and costs.

These updates will allow Gladstone to more closely match Milwaukie’s code, easing the burden on staff and Utility Operators and Providers.

Options

Reject the updates.

Cost Impact

Recommended updates will increase understanding and clarity for the Utility Operators and Providers. This increased understanding will also increase compliance and revenue. Additionally, the updates will reduce staff labor costs.

Recommended Staff Action

Staff recommends the Council adopt the updates, with the understanding that more updates will be required in the future as new legislation is enacted, technology evolves, and precedents are set.

Reba Crocker signed by JMB
Department Head
Signature

Date

Jacqui M. Bly 12-5-18
City Administrator
Signature

Date

ORDINANCE NO. 1493

***AN ORDINANCE AMENDING GLADSTONE MUNICIPAL CODE TITLE 12,
CHAPTER 12.24, UTILITY SERVICES***

WHEREAS, the City of has authority pursuant to its Charter and the Oregon Constitution and statutes to manage its rights-of-way and to receive compensation for use of the rights-of-way consistent with applicable state and federal law, and

WHEREAS, the City adopted GMC, title 12, chapter 12.24 in 2016; and

WHEREAS, the City has determined that amendments are required; and

WHEREAS, the City finds it is in the public interest to enact the updates to the Gladstone Municipal Code as set forth in this Ordinance; and

NOW, THEREFORE, the City of Gladstone ordains as follows:

Section 1. Gladstone Municipal Code Chapter 12.24, Utility Facilities in Public Rights-of-Way, is amended as shown on exhibit A (new language appears as underlined text; deleted language appears as ~~strikethrough~~ text).

Section 3. This Ordinance takes effect 30 days from its adoption.

Adopted by the Gladstone City Council this 11th day of December 2018.

ATTEST:

Tammy Stempel, Mayor

Tami Bannick, City Recorder

ORDINANCE 1493~~65~~
Exhibit A

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Chapter 12.24 UTILITY ~~SERVICES FACILITIES IN PUBLIC RIGHTS-OF-WAY~~

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Comment [RC1]: Changed for clarity.

12.245.010. Title.

The ordinance codified in this Chapter shall be known and may be referenced as the utility ~~facilities service in public rights-of-way~~ ordinance.

Comment [RC2]: Expanded for clarity. This Ordinance covers all utility services provided using the City's ROW, not just facility owners.

12.24.020. Purpose and Intent.

The purpose and intent of this Chapter is to:

A. Permit and manage reasonable access to the rights-of-way of the ~~city~~City for utility purposes and conserve the limited physical capacity of those rights-of-way held in trust by the ~~city~~City consistent with applicable state and federal law;

B. Assure that the ~~city~~City's current and ongoing costs of granting and regulating access to and the use of the rights-of-way are fully compensated by the persons seeking such access and causing such costs;

C. Secure fair and reasonable compensation to the ~~city~~City and its residents for permitting use of the rights-of-way by ~~utilities persons who generate revenue by placing, owning, using or operating facilities therein or charging residents for services delivered~~;

Comment [RC3]: Expanded for clarity.

D. Assure that all utility companies, persons and other entities owning or operating facilities and/or providing services within the ~~city~~City comply with the ordinances, rules and regulations of the ~~city~~City;

E. Assure that the ~~city~~City can continue to fairly and responsibly protect the public health, safety and welfare of its ~~citizens residents~~; and

F. Encourage the provision of advanced and competitive utility services on the widest possible basis to businesses and residents of the City by:

Comment [RC4]: Added to be clear the City encourages advancements and the best possible service for its residents.

1. Allow the City to enter into other agreements with Utility Providers and Operators, if the public's interest is served, and to amend the requirement of this chapter as new technology is developed;

2. Allow the City to be resilient and adaptive to changes in technology; and

GF. Comply with applicable provisions of state and federal law.

12.24.030. Jurisdiction and Management of the Public Rights-of-way.

A. The ~~e~~City has jurisdiction and exercises regulatory management over all rights-of-way within the ~~e~~City under authority of the ~~e~~City ~~e~~Charter and ~~Oregon~~state law.

B. The eCity has jurisdiction and exercises regulatory management over each right-of-way whether the eCity has a fee, easement, or other legal interest in the right-of-way, and whether the legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure or other means.

C. The exercise of jurisdiction and regulatory management of a right-of-way by the eCity is not official acceptance of the right-of-way, and does not obligate the eCity to maintain or repair any part of the right-of-way.

D. The provisions of this Chapter are subject to and will be applied consistent with applicable state and federal laws, rules and regulations, and, to the extent possible, shall be interpreted to be consistent with such laws, rules and regulations.

12.24.040. Regulatory Fees and Compensation Not a Tax.

A. The fees and costs provided for in this Chapter, and any compensation charged and paid for use of the rights-of-way provided for in this Chapter, are separate from, and in addition to, any and all other federal, state, local, and City charges, including but not limited to: any permit fee, or any other generally applicable fees, tax, or charge on business, occupations, property, or income as may be levied, imposed, or due from a utility operator, utility provider or licensee, its customers or subscribers, or on account of the lease, sale, delivery, or transmission of utility services.

B. The eCity has determined that any fee or tax provided for by this Chapter is not subject to the property tax limitations of Article XI, Sections 11 and 11b of the Oregon Constitution. These fees or taxes are not imposed on property or property owners.

C. The fees and costs provided for in this Chapter are subject to applicable federal and state laws.

12.24.050. Definitions.

For the purpose of this Chapter the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words not defined herein shall be given the meaning set forth in the Communications Act of 1934, as amended, the Cable Act, and the Telecommunications Act. If not defined in those statutes, the words shall be given their common and ordinary meaning. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number and words in the singular number include the plural number. The words “shall” and “will” are mandatory and “may” is permissive.

“Cable Act” means the Cable Communications Policy Act of 1987, 47 U.S.C., Section 521, et seq., as now and hereafter amended.

“Cable service” is to be defined consistent with federal laws and means the one-way transmission to subscribers of: (i) video programming, or (ii) other programming service; and subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.

Comment [RC5]: Definitions are added and updated to reflect current standards and updated language throughout the Chapter

“Calendar year” means January 1 to December 31, unless otherwise noted.

“City” means the city of Gladstone, an Oregon municipal corporation, and individuals authorized to act on the ~~city~~City’s behalf.

“City council” means the elected governing body of the city of Gladstone, Oregon.

“City facilities” means ~~city~~City or publicly-owned structures or equipment located within the right-of-way or public easement used for governmental purposes.

“City standards” means the Gladstone Public Works and Engineering Standards, in effect at the time of any work, is subject to this Chapter.

“City property” means and includes all real property owned by the City, other than public right-of-way and utility easement as those are defined herein, and all property held in proprietary capacity by the City.

“Communications services” means any service provided for the purpose of transmission of information including, but not limited to, voice, video, or data, without regard to the transmission protocol employed, whether or not the transmission medium is owned by the provider itself. Communications service includes all forms of telephone services and voice, video, data or information transport, but does not include: (1) cable service; (2) open video system service, as defined in 47 C.F.R. 76; (3) private communications system services provided without using the public rights-of-way; (4) public communications systems; (5) over-the-air radio or television broadcasting to the public-at-large from facilities licensed by the Federal Communications Commission or any successor thereto; and (6) direct-to-home satellite service within the meaning of Section 602 of the Telecommunications Act.

“Construction” means any activity in the public right-of-way resulting in physical change thereto, including excavation or placement of structures.

“Control” means actual working control over utility facilities in whatever manner exercised.

“Days” mean calendar days unless otherwise specified.

“Emergency” means a circumstance in which immediate work or action is necessary to restore lost service or prevent immediate harm to persons or property.

“Federal Communications Commission” or “FCC” means the federal administrative agency, or its lawful successor, authorized to regulate and oversee telecommunications carriers, services and providers on a national level.

“Gross Revenue” means any and all amounts, of any kind, nature or form, without deduction for expense, less net uncollectable, derived from the operation of utility facilities in the City and the provision of utility service in the City, subject to all applicable limitations in federal or state law.

“License” or “ROW license” means the authorization granted by the eCity to a utility operator or utility provider pursuant to this Chapter.

“Licensee” means any person that has a valid Right-of-Way licensed issued by the City.

“Person” means and includes any individual, firm, sole proprietorship, corporation, company, partnership, co-partnership, joint-stock company, trust, limited liability company, association, municipality, special district, government entity or other organization, including any natural person or any other legal entity.

“Private communications system” means a system, including the construction, maintenance or operation of the system, for the provision of a service or any portion of a service which is owned or operated exclusively by a person for their use and not for sale or resale, including trade, barter or other exchange of value, directly or indirectly, to any person.

“Public communications system” means any system owned or operated by a government entity or entities for its exclusive use for internal communications or communications with other government entities, and includes services provided by the state of Oregon pursuant to ORS 283.140. “Public communications system” does not include any system used for sale or resale, including trade, barter or other exchange of value, of communications services or capacity on the system, directly or indirectly, to any person.

“Public utility easement” means the space in, upon, above, along, across, over or under an easement for the constructing, reconstructing, operating, maintaining, inspecting, and repairing of utilities facilities. “Public utility easement” does not include an easement (i) that has been privately acquired by a utility operator, (ii) solely for the constructing, reconstructing, operating, maintaining, inspecting, and repairing of city facilities, or (iii) where the proposed use by the utility operator is inconsistent with the terms of any easement granted to the eCity.

“Public Works Director” means the Public Works Director for the City of Gladstone or any designee.

“Right-of-way”, “Rights-of-Way”, “Public right-of-way”, or “ROW” means and includes, but is not limited to, the space in, upon, above, along, across, over or under the public streets, roads, highways, lanes, courts, ways, alleys, boulevards, bridges, trails, paths, sidewalks, bicycle lanes, public utility easements and all other public ways or areas, including the subsurface under and air space over these areas, but does not include parks, parkland, or other city property not generally open to the public for travel. This definition applies only to the extent of the eCity’s right, title, interest and authority to grant a license to occupy and use such areas for utility facilities.

“Right-of-Way License” or, “ROW License”, or “Licensee” means the authorization granted by the City to a utility provider or utility operator pursuant to this Chapter.

“State” means the state of Oregon.

“Structure” mean any facility a Utility Provider or Utility Operator places in the ROW, including but not limited to poles, vaults or manholes, hand holds, or junction boxes, conduit, direct bury cable, wires, pedestals, aerial cables or wires and transformers.

“Telecommunications Act” means the Communications Policy Act of 1934, as amended by subsequent enactments including the Telecommunications Act of 1996 (47 U.S.C., 151 et seq.) and as hereafter amended.

“Utility facility” or “facility” means any physical component of a system, including but not limited to the poles, pipes, mains, conduits, ducts, cables, wires, transmitters, plant, equipment and other facilities, located within, under or above the rights-of-way, any portion of which is used or designed to be used to deliver, transmit or otherwise provide utility service.

“Utility operator” or “operator” means any person who owns, places, controls, operates or maintains a utility facility within the cityCity.

“Utility provider” or “Provider” means any person who provides utility service to customers within the City limits, whether or not any facilities in the ROW are owned by such provider.

“Utility service” means the provision, by means of utility facilities permanently located within, under or above the rights-of-way, whether or not such facilities are owned by the service provider, of electricity, natural gas, communications services, cable services, water, sewer, and/or storm sewer to or from customers within the ~~corporate boundaries of the city~~City limits, ~~and~~ or the transmission or provision of any of these services through the City whether or not customers within the City are served by those transmissions-

“Work” means the construction, demolition, installation, replacement, repair, maintenance or relocation of any utility facility, including but not limited to any excavation and restoration required in association with such construction, demolition, installation, replacement, repair, maintenance or relocation.

12.24.060. ~~Registration.~~Business License

~~A. Registration~~Business License Required. Every person that desires to provide utility services to customers within the eCity shall register with the cityCity prior to providing any utility services to any customer in the eCity, in compliance with Municipal Code section 5.04. Every person providing utility services to customers within the eCity as of the effective date of this Chapter shall ~~register~~ obtain a Business License within ~~sixty (60)~~thirty (30) days of the effective date of this Chapter. Every person subject to this Chapter shall renew and maintain a Bbusiness License as required in Gladstone’s Municipal Code, heretofore or hereafter amended, at all times that the person provides and/or operates a utility services, to customers within the City, or controls a utility facility

~~_____ B. Annual Registration. After registering with the city pursuant to subsection A of this section, the registrant shall, by December 31st of each year, file with the city a new registration form if it intends to provide utility service at any time in the following calendar year. Registrants~~

~~that file an initial registration pursuant to subsection A of this section on or after September 30th shall not be required to file an annual registration until December 31st of the following year.~~

~~C. Registration Application. The registration shall be on a form provided by the city, and shall be accompanied by any additional documents required by the city to identify the registrant and its legal status, describe the type of utility services provided or to be provided by the registrant and a description of the facilities over which the utility services will be provided.~~

~~D. Registration Fee. Each application for registration shall be accompanied by a nonrefundable registration fee in an amount to be determined by resolution of the city council in an amount sufficient to fully recover all of the city's costs of administering the registration program.~~

~~E. Exception. A person with a valid franchise agreement or license from the city shall not be required to register to provide the utility services expressly permitted by the franchise agreement or license.~~

Comment [RC6]: This is redundant and is covered in GMC under business licenses.

12.24.070. Right-of-Way Licenses.

A. License Required.

1. Except those utility operators and utility providers with a valid franchise or other valid agreement from the city, every person shall obtain a ROW license from the city prior to conducting any work in or use of the ROW~~the rights-of-way~~.
2. Every person that owns or controls, or uses utility facilities in the rights-of-way as of the effective date of this Chapter shall apply for a ROW license from the city within ~~sixty (60)~~thirty (30) days of the later of: (1) the effective date of this Chapter, or (2) the expiration of a valid franchise agreement granted by the city, unless a new franchise agreement is granted by the city pursuant to subsection E of this section ~~or (3) for a person that is not a utility operator, providing utility services within the City~~.
3. The provisions of this section 12.24.070, do not apply to any person subject to and in compliance with the cable television franchise requirement of Chapter 5.16, except that subsection J shall apply to the extent such person provides multiple services.

Comment [RC7]: Section updated to include all operator and providers of services.

Comment [RC8]: Private communication systems.

B. License Application. The license application shall be on a form provided by the eCity, and shall be accompanied by any additional documents required by the application or the City, in the City's sole discretion, to identify the applicant, its legal status, including its authorization to do business in Oregon, a description of the type of utility service provided or to be provided by the applicant, a description of the facilities over which the utility service will be provided, and other information reasonably necessary to determine the applicant's ability to comply with the terms of this Chapter.

C. License Application Fee. The application shall be accompanied by a nonrefundable application fee or deposit set by resolution of the city council in an amount sufficient to fully recover all of the city's costs related to processing the application for the licenseCity Council.

Comment [RC9]: The fee doesn't not cover the City's expenses.

D. Determination by city. The eCity shall issue, within a reasonable period of time, a written determination granting or denying the license in whole or in part. If the license is denied, the written determination shall include the reasons for denial. The license shall be evaluated based upon the provisions of this Chapter, the continuing capacity of the rights-of-way to

accommodate the applicant's proposed utility facilities and the applicable federal, state and local laws, rules, regulations and policies.

E. ROW Licensing Fee. If the City determines a license shall be issued, the applicant shall, within thirty (30) days of notification, submit the license fee set by resolution of the City Council. Such ROW license fee shall only apply to those licenses issued, by the City, after January 12, 2019.

Comment [RC10]: The licensing fee of \$250.00 doesn't begin to cover the City costs. However, this matches other neighboring Cities.

F. Changes to information contained on the license application. Within thirty (30) days of a change to the information contained in the application, the Licensee shall notify the City in writing of such change(s).

Comment [RC11]: The licensee needs to communicate with the City on changes in services provided and personnel changes. The City needs to have contact information.

GE. Franchise Agreements. If the public interest warrants, as determined by the eCity in its sole discretion, the eCity and utility operator or utility provider may enter into a written franchise agreement that includes terms that clarify, enhance, expand, waive or vary the provisions of this Chapter, consistent with applicable state and federal law. The franchise may conflict with the terms of this Chapter with the review and approval of eCity eCouncil. The franchisee shall be subject to the provisions of this Chapter to the extent such provisions are not in conflict with the express provisions of any such franchise. In the event of a conflict between the express provisions of a franchise and this Chapter, the franchise shall control.

F. Rights Granted.

1. The license granted hereunder shall authorize and permit the licensee, subject to the provisions of the eCity codes and other applicable provisions of state or federal law, in effect and as may be subsequently amended, to construct, place, maintain, upgrade, repair and operate utility facilities in the rights-of-way for the term of the license for the provision of utility service(s) authorized in the license. In the event the licensee offers different service(s) than those authorized in the license, the licensee shall inform the City of such changes no later than thirty (30) days after the change.
2. Any license granted pursuant to this Chapter shall not convey equitable or legal title in the rights-of-way, and may not be assigned or transferred except as permitted in subsection K of this section.

Neither the issuance of the license nor any provisions contained therein shall constitute a waiver or bar to the exercise of any governmental right or power, including without limitation, the police power or regulatory power of the eCity, in existence at the time the license is issued or thereafter obtained.

~~3. as may exist at the time the license is issued or thereafter obtained.~~

G. Term. Subject to the termination provisions in subsection M of this section, the license granted pursuant to this Chapter will be effective as of the date it is issued by the City or the date services began, whichever comes first, and will have a term of five (5) calendar years beginning: (1) January 1st of the year in which the license took effect for licenses that took effect between January 1st and June 30th; or (2) January 1st of the year after the license took effect for licenses that become effective between July 1st and December 31st.

Comment [RC12]: Added language for equitable treatment.

~~remain in effect for a term of five (5) years.~~

H. License Nonexclusive. No license granted pursuant to this section shall confer any exclusive right, privilege, license or franchise to occupy or use the rights-of-way for delivery of utility services or any other purpose. The eCity expressly reserves the right to grant licenses, franchises or other rights to other persons, as well as the eCity's right to use the rights-of-way, for similar or different purposes. The license is subject to all recorded deeds, easements, dedications, conditions, covenants, restrictions, encumbrances, and claims of title of record that may affect the rights-of-way. Nothing in the license shall be deemed to grant, convey, create, or vest in licensee a real property interest in land, including any fee, leasehold interest or easement.

I. Reservation of City Rights. Nothing in the license shall be construed to prevent the eCity from grading, paving, repairing and/or altering any rights-of-way, constructing, laying down, repairing, relocating or removing eCity facilities or establishing any other public work, utility or improvement of any kind, including repairs, replacement or removal of any city facilities. If any of licensee's utility facilities interfere with the construction, repair, replacement, alteration or removal of any rights-of-way, public work, city utility, city improvement or city facility, except those providing utility services in competition with a licensee, licensee's facilities shall be removed or relocated as provided in subsections C, D and E of Section 12.24.090, in a manner acceptable to the eCity and consistent with City standards, industry standard engineering and safety codes.

J. Multiple Services.

1. A utility operator that provides or transmits or allows the provision or transmission of utility services and other services over its facilities is subject to the license and ~~right-of-way~~ROW use fee requirements of this Chapter for the portion of the facilities and extent of utility services delivered over those facilities. Nothing in this subsection J(1) requires a utility operator to pay the ~~right-of-way~~ROW use fee, if any, owed to the eCity by another person using the utility operator's facilities.
2. A utility operator that provides or transmits more than one utility service to customers in the City over its facilities is may not be required to obtain a separate license or franchise for each utility service, but is required to file separate remittance forms and submit any ROW usage fees due for each provided that it gives notice to the eCity of each utility service provided or transmitted and pays the applicable right-of-way usage fees due for each utility service provided.

K. Transfer or Assignment. To the extent permitted by applicable state and federal laws, the licensee shall obtain the written consent of the eCity prior to the transfer or assignment of the license. The license shall not be transferred or assigned unless:

1. ~~The~~ proposed transferee or assignee is authorized under all applicable laws to own or operate the utility facilities and/or provide the utility service authorized under the license; and

~~2. The transfer or assignment is approved by all system and the transfer or assignment is approved by all~~ agencies or organizations required or authorized under federal and state laws to approve such transfer or assignment.

~~The provider requesting the transfer or assignment must cooperate with the City and provide requested documentation, as the City deems necessary, in the City's sole discretion, at no cost to the City, to sufficiently understand the transferees' ability to perform under the license.~~

~~If the City approves such transfer or assignment, the transferee or assignee shall become responsible for fulfilling all obligations under the license. A transfer or assignment of a license does not extend the term of the license.~~

~~1. If a license is transferred or assigned, the transferee or assignee shall become responsible for fulfilling all of the obligations under the license with respect to all facilities of the licensee at the time of transfer or assignment. A transfer or assignment of a license does not extend the term of the license.~~

L. Renewal. At least ~~ninety (90)~~thirty (30) days, but no more than one hundred ~~eighty (180)~~twenty (120) days prior to the expiration of a license granted pursuant to this section, a licensee seeking renewal of its license shall submit a license application to the ~~eCity~~city, including all information required in subsection B of this section and the application fee required in subsection C of this section. The ~~eCity~~city shall review the application as required by subsection D of this section and grant or deny the license within ninety (90) days of submission of the application. If the ~~eCity~~city determines that the licensee is in violation of the terms of this Chapter at the time it submits its application, the ~~eCity~~city may require that the licensee cure the violation or submit a detailed plan to cure the violation within a reasonable period of time, as determined by the ~~eCity~~city, before the ~~eCity~~city will consider the application and/or grant the license. If the ~~eCity~~city requires the licensee to cure or submit a plan to cure a violation, the ~~eCity~~city will grant or deny the license application within ninety (90) days of confirming that the violation has been cured or of accepting the licensee's plan to cure the violation.

Comment [RC13]: Time lines changed to ease burden on City Staff and Industry.

M. Termination.

1. Revocation or Termination of a License. The ~~eCity~~city ~~e~~Council may terminate or revoke the license granted pursuant to this Chapter for any of the following reasons:
 - a. Violation of any of the provisions of this Chapter;
 - b. Violation of any provision of the license;
 - c. Misrepresentation in a license application;
 - d. Failure to pay taxes, compensation, fees or costs due the ~~City~~city after final determination ~~by the City~~ of the taxes, compensation, fees or costs;
 - e. Failure to restore the rights-of-way after construction as required by this Chapter or other applicable state and local laws, ordinances, rules and regulations;
 - f. Failure to comply with technical, safety and engineering standards related to work in the rights-of-way; or
 - g. Failure to obtain or maintain any and all licenses, permits, certifications and other authorizations required by state or federal law for the placement, maintenance and/or operation of the utility facilities.

Comment [RC14]: Added for clarity.

2. Standards for Revocation or Termination. In determining whether termination, revocation or some other sanction is appropriate, the following factors shall be considered:
 - a. The egregiousness of the misconduct;
 - b. The harm that resulted;
 - c. Whether the violation was intentional;
 - d. The ~~utility operator's~~ ROW licensee's history of compliance; and/or
 - e. The ~~utility operator's~~ ROW licensee's cooperation in discovering, admitting and/or curing the violation.

3. Notice and Cure. The ~~city~~ City shall give the ~~utility operator~~ ROW licensee written notice of any apparent violations before terminating a ROW license. The notice shall include a short and concise statement of the nature and general facts of the violation or noncompliance and provide a reasonable time (no less than twenty (20) and no more than forty (40) days) for the ~~utility operator~~ Licensee to demonstrate that the ~~utility operator~~ Licensee has remained in compliance, that the ~~utility operator~~ Licensee has cured or is in the process of curing any violation or noncompliance, or that it would be in the public interest to impose a penalty or sanction less than termination or revocation. If the ~~utility operator~~ Licensee is in the process of curing a violation or noncompliance, the ~~utility operator~~ Licensee must demonstrate that it acted promptly and continues to actively work on compliance. If the ~~utility operator~~ Licensee does not respond or if the ~~city manager~~ City Administrator or designee determines that the ~~utility operator's~~ Licensee's response is inadequate, the ~~city manager~~ City Administrator or designee shall refer the matter to the ~~e~~ City ~~e~~ Council, which shall provide a duly noticed public hearing to determine whether the license shall be terminated or revoked and if any penalties or sanctions will be imposed.

4. Termination by licensee. If a licensee ceases to use the ROW, as defined under this Chapter, the licensee may terminate its license, with a thirty (30) day notice to the City. Licensee may reapply for a ROW license at any time. No refunds or credits will be given for licenses terminated by the licensee or the City.
 - a. Within forty-five (45) days of surrendering a ROW license, the licensee shall file a final remittance form with the City stating, "final remittance" and shall pay all usage fees.

Comment [RC15]: Added to allow the licensee the option to be released from ROW license requirements.

12.24.080. Construction and Restoration.

A. Construction Codes. Utility facilities shall be constructed, installed, operated, repaired and maintained in accordance with all applicable federal, state and local codes, rules and regulations, including but not limited to the National Electrical Code and the National Electrical Safety Code and the Gladstone ~~Design and Construction~~ City Standards, in effect at the time of the work. When a utility operator, utility provider or licensee, or any person acting on its behalf, does any work in or affecting the rights-of-way, the utility operator shall, at its own expense, promptly restore the rights-of-way as directed by the ~~city~~ City consistent with applicable city codes, rules and regulations, in effect at the time of the work. A utility operator, utility provider, licensee or other person acting on its behalf shall use suitable barricades, flags, flagging attendants, lights, flares and other measures as required for the safety of all members of the general public and to

prevent injury or damage to any person(s), vehicle or property by reason of such work in or affecting the rights of way or property.

B. Construction Permits.

1. No person shall perform any work on utility facilities within the rights-of-way without first obtaining all required permits. The cityCity shall not issue a permit for the construction, installation, maintenance or repair of utility facilities unless the utility operator of the facilities has applied for and received ~~the a valid license, franchise agreement or other valid agreement (if applicable),~~ required by this Chapter, or has a current franchise with the cityCity, and all applicable fees have been paid. No permit is required for ~~service drops to customer premises or~~ routine maintenance or repairs to customer service drops where such ~~drops,~~ repairs or maintenance do not require cutting, digging, or breaking of, or damage to, the right of way and do not result in closing or blocking any portion of the travel lane for vehicular traffic, bicycle lanes or sidewalks.
2. In the event of an emergency, a utility operator with a license pursuant to this Chapter or its contractor may perform work on its utility facilities without first obtaining a permit from the cityCity, provided that, to the extent reasonably feasible, it attempts to notify the cityCity prior to commencing the emergency work and in any event applies for a permit from the cityCity as soon as reasonably practicable, but not more than ~~forty eight (48) hours~~5:00pm PST of the next business day after commencing the emergency work. ~~As used in this subsection, "emergency" means a circumstance in which immediate work on facilities is necessary to restore lost service or prevent immediate harm to persons or property.~~
3. Applications for permits ~~to construct~~perform work on utility facilities within the ROW shall be submitted upon forms to be provided by the cityCity and shall be accompanied by drawings, plans and specifications in sufficient detail to demonstrate:
 - a. That the facilities will be constructed in accordance with all applicable codes, rules and regulations, including ~~the Gladstone Design and Construction~~City Standards.
 - b. The location and route of all utility facilities to be installed aboveground or on existing utility poles.
 - c. The location and route of all utility facilities on or in the rights-of-way to be located under the surface of the ground, including the line and grade proposed for the burial at all points along the route that are within the rights-of-way. Applicant's existing utility facilities shall be differentiated on the plans from new construction. The ~~public works director~~City may require additional information necessary to demonstrate that the proposed location can accommodate the utility facilities, as determined by the City. A cross-section shall be provided showing the applicant's new and existing utility facilities in relation to the street, curb, sidewalk, or ROW.
 - d. The construction methods to be employed for protection of existing structures, fixtures, and facilities within or adjacent to the rights-of-way, and description of any improvements that applicant proposes to temporarily or permanently remove or relocate and, if deemed necessary by the City, methods to be employed for protection of existing structures, fixtures, and facilities within or adjacent to the ROW.
 - e. The ~~permittee~~applicant has an adequate traffic control plan.

- ~~3.~~ All permit applications shall be accompanied by the verification of a qualified and duly authorized representative of the applicant that the drawings, plans and specifications submitted with the application comply with applicable technical codes, rules and regulations. The ~~cityCity e~~Engineer or designee may, in ~~his or her~~its sole discretion, require the verification of a registered professional engineer or other licensed profession, at no cost to the City.
- ~~4.~~ ~~5.~~—All permit applications shall be accompanied by a written construction schedule, which shall include an estimated start date and a deadline for completion of construction. The construction schedule is subject to approval by ~~public works director~~the City.
- ~~5.~~ ~~6.~~— ~~Prior to issuance of a construction permit, the applicant shall pay a permit fee in an amount to be determined by resolution of the cityCity Council. In addition to the requirements of this Chapter, the applicant shall, at all times comply with all other City requirements.~~
- ~~6.~~ ~~7.~~—If satisfied that the applications, plans and documents submitted comply with all requirements of this Chapter, the ~~public works director~~City shall issue a permit authorizing construction of the utility facilities, subject to such further conditions, restrictions or regulations affecting the time, place and manner of performing the work as ~~the City they~~ may deem necessary or appropriate.
- ~~7.~~ ~~8.~~—Except in the case of an emergency, the permittee shall notify the ~~public works~~City director not less than two (2) working days in advance of any excavation or construction in the rights-of-way.
- ~~8.~~ ~~9.~~—All construction practices and activities shall be in accordance with the permit and approved final plans and specifications for the utility facilities that have been “Approved for Construction” by the City. ~~The public works director and designated~~ The City and its representatives shall be provided access to the work site and such further information as they may require to ensure compliance with such requirements.
- ~~9.~~ ~~10.~~—All work which does not comply with the permit, the approved or corrected plans and specifications for the work, or the requirements of this Chapter, shall be removed or corrected at the sole expense of the permittee. The ~~cityCity~~ is authorized to stop work in order to ~~assure~~ensure compliance with the provision of this Chapter. If the permittee fails to remove or correct work as required in this subsection, the ~~cityCity~~ may remove or correct the work at the expense of the permittee, after notice and opportunity to cure, using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations.

10. The permittee shall be responsible for providing correct and complete information. If the City believes the permittee misrepresented, misstated, or omitted any material fact(s) in its permit application, the City may deny or revoke the permit. The City may at any time require the permit holder to take additional measures to protect the health, safety, and welfare of the public. The permit holder shall be responsible for and pay all costs for such measures

12.4. The permittee shall promptly complete all construction activities so as to minimize disruption of the ~~city~~ rights-of-way and other public and private property. All construction work within the rights-of-way, including restoration, must be completed within sixty (60) days of the date of issuance of the construction permit unless an extension or an alternate schedule has been approved by the ~~public works director~~City.

11. Traffic Control Plan. The permittee shall protect the work area with sufficient traffic controls reviewed and accepted by the City before work begins. The permittee shall at all times ensure the presence of such workers, tools and materials, flaggers, barricades, and other safety devices as may be necessary to properly protect bicyclists, pedestrians, construction personnel, and vehicular traffic upon the roadway, and to warn and safeguard the public against injury or damage resulting from the work.

12. Any supervision or control exercised by the City shall not relieve the permittee or utility operator of any duty to the general public nor shall such supervision or control relieve the permittee or utility operator from any liability for loss, damage, or injury to persons or property.

C. Performance Surety.

1. The ~~city~~City may require a performance bond or other form of surety acceptable to the ~~city~~City equal to at least one hundred and twenty-five percent (125%) of the estimated cost of the work within the rights-of-way of the ~~city~~City, which bond shall be provided before construction is commenced.

3. 2.—If required, the performance bond or other form of surety acceptable to the ~~city~~City shall remain in force until sixty (60) days after substantial completion of the work, as determined in writing by the ~~city~~City, including restoration of rights-of-way and other property affected by the construction.

3. If required, the performance bond or other form of surety acceptable to the ~~city~~City shall guarantee, to the satisfaction of the ~~city~~City:

- Timely completion of the work;
- That the work is performed in compliance with applicable plans, permits, technical codes and standards;
- Proper location of the facilities as specified by the ~~city~~City;
- Restoration of the rights-of-way and other property affected by the work; and
- Timely payment and satisfaction of all claims, demands or liens for labor, material, or

services provided in connection with the work.

~~4. 4.~~—The release of the performance bond or other surety pursuant to subsection C(1) of this section does not relieve the utility operator from its obligation to restore rights-of-way or other property as required in subsection E of this section regardless of when the failure to restore rights-of-way or other property as required by this chapter occurs or is discovered.

D. Injury to Persons or Property. A utility operator, or any person acting on its behalf, shall preserve and protect from injury or damage other utility operators' facilities in the rights-of-way, the public using the rights-of-way and any adjoining property, and take other necessary measures to protect life and property, including but not limited to buildings, walls, fences, trees or facilities that may be subject to damage from the permitted work. A utility operator shall be responsible for all injury to persons or damage to public or private property resulting from its failure to properly protect people and property and to carry out the work.

E. Restoration.

1. When a utility operator, or any person acting on its behalf, does any work in or affecting any rights-of-way, it shall, at its own expense, promptly restore such rights-of-way to the same or better condition as existed before the work was undertaken, in accordance with applicable federal, state and local laws, codes, ordinances, rules and regulations, in effect at the time of the work unless otherwise directed by the ~~city~~City ~~and as determined by the public works director~~.

2. If weather or other conditions beyond the utility operator's control do not permit the complete restoration required by the ~~city~~City, the utility operator shall temporarily restore the affected ~~rights-of-way~~area. Such temporary restoration shall be at the utility operator's sole expense and the utility operator shall promptly undertake and complete the required permanent restoration when the weather or other conditions no longer prevent such permanent restoration. Any corresponding modification to the construction schedule may be subject to approval by the ~~city~~City.

3. If the utility operator fails to restore rights-of-way as required in this Chapter, the ~~city~~City shall give the utility operator written notice and provide the utility operator a reasonable period of time not less than ten (10) days, unless an emergency or threat to public safety is deemed to exist, and not exceeding thirty (30) days, or such additional time agreed to in writing by the ~~city~~City, to restore the rights-of-way. If, after said notice, the utility operator fails to restore the rights-of-way as required in this Chapter, the ~~city~~City shall cause such restoration to be made at the expense of the utility operator. If the City determines a threat to public safety exists, the City shall provide necessary temporary safeguards, at the utility operators' sole expense. If such threat exists, the utility operator shall have twenty-four (24) hours to commence restoration. If work is not commenced in twenty-four (24) hours, the City, at its sole option, may commence restoration at the utility operator's sole expense.

F. Inspection. Every utility operator's facilities shall be subject to the right of periodic inspection by the cityCity to determine compliance with the provisions of this Chapter and all other applicable state and city codes, ordinances, rules and regulations. Every utility operator shall cooperate with the cityCity in permitting the inspection of utility facilities upon request of the cityCity. The utility operator shall perform all testing, or permit the cityCity to perform any testing at the utility operator's expense, required by the cityCity to determine that the installation of the utility operator's facilities and the restoration of the right-of-wayROW comply with the terms of this Chapter and applicable state and city codes, ordinances, rules and regulations.

G. Coordination of Construction. All utility operators are required to make a good faith effort to both cooperate with and coordinate their construction schedules with those of the cityCity and other users of the rights-of-way.

1. Prior to January 1st of each year, utility operators shall provide the cityCity with, a written schedule of known proposed construction activities for that year in, around or that may affect the rights-of-way.

2. Utility operators ~~shall~~ may meet with the cityCity annually, or as determined by the cityCity, in its sole discretion, to schedule and coordinate construction in the rights-of-way.

3. All construction locations, activities and schedules within the rights-of-way shall be coordinated as may be ordered by the City, to minimize public inconvenience, disruption, or damages.

H. ~~Contractors~~. A utility operator may authorize a qualified contractor to perform any of the work authorized or required in this Chapter on the utility operator's behalf. Any contractor performing work on behalf of a utility operator shall be subject to applicable provisions of this Chapter. In the event a utility operator authorizes a contractor to perform work on its behalf, the utility operator shall remain responsible and liable for compliance with the provisions of this subchapter.

12.24.090. Location of Facilities.

A. Location of Facilities. Unless otherwise agreed to in writing by the cityCity:

1. Utility facilities shall be installed underground in all areas of the cityCity where there are no existing poles in the right-of-wayROW, there is no space on existing poles in the right-of-wayROW, or where the only poles in the right-of-wayROW are used only for high voltage lines (as defined below). This requirement shall not apply to facilities used for transmission of electric energy at nominal voltages in excess of thirty-five thousand (35,000) volts or to antennas, pedestals, cabinets or other above-ground equipment of any utility operator for which the utility operator has written authorization to place above-ground.

~~The cityCity reserves the right to require written approval of the location of any such above-ground equipment in the right of way.~~

2. Whenever any existing electric utilities, cable facilities or communications facilities are located underground within thea right-of-wayROW of the cityCity, the utility operator

with permission to occupy the same right-of-way shall install all new facilities underground at no cost to the city. This requirement shall not apply to facilities used for transmission of electric energy at nominal voltages in excess of thirty-five thousand (35,000) volts (“high voltage lines”) or to antennas, pedestals, cabinets or other above-ground equipment of any utility operator. The city reserves the right to require written approval of the location of any such above-ground equipment in the right-of-way.

B. Interference with the Rights-of-Way. No utility operator or other person may locate or maintain its facilities so as to unreasonably interfere with the use of the rights-of-way by the city, by the general public or by other persons authorized to use or be present in or upon the rights-of-way. Utility facilities shall not be located in area of restricted sight distance nor interfere with the proper function of traffic control signs, signals, lighting, or other devices that affect traffic operation. All use of the rights-of-way shall be consistent with City codes, ordinances, rules and regulations in effect and as may be subsequently amended.

C. Relocation of Utility Facilities.

1. A utility operator shall, at no cost to the city, temporarily or permanently remove, relocate, change or alter the position of any utility facility within the right-of-way, including relocation of aerial facilities underground, when requested to do so in writing by the city.

a. If relocation is required by the City, the City shall bear no responsibility or incur any costs, to provide or in any way secure alternate locations.

2. Nothing herein shall be deemed to preclude the utility operator from requesting reimbursement or compensation from a third party, pursuant to applicable laws, regulations, tariffs or agreements, provided that the utility operator shall timely comply with the requirements of this section regardless of whether or not it has requested or received such reimbursement or compensation.

3. The city shall provide written notice of the time by which the utility operator must remove, relocate, change, alter or underground its facilities. If a utility operator fails to remove, relocate, alter or underground any utility facility as requested by the city and by the date reasonably established by the city, the utility operator shall pay all costs incurred by the city due to such failure, including but not limited to costs related to project delays, and the city may cause, using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations, the utility facility to be removed, relocated, altered or undergrounded at the utility operator’s sole expense. Upon receipt of a detailed invoice from the city, the utility operator shall reimburse the city for the costs the city incurred within thirty (30) days.

4. The City shall coordinate the schedule for relocation of utility facilities and based on such effort shall provide written notice of the time by which the utility operator must remove, relocate, change, alter or underground its facilities. If a utility operator fails to remove, relocate, change, alter or underground any utility facility as requested by the City by the date reasonably established by the City, the utility operator shall pay all costs incurred by

Comment [RC16]: Added to ease burden on Providers/Operators and to be consistent with Milwaukee.

the City due to such failure, including but not limited to costs related to project delays, and the City may cause, using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations, the utility facility to be removed, relocated, altered, or undergrounded at the utility operator's sole expense. Upon receipt of a detailed invoice from the City, the utility operator shall reimburse the City for the costs the City incurred within thirty (30) days.

5. The City will cooperate with the utility operator in securing alternate locations within the ROW. The City shall bear no responsibility to obtain, compensate, or otherwise assist the utility operator in relocation of its facilities to location not in the control of the City.

D. Removal of Unauthorized Facilities.

1. Unless otherwise agreed to in writing by the ~~public works director~~City, within thirty (30) days following written notice from the ~~city~~City or such other time agreed to in writing by the ~~city~~City, a utility operator and any other person that owns, controls, or maintains any abandoned or unauthorized utility facility within the rights-of-way shall, at its own expense, remove the facility and restore the rights-of-way as provided in section 12.24.080

2. A utility system or facility is unauthorized under any of the following circumstances:

- a. The utility facility, or any portion of the facility, is outside the scope of authority granted by the ~~city~~City under the license, franchise or other written agreement. This includes facilities that were never licensed or franchised and facilities that were once licensed or franchised but for which the license or franchise has expired or been terminated. This does not include any facility for which the ~~city~~City has provided written authorization for abandonment in place.
- b. The facility has been abandoned and the ~~city~~City has not provided written authorization for abandonment in place. A facility is abandoned if it is not in use and is not planned for further use. A facility will be presumed abandoned if it is not used for a period of twelve (12) consecutive months. A utility operator may overcome this presumption by presenting plans for future use of the facility.
- c. The utility facility is improperly constructed or installed or is in a location not permitted by the construction permit, license, franchise or this Chapter.
- d. The utility operator is in violation of a material provision of this Chapter and fails to cure such violation within thirty (30) days of the ~~city~~City sending written notice of such violation, unless the ~~city~~City extends such time period in writing.

E. Removal by City.

1. The ~~city~~City retains the right and privilege to cut or move ~~the any utility~~ facilities ~~of any utility operator or similar entity~~ located within the rights-of-way ~~of the city~~City, without notice, as the ~~city~~City may determine to be necessary, appropriate or useful in response to a public health or safety emergency. The ~~city~~City will use qualified personnel or contractors consistent with applicable state and federal safety laws and regulations to the

extent reasonably practicable without impeding the cityCity's response to the emergency. The cityCity will use best efforts to provide the utility operator with notice prior to cutting or moving facilities. If prior notice is not possible, the cityCity will provide such notice as soon as reasonably practicable after ~~taking such action~~ resolution of the emergency.

2. If the utility operator fails to remove any facility when required to do so under this Chapter, the cityCity may remove the facility using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations, and the utility operator shall be responsible for paying the full cost of the removal and any administrative costs incurred by the cityCity in removing the facility and obtaining reimbursement. Upon receipt of a detailed invoice from the cityCity, the utility operator shall reimburse the cityCity for the costs the cityCity incurred within thirty (30) days. The obligation to remove shall survive the termination of the license or franchise.

3. The cityCity shall not be liable to any utility operator for any damage to utility facilities, or for any incidental or consequential losses resulting directly or indirectly therefrom, by the cityCity or its contractor in removing, relocating or altering the facilities pursuant to subsections B, C or D of this section or undergrounding its facilities as required by subsection A of this section, or resulting from the utility operator's failure to remove, relocate, alter or underground its facilities as required by those subsections, unless such damage arises directly from the cityCity's negligence or willful misconduct.

F. Engineering Record Drawings. The utility operator shall provide the cityCity with two complete sets of record drawings in a form acceptable to the cityCity showing the location of all its utility facilities in the ROW after initial construction if such plan changed during construction upon completion of construction. The utility operator shall provide updated complete sets of as built plans upon request of the cityCity, but not more than once per year.

G. Utility operator, Utility provider and ROW Licensee shall provide, at no cost to the City, a comprehensive map showing the location of any facility in the City. Such map shall be provided in a format acceptable to the City, with accompanying data sufficient enough for the City to determine the exact location of facilities, currently in Shapefile or Geodatabase format. The City may not request such information more than once per year.

Comment [RC17]: As first responders, the City MUST have this information.

12.24.100. Leased Capacity.

A utility operator may lease capacity on or in its systems-facilities to others, provided that, upon request, the utility operator provides the cityCity with the name and business address of any lessee. A utility operator is not required to provide such information if disclosure is expressly prohibited by applicable law. A utility operator shall require that all leases have obtained proper authority, in the form of a permit, license or franchise from the City before leasing capacity on or in its facilities, or a valid agreement between the utility operator and the lessee.

Comment [RC18]: The City has the right to know this information.

12.24.110. Maintenance.

A. Every utility operator shall install and maintain all facilities in a manner that complies with applicable federal, state and local laws, rules, regulations and policies. The utility operator shall, at its own expense, repair and maintain facilities from time to time as may be necessary to accomplish this purpose.

B. If, after written notice from the cityCity of the need for repair or maintenance as required in subsection A of this section, a utility operator fails to repair and maintain facilities as requested by the cityCity and by the date reasonably established by the cityCity, the cityCity may perform such repair or maintenance using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations at the utility operator's sole expense. Upon receipt of a detailed invoice from the cityCity, the utility operator shall reimburse the cityCity for the costs the cityCity incurred within thirty (30) days.

12.24.120. Vacation.

If the cityCity vacates any right-of-wayROW, or portion thereof, that a utility operator uses, the utility operator shall, at its own expense, remove its facilities from the right-of-wayROW unless the cityCity reserves a public utility easement, which the cityCity shall make a reasonable effort to do provided that there is no expense to the cityCity, or the utility operator obtains an easement for its facilities. If the utility operator fails to remove its facilities within thirty (30) days after a right-of-wayROW is vacated, or as otherwise directed or agreed to in writing by the cityCity, the cityCity may remove the facilities using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations at the utility operator's sole expense. Upon receipt of an invoice from the cityCity, the utility operator shall reimburse the cityCity for the costs the cityCity incurred within thirty (30) days.

12.24.130. Right-of-Way Use Fee.

A. Except as set forth in subsection B of this section, every person that owns utility facilities in the cityCity and every person that uses utility facilities in the cityCity to provide utility service, whether or not the person owns the utility facilities used to provide the utility services, shall pay the right-of-wayROW use fee for every utility service provided using the rights-of-way in the amount determined by resolution of the eCity eCouncil.

B. A utility operator whose only facilities in the right-of-wayROW are facilities mounted on above-ground structures within the right-of-wayROW, which structures are owned by another person, and with no facilities strung between such structures or otherwise within, under or above the right-of-wayROW (other than equipment necessary to operate the mounted facilities that has been expressly approved by the City to be placed in the ROW), shall pay the attachment fee set by eCity eCouncil resolution for each attachment, or such other fee set forth in the license granted by the eCity. Unless otherwise agreed to in writing by the eCity, the fee shall be paid annuallyquarterly, in arrears, within forty-five (45) days after the end of each calendar year, andquarter and shall be accompanied by information sufficient to illustrate the calculation of the amount payable. ~~The utility shall pay interest at the rate of nine percent (9%) per year for any payment made after the due date.~~

C. No acceptance of any payment shall be construed as accord that the amount paid is in fact the correct amount, nor shall such acceptance of payment be construed as a release of any claim the City may have for further or additional sums payable.

DC. Right-of-way use fee payments required by this section shall be reduced by any franchise fee payments received by the city, but in no case will be less than zero dollars (\$0).

Comment [RC19]: Must remain to impose on PGE and NW Natural.

DE. Unless otherwise agreed to in writing by the eCity, the ~~right of way~~ROW use fee set forth in subsection A of this section shall be paid quarterly, in arrears, ~~for each quarter during the term of the license~~ within forty-five (45) days after the end of each calendar quarter. Each payment shall be accompanied by an accounting of gross revenues, if applicable, and a calculation of the amount payable (a remittance form may be provided by the City). The City may request and will be provided at no cost to the City, any additional reports or information it deems necessary, in its sole discretion, to ensure compliance by the utility provider, utility operator or licensee. Such information may include, but is not limited to: chart of accounts, total revenues by categories and dates, list of products and services, narrative documenting calculation, details on number of customers within the City limits, or any other information needed for the City to easily verify compliance. The utility shall pay interest at the rate of nine percent (9%) per year for any payment made after the due date.

FE. The calculation of the ~~right of way~~ROW use fee required by this section shall be subject to all applicable limitations imposed by federal or state law in effect and as may be subsequently amended.

GF. The eCity reserves the right to enact other fees and taxes applicable to the utility providers, utility operators and licensee subject to this Chapter. Unless expressly permitted by the eCity in enacting such fee or tax, or required by applicable state or federal law, no utility operator may deduct, offset or otherwise reduce or avoid the obligation to pay any lawfully enacted fees or taxes based on the payment of the ~~right of way~~ROW use fee or any other fees required by this Chapter.

12.24.135 Penalties and Interest on Right-of-Way Usage Fee

A. Prior to February 1, 2019 ~~ROW Usage fees not received by the City on or before the due date~~ are subject to interest of nine percent (9%) per year.

Comment [RC20]: Simpler way of calculating late fees for the City and User

Comment [RC21]: To match effective date of updated code.

B. After February 1, 2019 the following penalties will be imposed.

Penalties and interest imposed by this section are in addition to any penalties that may be assessed under other sections or chapters of the Gladstone Municipal Code.

1. Any person who has not submitted the required remittance forms or remitted the correct fees when due as provided in Section 12.24.130 shall pay a penalty listed below in addition to the amount due:

- a. First occurrence during any one calendar year; Ten percent (10%) of the amount owed, or Twenty-five dollars (\$25.00), whichever is greater.
- b. Second occurrence during any one calendar year; Fifteen percent (15%) of the amount owed, or Fifty dollars (\$50.00), whichever is greater.

- c. Third occurrence during any one calendar year; Twenty percent (20%) or the amount owed, or Seventy-five dollars (\$75.00), whichever is greater.
- d. Fourth occurrence during any one calendar year; Twenty-five percent (25%) of the amount owed, or One hundred dollars (\$100.00), whichever is greater.

- 2. If the City determines that the nonpayment of any remittance due under this section is due to fraud or intent to evade the provisions hereof, an additional penalty of twenty-five percent (25%) of the amount owed, or Five hundred dollars (\$500.00), whichever is greater, shall be added thereto in addition to other penalties stated in 12.24.135.
- 3. In addition to the penalties imposed, any person who fails to remit any fee when due as provided in Section 12.24.130 shall pay interest at the rate of 1.5% per month or fractions thereof, without proration for portions of a month, on the total amount due (including penalties), from the date on which the remittance first became delinquent, until received by the City.
- 4. Every penalty imposed, and such interest as accrues under the provision of this section, shall be merged with, and become part of, the fee required to be paid.

The City Administrator or designee, in their sole discretion, shall have the authority to reduce or waive the penalties and interest due under this subsection 12.24.135

12.24.140. Audits.

A. Within thirty (30) days of a written request from the ~~city~~City, or as otherwise agreed to in writing by the ~~city~~City:

- 1. Every licensee, utility operator and utility provider ~~of utility service~~ shall furnish the ~~city~~City, at no cost to the City, with information sufficient to demonstrate ~~that the provider licensee is in~~ compliance with all the requirements of this Chapter and its franchise agreement, if any, including but not limited to payment of any applicable ~~registration business license fee, ROW licensing~~ fee, ~~right of way~~ROW use fee, attachment fee or franchise fee.
- 2. Every utility operator, ~~provider and licensee~~ shall make available for inspection by the ~~city~~City at reasonable times and intervals all maps, records, books, diagrams, plans and other documents, maintained by the utility operator with respect to its facilities within the rights-of-way. Access shall be provided within the ~~city~~City unless prior arrangement for access elsewhere has been made with the ~~city~~City.

B. If the ~~city~~City's audit of the books, records and other documents or information of the ~~licensee~~ utility operator or utility ~~service~~ provider demonstrate that the ~~licensee~~ utility operator or ~~utility~~ provider has underpaid the ~~right of way~~ROW use fee, ~~licensing fee~~, attachment fee or franchise fee or any other fee or payment by three percent (3%) or more in any one (1) year, the ~~licensee~~ utility operator, or utility provider shall reimburse the ~~city~~City for the cost of the audit,

in addition to any interest owed pursuant to ~~subsection B or subsection D of~~ Section 12.24.130 or as specified in other agreements or a franchise with the City.

C. Any underpayment, including any interest or audit cost reimbursement, shall be paid within thirty (30) days of the cityCity's notice to the utility service provider of such underpayment.

D. The Licensee, Utility Provider or Utility Operator is not required to maintain records for more than six (6) years. The City is not required to maintain records beyond the State retention schedules.

12.24.150. Insurance and Indemnification.

A. Insurance.

1. All utility operators shall maintain in full force and effect the following liability insurance policies that protect the utility operator and the cityCity, as well as the cityCity's officers, agents, and employees:

- a. Comprehensive general liability insurance with limits not less than:
 - i. Three million dollars (\$3,000,000.00) for bodily injury or death to each person;
 - ii. Three million dollars (\$3,000,000.00) for property damage resulting from any one accident; and
 - iii. Three million dollars (\$3,000,000.00) for all other types of liability.
- b. Commercial Automobile liability insurance for owned, non-owned and hired vehicles with a limit of one million dollars (\$1,000,000.00) for each person and three million dollars (\$3,000,000.00) for each accident.
- c. Worker's compensation within statutory limits and employer's liability with limits of not less than one million dollars (\$1,000,000.00).
- d. If not otherwise included in the policies required by subsection a. above, maintain comprehensive form premises-operations, explosions and collapse hazard, underground hazard and products completed hazard with limits of not less than three million dollars (\$3,000,000.00).
- e. Utility operator may utilize primary and umbrella liability insurance policies to satisfy the preceding insurance policy limit requirements.

2. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the state of Oregon. The insurance shall be without prejudice to coverage otherwise existing and shall name, or the certificate of insurance shall name, with the exception of worker's compensation, as additional insureds the cityCity and its officers, agents, and employees. The coverage must apply as to claims between insureds on the policy. The insurance shall not be canceled or materially altered without thirty (30) days prior written notice first being given to the cityCity, and the certificate of insurance shall include such an endorsement. If the insurance is canceled or materially altered, the utility operator shall obtain a replacement policy that complies with the terms of this section and provide the cityCity with a replacement certificate of insurance. The utility operator shall maintain continuous uninterrupted coverage, in the terms and amounts required. The utility operator may self-insureself-insure, or keep in force a self-insured retention plus insurance, for any or all of the above coverage.

3. The utility operator shall maintain on file with the cityCity a certificate of insurance, or proof of self-insurance acceptable to the cityCity, certifying the coverage required above.

B. Financial Assurance. Unless otherwise agreed to in writing by the cityCity, before a franchise granted or license issued pursuant to this Chapter is effective, and as necessary thereafter, the utility operator shall provide a performance bond or other financial security or assurance, in a form acceptable to the cityCity, as security for the full and complete performance of the franchise or license, if applicable, and compliance with the terms of this Chapter, including any costs, expenses, damages or loss the cityCity pays or incurs because of any failure attributable to the utility operator to comply with the codes, ordinances, rules, regulations or permits of the cityCity. This obligation is in addition to the performance surety required by subsection C of Section 12.24.080.

C. Indemnification.

1. Each utility operator shall defend, indemnify and hold the cityCity and its officers, employees, agents and representatives harmless from and against any and all liability, causes of action, claims, damages, losses, judgments and other costs and expenses, including attorney fees and costs of suit or defense (at both the trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person ~~or entity~~ in any way arising out of, resulting from, during or in connection with, or alleged to arise out of or result from the negligent, careless, or wrongful acts, omissions, failure to act, or other misconduct of the utility operator or its affiliates, officers, employees, agents, contractors, subcontractors, or lessees in the construction, operation, maintenance, repair, or removal of its facilities, and in providing or offering utility services over the facilities, whether such acts or omissions are authorized, allowed, or prohibited by this Chapter or by a franchise agreement. The acceptance of a license under Section 12.24.070 of this Chapter, or of a franchise granted by the cityCity, shall constitute such an agreement by the applicant whether the same is expressed or not, unless expressly stated otherwise in the license or franchise. Upon notification of any such claim the cityCity shall notify the utility operator and provide the utility operator with an opportunity to provide defense regarding any such claim.

1.2. Every utility operator shall also indemnify the cityCity for any damages, claims, additional costs or expenses assessed against or payable by the cityCity arising out of or resulting, directly or indirectly, from the utility operator's failure to remove or relocate any of its facilities in the rights-of-way in a timely manner, unless the utility operator's failure arises directly from the cityCity's negligence or willful misconduct.

12.24.160. Compliance.

Every licensee, utility operator and utility provider shall comply with all applicable federal and state laws and regulations, including regulations of any administrative agency thereof, as well as all applicable ordinances, resolutions, rules and regulations of the cityCity, heretofore or hereafter adopted or established during the entire term of any license granted under this Chapter.

12.24.170. Confidential/Proprietary Information.

If any person is required by this Chapter to provide books, records, maps or information to the cityCity that the person reasonably believes to be confidential or proprietary, and such books, records, maps or information are clearly marked as confidential at the time of disclosure to the cityCity (“confidential information”), the cityCity shall take reasonable steps to protect the confidential information to the extent permitted by Oregon Public Records Laws. In the event the cityCity receives a public records request to inspect any confidential information and the cityCity determines that it will be necessary to reveal the confidential information, to the extent reasonably possible the cityCity will notify the person that submitted the confidential information of the records request prior to releasing the confidential information. The cityCity shall not be required to incur any costs to protect any confidential information, other than the cityCity’s routine internal procedures for complying with the Oregon Public Records Law.

12.24.180. Penalties.

~~A. Violation of the requirements of this Chapter constitutes a Class A Infraction. Each day a violation continues shall constitute a separate offense. Any person found in violation of any of the provision of this Chapter or the Right-of-WayROW license shall be subject to a penalty of not less than one hundred fifty dollars (\$150), nor more than twenty-five hundred dollars (\$2,500) for each offense. A violation shall be deemed to exist separately for each and every day during which a violation exists.~~

B. Nothing in this Chapter shall be construed as limiting any judicial or other remedies the cityCity may have at law or in equity, for enforcement of this Chapter.

12.24.190. Severability and Preemption.

A. The provisions of this Chapter shall be interpreted to be consistent with applicable federal and state law, and shall be interpreted, to the extent possible, to cover only matters not preempted by federal or state law.

B. If any article, section, subsection, sentence, clause, phrase, term, provision, condition or portion of this Chapter is for any reason declared or held to be invalid or unenforceable by any court of competent jurisdiction or superseded by state or federal legislation, rules, regulations or decision, the remainder of this Chapter shall not be affected thereby but shall be deemed as a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof, and each remaining section, subsection, clause, phrase, term, provision, condition, covenant and portion of this Chapter shall be valid and enforceable to the fullest extent permitted by law. In the event any provision is preempted by federal or state laws, rules or regulations, the provision shall be preempted only to the extent required by law and any portion not preempted shall survive. If any federal or state law resulting in preemption is later repealed, rescinded, amended or otherwise changed to end the preemption, such provision shall thereupon return to full force and effect and shall thereafter be binding without further action by the cityCity.

12.24.200. Application to Existing Agreements.

To the extent that this Chapter is not in conflict with and can be implemented consistent with existing franchise agreements, this Chapter shall apply to all existing franchise agreements granted to utility operators by the cityCity.

ORDINANCE 1493
Exhibit A

Chapter 12.24 UTILITY SERVICES

12.245.010. Title.

The ordinance codified in this Chapter shall be known and may be referenced as the utility service ordinance.

12.24.020. Purpose and Intent.

The purpose and intent of this Chapter is to:

A. Permit and manage reasonable access to the rights-of-way of the City for utility purposes and conserve the limited physical capacity of those rights-of-way held in trust by the City consistent with applicable state and federal law;

B. Assure that the City's current and ongoing costs of granting and regulating access to and the use of the rights-of-way are fully compensated by the persons seeking such access and causing such costs;

C. Secure fair and reasonable compensation to the City and its residents for permitting use of the rights-of-way by persons who generate revenue by placing, owning, using or operating facilities therein or charging residents for services delivered;

D. Assure that all utility companies, persons and other entities owning or operating facilities and/or providing services within the City comply with the ordinances, rules and regulations of the City;

E. Assure that the City can continue to fairly and responsibly protect the public health, safety and welfare of its residents;

F. Encourage the provision of advanced and competitive utility services on the widest possible basis to businesses and residents of the City by;

1. Allow the City to enter into other agreements with Utility Providers and Operators, if the public's interest is served, and to amend the requirement of this chapter as new technology is developed;

2. Allow the City to be resilient and adaptive to changes in technology; and

G. Comply with applicable provisions of state and federal law.

12.24.030. Jurisdiction and Management of the Public Rights-of-way.

A. The City has jurisdiction and exercises regulatory management over all rights-of-way within the City under authority of the City Charter and Oregon law.

B. The City has jurisdiction and exercises regulatory management over each right-of-way whether the City has a fee, easement, or other legal interest in the right-of-way, and whether the

legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure or other means.

C. The exercise of jurisdiction and regulatory management of a right-of-way by the City is not official acceptance of the right-of-way and does not obligate the City to maintain or repair any part of the right-of-way.

D. The provisions of this Chapter are subject to and will be applied consistent with applicable state and federal laws, rules and regulations, and, to the extent possible, shall be interpreted to be consistent with such laws, rules and regulations.

12.24.040. Regulatory Fees and Compensation Not a Tax.

A. The fees and costs provided for in this Chapter, and any compensation charged and paid for use of the rights-of-way provided for in this Chapter, are separate from, and in addition to, any and all other federal, state, local, and City charges, including but not limited to: any permit fee, or any other generally applicable fees, tax, or charge on business, occupations, property, or income as may be levied, imposed, or due from a utility operator, utility provider or licensee, its customers or subscribers, or on account of the lease, sale, delivery, or transmission of utility services.

B. The City has determined that any fee or tax provided for by this Chapter is not subject to the property tax limitations of Article XI, Sections 11 and 11b of the Oregon Constitution. These fees or taxes are not imposed on property or property owners.

C. The fees and costs provided for in this Chapter are subject to applicable federal and state laws.

12.24.050. Definitions.

For the purpose of this Chapter the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words not defined herein shall be given the meaning set forth in the Communications Act of 1934, as amended, the Cable Act, and the Telecommunications Act. If not defined in those statutes, the words shall be given their common and ordinary meaning. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number and words in the singular number include the plural number. The words “shall” and “will” are mandatory and “may” is permissive.

“Cable Act” means the Cable Communications Policy Act of 1987, 47 U.S.C., Section 521, et seq., as now and hereafter amended.

“Cable service” is to be defined consistent with federal laws and means the one-way transmission to subscribers of: (i) video programming, or (ii) other programming service; and subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.

“Calendar year” means January 1 to December 31, unless otherwise noted.

“City” means the city of Gladstone, an Oregon municipal corporation, and individuals authorized to act on the City’s behalf.

“City council” means the elected governing body of the city of Gladstone, Oregon.

“City facilities” means City or publicly-owned structures or equipment located within the right-of-way or public easement used for governmental purposes.

“City standards” means the Gladstone Public Works and Engineering Standards, in effect at the time of any work, is subject to this Chapter.

“City property” means and includes all real property owned by the City, other than public right-of-way and utility easement as those are defined herein, and all property held in proprietary capacity by the City.

“Communications services” means any service provided for the purpose of transmission of information including, but not limited to, voice, video, or data, without regard to the transmission protocol employed, whether or not the transmission medium is owned by the provider itself. Communications service includes all forms of telephone services and voice, video, data or information transport, but does not include: (1) cable service; (2) open video system service, as defined in 47 C.F.R. 76; (3) private communications system services provided without using the public rights-of-way; (4) public communications systems; (5) over-the-air radio or television broadcasting to the public-at-large from facilities licensed by the Federal Communications Commission or any successor thereto; and (6) direct-to-home satellite service within the meaning of Section 602 of the Telecommunications Act.

“Construction” means any activity in the public right-of-way resulting in physical change thereto, including excavation or placement of structures.

“Control” means actual working control over utility facilities in whatever manner exercised.

“Days” mean calendar days unless otherwise specified.

“Emergency” means a circumstance in which immediate work or action is necessary to restore lost service or prevent immediate harm to persons or property.

“Federal Communications Commission” or “FCC” means the federal administrative agency, or its lawful successor, authorized to regulate and oversee telecommunications carriers, services and providers on a national level.

“Gross Revenue” means any and all amounts, of any kind, nature or form, without deduction for expense, less net uncollectable, derived from the operation of utility facilities in the City and the provision of utility service in the City, subject to all applicable limitations in federal or state law.

“License” or “ROW license” means the authorization granted by the City to a utility operator or utility provider pursuant to this Chapter.

“Licensee” means any person that has a valid Right-of-Way license issued by the City.

“Person” means and includes any individual, firm, sole proprietorship, corporation, company, partnership, co-partnership, joint-stock company, trust, limited liability company, association, municipality, special district, government entity or other organization, including any natural person or any other legal entity.

“Private communications system” means a system, including the construction, maintenance or operation of the system, for the provision of a service or any portion of a service which is owned or operated exclusively by a person for their use and not for sale or resale, including trade, barter or other exchange of value, directly or indirectly, to any person.

“Public communications system” means any system owned or operated by a government entity or entities for its exclusive use for internal communications or communications with other government entities, and includes services provided by the state of Oregon pursuant to ORS 283.140. “Public communications system” does not include any system used for sale or resale, including trade, barter or other exchange of value, of communications services or capacity on the system, directly or indirectly, to any person.

“Public utility easement” means the space in, upon, above, along, across, over or under an easement for the constructing, reconstructing, operating, maintaining, inspecting, and repairing of utilities facilities. “Public utility easement” does not include an easement (i) that has been privately acquired by a utility operator, (ii) solely for the constructing, reconstructing, operating, maintaining, inspecting, and repairing of city facilities, or (iii) where the proposed use by the utility operator is inconsistent with the terms of any easement granted to the City.

“Public Works Director” means the Public Works Director for the City of Gladstone or any designee.

“Right-of-way” , “Rights-of-Way” , “Public right-of-way” , or “ROW” means and includes, but is not limited to, the space in, upon, above, along, across, over or under the public streets, roads, highways, lanes, courts, ways, alleys, boulevards, bridges, trails, paths, sidewalks, bicycle lanes, public utility easements and all other public ways or areas, including the subsurface under and air space over these areas, but does not include parks, parkland, or other city property not generally open to the public for travel. This definition applies only to the extent of the City’s right, title, interest and authority to grant a license to occupy and use such areas for utility facilities.

“Right-of-Way License” , “ROW License” , or “Licensee” means the authorization granted by the City to a utility provider or utility operator pursuant to this Chapter.

“State” means the state of Oregon.

“Structure” mean any facility a Utility Provider or Utility Operator places in the ROW, including but not limited to poles, vaults or manholes, hand holds, or junction boxes, conduit, direct bury cable, wires, pedestals, aerial cables or wires and transformers.

“Telecommunications Act” means the Communications Policy Act of 1934, as amended by subsequent enactments including the Telecommunications Act of 1996 (47 U.S.C., 151 et seq.) and as hereafter amended.

“Utility facility” or “facility” means any physical component of a system, including but not limited to the poles, pipes, mains, conduits, ducts, cables, wires, transmitters, plant, equipment and other facilities, located within, under or above the rights-of-way, any portion of which is used or designed to be used to deliver, transmit or otherwise provide utility service.

“Utility operator” or “operator” means any person who owns, places, controls, operates or maintains a utility facility within the City.

“Utility provider” or “Provider” means any person who provides utility service to customers within the City limits, whether or not any facilities in the ROW are owned by such provider.

“Utility service” means the provision, by means of utility facilities permanently located within, under or above the rights-of-way, whether or not such facilities are owned by the service provider, of electricity, natural gas, communications services, cable services, water, sewer, and/or storm sewer to or from customers within the City limits, or the transmission or provision of any of these services through the City whether or not customers within the City are served by those transmissions

“Work” means the construction, demolition, installation, replacement, repair, maintenance or relocation of any utility facility, including but not limited to any excavation and restoration required in association with such construction, demolition, installation, replacement, repair, maintenance or relocation.

12.24.060. Business License

Business License Required. Every person that desires to provide utility services to customers within the City shall register with the City prior to providing any utility services to any customer in the City, in compliance with Municipal Code section 5.04. Every person providing utility services to customers within the City as of the effective date of this Chapter shall obtain a Business License within thirty (30) days of the effective date of this Chapter. Every person subject to this Chapter shall renew and maintain a Business License as required in Gladstone’s Municipal Code, heretofore or hereafter amended, at all times that the person provides and/or operates a utility services, to customers within the City, or controls a utility facility

12.24.070. Right-of-Way License.

A. License Required.

1. Except those utility operators and utility providers with a valid franchise or other valid agreement from the City, every person shall obtain a ROW license from the City prior to conducting any work in or use of the ROW.
2. Every person that owns or controls, or uses utility facilities in the rights-of-way as of the effective date of this Chapter shall apply for a ROW license from the City within thirty (30) days of the later of: (1) the effective date of this Chapter, or (2) the expiration of a valid agreement granted by the City, unless a new agreement is granted by the City pursuant to subsection E of this section or (3) for a person that is not a utility operator, providing utility services within the City.
3. The provisions of this section 12.24.070, do not apply to any person subject to and in compliance with the cable television franchise requirement of Chapter 5.16, except that subsection J shall apply to the extent such person provides multiple services.

B. License Application. The license application shall be on a form provided by the City, and shall be accompanied by any additional documents required by the application or the City, in the City's sole discretion, to identify the applicant, its legal status, including its authorization to do business in Oregon, a description of the type of utility service provided or to be provided by the applicant, a description of the facilities over which the utility service will be provided, and other information reasonably necessary to determine the applicant's ability to comply with the terms of this Chapter.

C. License Application Fee. The application shall be accompanied by a nonrefundable application fee or deposit set by resolution of the City Council.

D. Determination by City. The City shall issue, within a reasonable period of time, a written determination granting or denying the license in whole or in part. If the license is denied, the written determination shall include the reasons for denial. The license shall be evaluated based upon the provisions of this Chapter, the continuing capacity of the rights-of-way to accommodate the applicant's proposed utility facilities and the applicable federal, state and local laws, rules, regulations and policies.

E. ROW Licensing Fee. If the City determines a license shall be issued, the applicant shall, within thirty (30) days of notification, submit the license fee set by resolution of the City Council. Such ROW license fee shall only apply to those licenses issued, by the City, after January 12, 2019.

F. Changes to information contained on the license application. Within thirty (30) days of a change to the information contained in the application, the Licensee shall notify the City in writing of such change(s).

G. Franchise Agreements. If the public interest warrants, as determined by the City in its sole discretion, the City and utility operator or utility provider may enter into a written franchise agreement that includes terms that clarify, enhance, expand, waive or vary the provisions of this Chapter, consistent with applicable state and federal law. The franchise may conflict with the

terms of this Chapter with the review and approval of City Council. The franchisee shall be subject to the provisions of this Chapter to the extent such provisions are not in conflict with the express provisions of any such franchise. In the event of a conflict between the express provisions of a franchise and this Chapter, the franchise shall control.

F. Rights Granted.

1. The license granted hereunder shall authorize and permit the licensee, subject to the provisions of the City codes and other applicable provisions of state or federal law, in effect and as may be subsequently amended, to construct, place, maintain, upgrade, repair and operate utility facilities in the rights-of-way for the term of the license for the provision of utility service(s) authorized in the license. In the event the licensee offers different service(s) than those authorized in the license, the licensee shall inform the City of such changes no later than thirty (30) days after the change.
2. Any license granted pursuant to this Chapter shall not convey equitable or legal title in the rights-of-way and may not be assigned or transferred except as permitted in subsection K of this section.

Neither the issuance of the license nor any provisions contained therein shall constitute a waiver or bar to the exercise of any governmental right or power, including without limitation, the police power or regulatory power of the City, in existence at the time the license is issued or thereafter obtained.

G. Term. Subject to the termination provisions in subsection M of this section, the license granted pursuant to this Chapter will be effective as of the date it is issued by the City or the date services began, whichever comes first, and will have a term of five (5) calendar years beginning: (1) January 1st of the year in which the license took effect for licenses that took effect between January 1st and June 30th; or (2) January 1st of the year after the license took effect for licenses that become effective between July 1st and December 31st.

H. License Nonexclusive. No license granted pursuant to this section shall confer any exclusive right, privilege, license or franchise to occupy or use the rights-of-way for delivery of utility services or any other purpose. The City expressly reserves the right to grant licenses, franchises or other rights to other persons, as well as the City's right to use the rights-of-way, for similar or different purposes. The license is subject to all recorded deeds, easements, dedications, conditions, covenants, restrictions, encumbrances, and claims of title of record that may affect the rights-of-way. Nothing in the license shall be deemed to grant, convey, create, or vest in licensee a real property interest in land, including any fee, leasehold interest or easement.

I. Reservation of City Rights. Nothing in the license shall be construed to prevent the City from grading, paving, repairing and/or altering any rights-of-way, constructing, laying down, repairing, relocating or removing City facilities or establishing any other public work, utility or improvement of any kind, including repairs, replacement or removal of any city facilities. If any of licensee's utility facilities interfere with the construction, repair, replacement, alteration or removal of any rights-of-way, public work, city utility, city improvement or city facility, except those providing utility services in competition with a licensee, licensee's facilities shall be

removed or relocated as provided in subsections C, D and E of Section 12.24.090, in a manner acceptable to the City and consistent with City standards, industry standard engineering and safety codes.

J. Multiple Services.

1. A utility operator that provides or transmits or allows the provision or transmission of utility services and other services over its facilities is subject to the license and ROW use fee requirements of this Chapter for the portion of the facilities and extent of utility services delivered over those facilities. Nothing in this subsection J(1) requires a utility operator to pay the ROW use fee, if any, owed to the City by another person using the utility operator's facilities.
2. A utility operator that provides or transmits more than one utility service to customers in the City may not be required to obtain a separate license or franchise for each utility service, but is required to file separate remittance forms and submit any ROW usage fees due for each utility service provided.

K. Transfer or Assignment. To the extent permitted by applicable state and federal laws, the licensee shall obtain the written consent of the City prior to the transfer or assignment of the license. The license shall not be transferred or assigned unless;

1. The proposed transferee or assignee is authorized under all applicable laws to own or operate the utility facilities and/or provide the utility service authorized under the license; and
2. The transfer or assignment is approved by all agencies or organizations required or authorized under federal and state laws to approve such transfer or assignment.

The provider requesting the transfer or assignment must cooperate with the City and provide requested documentation, as the City deems necessary, in the City's sole discretion, at no cost to the City, to sufficiently understand the transferees' ability to perform under the license.

If the City approves such transfer or assignment, the transferee or assignee shall become responsible for fulfilling all obligations under the license. A transfer or assignment of a license does not extend the term of the license.

L. Renewal. At least thirty (30) days, but no more than one hundred twenty (120) days prior to the expiration of a license granted pursuant to this section, a licensee seeking renewal of its license shall submit a license application to the City, including all information required in subsection B of this section and the application fee required in subsection C of this section. The City shall review the application as required by subsection D of this section and grant or deny the license within ninety (90) days of submission of the application. If the City determines that the licensee is in violation of the terms of this Chapter at the time it submits its application, the City may require that the licensee cure the violation or submit a detailed plan to cure the violation within a reasonable period of time, as determined by the City, before the City will consider the application and/or grant the license. If the City requires the licensee to cure or submit a plan to

cure a violation, the City will grant or deny the license application within ninety (90) days of confirming that the violation has been cured or of accepting the licensee's plan to cure the violation.

M. Termination.

1. Revocation or Termination of a License. The City Council may terminate or revoke the license granted pursuant to this Chapter for any of the following reasons:
 - a. Violation of any of the provisions of this Chapter;
 - b. Violation of any provision of the license;
 - c. Misrepresentation in a license application;
 - d. Failure to pay taxes, compensation, fees or costs due the City after final determination by the City, of the taxes, compensation, fees or costs;
 - e. Failure to restore the rights-of-way after construction as required by this Chapter or other applicable state and local laws, ordinances, rules and regulations;
 - f. Failure to comply with technical, safety and engineering standards related to work in the rights-of-way; or
 - g. Failure to obtain or maintain any and all licenses, permits, certifications and other authorizations required by state or federal law for the placement, maintenance and/or operation of the utility facilities.

2. Standards for Revocation or Termination. In determining whether termination, revocation or some other sanction is appropriate, the following factors shall be considered:
 - a. The egregiousness of the misconduct;
 - b. The harm that resulted;
 - c. Whether the violation was intentional;
 - d. The ROW licensee's history of compliance; and/or
 - e. The ROW licensee's cooperation in discovering, admitting and/or curing the violation.

3. Notice and Cure. The City shall give the ROW licensee written notice of any apparent violations before terminating a ROW license. The notice shall include a short and concise statement of the nature and general facts of the violation or noncompliance and provide a reasonable time (no less than twenty (20) and no more than forty (40) days) for the Licensee to demonstrate that the Licensee has remained in compliance, that the Licensee has cured or is in the process of curing any violation or noncompliance, or that it would be in the public interest to impose a penalty or sanction less than termination or revocation. If the Licensee is in the process of curing a violation or noncompliance, the Licensee must demonstrate that it acted promptly and continues to actively work on compliance. If the Licensee does not respond or if the City Administrator or designee determines that the Licensee's response is inadequate, the City Administrator or designee shall refer the matter to the City Council, which shall provide a duly noticed public hearing to determine whether the license shall be terminated or revoked and if any penalties or sanctions will be imposed.

4. Termination by licensee. If a licensee ceases to use the ROW, as defined under this Chapter, the licensee may terminate its license, with a thirty (30) day notice to the City.

Licensee may reapply for a ROW license at any time. No refunds or credits will be given for licenses terminated by the licensee or the City.

- a. Within forty-five (45) days of surrendering a ROW license, the licensee shall file a final remittance form with the City stating, "final remittance" and shall pay all usage fees.

12.24.080. Construction and Restoration.

A. Construction Codes. Utility facilities shall be constructed, installed, operated, repaired and maintained in accordance with all applicable federal, state and local codes, rules and regulations, including but not limited to the National Electrical Code and the National Electrical Safety Code and the Gladstone City Standards, in effect at the time of the work. When a utility operator, utility provider or licensee, or any person acting on its behalf, does any work in or affecting the rights-of-way, the utility operator shall, at its own expense, promptly restore the rights-of-way as directed by the City consistent with applicable city codes, rules and regulations, in effect at the time of the work. A utility operator, utility provider, licensee or other person acting on its behalf shall use suitable barricades, flags, flagging attendants, lights, flares and other measures as required for the safety of all members of the general public and to prevent injury or damage to any person(s), vehicle or property by reason of such work in or affecting the rights of way or property.

B. Construction Permits.

1. No person shall perform any work on utility facilities within the rights-of-way without first obtaining all required permits. The City shall not issue a permit for the construction, installation, maintenance or repair of utility facilities unless the utility operator of the facilities has applied for and received a valid license, franchise agreement or other valid agreement (if applicable), required by this Chapter, and all applicable fees have been paid. No permit is required for routine maintenance or repairs to customer service drops where such, repairs or maintenance do not require cutting, digging, or breaking of, or damage to, the right of way and do not result in closing or blocking any portion of the travel lane for vehicular traffic, bicycle lanes or sidewalks.
2. In the event of an emergency, a utility operator with a license pursuant to this Chapter or its contractor may perform work on its utility facilities without first obtaining a permit from the City, provided that, to the extent reasonably feasible, it attempts to notify the City prior to commencing the emergency work and in any event applies for a permit from the City as soon as reasonably practicable, but not more than 5:00pm PST of the next business day after commencing the emergency work.
3. Applications for permits perform work on utility facilities within the ROW shall be submitted upon forms to be provided by the City and shall be accompanied by drawings, plans and specifications in sufficient detail to demonstrate:
 - a. That the facilities will be constructed in accordance with all applicable codes, rules and regulations, including City Standards.
 - b. The location and route of all utility facilities to be installed aboveground or on existing utility poles.

- c. The location and route of all utility facilities on or in the rights-of-way to be located under the surface of the ground, including the line and grade proposed for the burial at all points along the route that are within the rights-of-way. Applicant's existing utility facilities shall be differentiated on the plans from new construction. The City may require additional information necessary to demonstrate that the proposed location can accommodate the utility facilities, as determined by the City. A cross-section shall be provided showing the applicant's new and existing utility facilities in relation to the street, curb, sidewalk, or ROW.
 - d. The construction methods to be employed for protection of existing structures, fixtures, and facilities within or adjacent to the rights-of-way, and description of any improvements that applicant proposes to temporarily or permanently remove or relocate and, if deemed necessary by the City, methods to be employed for protection of existing structures, fixtures, and facilities within or adjacent to the ROW.
 - e. The applicant has an adequate traffic control plan.
3. All permit applications shall be accompanied by the verification of a qualified and duly authorized representative of the applicant that the drawings, plans and specifications submitted with the application comply with applicable technical codes, rules and regulations. The City may, in its sole discretion, require the verification of a registered professional engineer or other licensed profession, at no cost to the City.
4. All permit applications shall be accompanied by a written construction schedule, which shall include an estimated start date and a deadline for completion of construction. The construction schedule is subject to approval by the City.
5. In addition to the requirements of this Chapter, the applicant shall, at all times comply with all other City requirements.
6. If satisfied that the applications, plans and documents submitted comply with all requirements of this Chapter, the City shall issue a permit authorizing construction of the utility facilities, subject to such further conditions, restrictions or regulations affecting the time, place and manner of performing the work as the City may deem necessary or appropriate.
7. Except in the case of an emergency, the permittee shall notify the City not less than two (2) working days in advance of any excavation or construction in the rights-of-way.
8. All construction practices and activities shall be in accordance with the permit and approved final plans and specifications for the utility facilities that have been "Approved for Construction" by the City. The City and its representatives shall be provided access to the work site and such further information as they may require to ensure compliance with such requirements.
9. All work which does not comply with the permit, the approved or corrected plans and specifications for the work, or the requirements of this Chapter, shall be removed or corrected at the sole expense of the permittee. The City is authorized to stop work in

order to ensure compliance with the provision of this Chapter. If the permittee fails to remove or correct work as required in this subsection, the City may remove or correct the work at the expense of the permittee, after notice and opportunity to cure, using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations.

10. The permittee shall be responsible for providing correct and complete information. If the City believes the permittee misrepresented, misstated, or omitted any material fact(s) in its permit application, the City may deny or revoke the permit. The City may at any time require the permit holder to take additional measures to protect the health, safety, and welfare of the public. The permit holder shall be responsible for and pay all costs for such measures
 12. The permittee shall promptly complete all construction activities so as to minimize disruption of the rights-of-way and other public and private property. All construction work within the rights-of-way, including restoration, must be completed within sixty (60) days of the date of issuance of the construction permit unless an extension or an alternate schedule has been approved by the City.
 11. Traffic Control Plan. The permittee shall protect the work area with sufficient traffic controls reviewed and accepted by the City before work begins. The permittee shall at all times ensure the presence of such workers, tools and materials, flaggers, barricades, and other safety devices as may be necessary to properly protect bicyclists, pedestrians, construction personnel, and vehicular traffic upon the roadway, and to warn and safeguard the public against injury or damage resulting from the work.
 12. Any supervision or control exercised by the City shall not relieve the permittee or utility operator of any duty to the general public nor shall such supervision or control relieve the permittee or utility operator from any liability for loss, damage, or injury to persons or property.
- C. Performance Surety.
1. The City may require a performance bond or other form of surety acceptable to the City equal to at least one hundred and twenty-five percent (125%) of the estimated cost of the work within the rights-of-way of the City, which bond shall be provided before construction is commenced.
 3. If required, the performance bond or other form of surety acceptable to the City shall remain in force until sixty (60) days after substantial completion of the work, as determined in writing by the City, including restoration of rights-of-way and other property affected by the construction.
 3. If required, the performance bond or other form of surety acceptable to the City shall guarantee, to the satisfaction of the City:
 - a. Timely completion of the work;

- b. That the work is performed in compliance with applicable plans, permits, technical codes and standards;
 - c. Proper location of the facilities as specified by the City;
 - d. Restoration of the rights-of-way and other property affected by the work; and
 - e. Timely payment and satisfaction of all claims, demands or liens for labor, material, or services provided in connection with the work.
4. The release of the performance bond or other surety pursuant to subsection C(1) of this section does not relieve the utility operator from its obligation to restore rights-of-way or other property as required in subsection E of this section regardless of when the failure to restore rights-of-way or other property as required by this chapter occurs or is discovered.

D. Injury to Persons or Property. A utility operator, or any person acting on its behalf, shall preserve and protect from injury or damage other utility operators' facilities in the rights-of-way, the public using the rights-of-way and any adjoining property, and take other necessary measures to protect life and property, including but not limited to buildings, walls, fences, trees or facilities that may be subject to damage from the permitted work. A utility operator shall be responsible for all injury to persons or damage to public or private property resulting from its failure to properly protect people and property and to carry out the work.

E. Restoration.

1. When a utility operator, or any person acting on its behalf, does any work in or affecting any rights-of-way, it shall, at its own expense, promptly restore such rights-of-way to the same or better condition as existed before the work was undertaken, in accordance with applicable federal, state and local laws, codes, ordinances, rules and regulations, in effect at the time of the work unless otherwise directed by the City.
2. If weather or other conditions beyond the utility operator's control do not permit the complete restoration required by the City, the utility operator shall temporarily restore the affected area. Such temporary restoration shall be at the utility operator's sole expense and the utility operator shall promptly undertake and complete the required permanent restoration when the weather or other conditions no longer prevent such permanent restoration. Any corresponding modification to the construction schedule may be subject to approval by the City.
3. If the utility operator fails to restore rights-of-way as required in this Chapter, the City shall give the utility operator written notice and provide the utility operator a reasonable period of time not less than ten (10) days, unless an emergency or threat to public safety is deemed to exist, and not exceeding thirty (30) days, or such additional time agreed to in writing by the City, to restore the rights-of-way. If, after said notice, the utility operator fails to restore the rights-of-way as required in this Chapter, the City shall cause such restoration to be made at the expense of the utility operator. If the City determines a threat to public safety exists, the City shall provide necessary temporary safeguards, at the utility operators' sole expense. If such threat exists, the utility operator shall have twenty-four (24) hours to commence restoration. If work is not commenced in twenty-four (24) hours, the City, at its sole option, may commence restoration at the utility

operator's sole expense.

F. Inspection. Every utility operator's facilities shall be subject to the right of periodic inspection by the City to determine compliance with the provisions of this Chapter and all other applicable state and city codes, ordinances, rules and regulations. Every utility operator shall cooperate with the City in permitting the inspection of utility facilities upon request of the City. The utility operator shall perform all testing, or permit the City to perform any testing at the utility operator's expense, required by the City to determine that the installation of the utility operator's facilities and the restoration of the ROW comply with the terms of this Chapter and applicable state and city codes, ordinances, rules and regulations.

G. Coordination of Construction. All utility operators are required to make a good faith effort to both cooperate with and coordinate their construction schedules with those of the City and other users of the rights-of-way.

1. Prior to January 1st of each year, utility operators shall provide the City with, a written schedule of known proposed construction activities for that year in, around or that may affect the rights-of-way.
2. Utility operators may meet with the City annually, or as determined by the City, in its sole discretion, to schedule and coordinate construction in the rights-of-way.
3. All construction locations, activities and schedules within the rights-of-way shall be coordinated as may be ordered by the City, to minimize public inconvenience, disruption, or damages.

H. Contractors. A utility operator may authorize a qualified contractor to perform any of the work authorized or required in this Chapter on the utility operator's behalf. Any contractor performing work on behalf of a utility operator shall be subject to applicable provisions of this Chapter. In the event a utility operator authorizes a contractor to perform work on its behalf, the utility operator shall remain responsible and liable for compliance with the provisions of this subchapter.

12.24.090. Location of Facilities.

A. Location of Facilities. Unless otherwise agreed to in writing by the City:

1. Utility facilities shall be installed underground in all areas of the City where there are no existing poles in the ROW, there is no space on existing poles in the ROW, or where the only poles in the ROW are used only for high voltage lines (as defined below). This requirement shall not apply to facilities used for transmission of electric energy at nominal voltages in excess of thirty-five thousand (35,000) volts or to antennas, pedestals, cabinets or other above-ground equipment of any utility operator for which the utility operator has written authorization to place above-ground.
2. Whenever any existing electric utilities, cable facilities or communications facilities are located underground within the ROW of the City, the utility operator with permission to occupy the same ROW shall install all new facilities underground at no cost to the City. This requirement shall not apply to facilities used for transmission of electric energy at

nominal voltages in excess of thirty-five thousand (35,000) volts (“high voltage lines”) or to antennas, pedestals, cabinets or other above-ground equipment of any utility operator. The City reserves the right to require written approval of the location of any such above-ground equipment in the ROW.

B. Interference with the Rights-of-Way. No utility operator or other person may locate or maintain its facilities so as to unreasonably interfere with the use of the rights-of-way by the City, by the general public or by other persons authorized to use or be present in or upon the rights-of-way. Utility facilities shall not be located in area of restricted sight distance nor interfere with the proper function of traffic control signs, signals, lighting, or other devices that affect traffic operation. All use of the rights-of-way shall be consistent with City codes, ordinances, rules and regulations in effect and as may be subsequently amended.

C. Relocation of Utility Facilities.

1. A utility operator shall, at no cost to the City, temporarily or permanently remove, relocate, change or alter the position of any utility facility within the ROW, including relocation of aerial facilities underground, when requested to do so in writing by the City.
 - a. If relocation is required by the City, the City shall bear no responsibility or incur any costs, to provide or in any way secure alternate locations.
2. Nothing herein shall be deemed to preclude the utility operator from requesting reimbursement or compensation from a third party, pursuant to applicable laws, regulations, tariffs or agreements, provided that the utility operator shall timely comply with the requirements of this section regardless of whether or not it has requested or received such reimbursement or compensation.
3. The City shall provide written notice of the time by which the utility operator must remove, relocate, change, alter or underground its facilities. If a utility operator fails to remove, relocate, alter or underground any utility facility as requested by the City and by the date reasonably established by the City, the utility operator shall pay all costs incurred by the City due to such failure, including but not limited to costs related to project delays, and the City may cause, using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations, the utility facility to be removed, relocated, altered or undergrounded at the utility operator’s sole expense. Upon receipt of a detailed invoice from the City, the utility operator shall reimburse the City for the costs the City incurred within thirty (30) days.
4. The City shall coordinate the schedule for relocation of utility facilities and based on such effort shall provide written notice of the time by which the utility operator must remove, relocate, change, alter or underground its facilities. If a utility operator fails to remove, relocate, change, alter or underground any utility facility as requested by the City by the date reasonably established by the City, the utility operator shall pay all costs incurred by the City due to such failure, including but not limited to costs related to project delays, and the City may cause, using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations, the utility facility to be removed, relocated, altered, or undergrounded at the utility operator’s sole expense. Upon receipt

of a detailed invoice from the City, the utility operator shall reimburse the City for the costs the City incurred within thirty (30) days.

5. The City will cooperate with the utility operator in securing alternate locations within the ROW. The City shall bear no responsibility to obtain, compensate, or otherwise assist the utility operator in relocation of its facilities to location not in the control of the City.

D. Removal of Unauthorized Facilities.

1. Unless otherwise agreed to in writing by the City, within thirty (30) days following written notice from the City or such other time agreed to in writing by the City, a utility operator and any other person that owns, controls, or maintains any abandoned or unauthorized utility facility within the rights-of-way shall, at its own expense, remove the facility and restore the rights-of-way as provided in section 12.24.080
2. A utility system or facility is unauthorized under any of the following circumstances:
 - a. The utility facility, or any portion of the facility, is outside the scope of authority granted by the City under the license, franchise or other written agreement. This includes facilities that were never licensed or franchised and facilities that were once licensed or franchised but for which the license or franchise has expired or been terminated. This does not include any facility for which the City has provided written authorization for abandonment in place.
 - b. The facility has been abandoned and the City has not provided written authorization for abandonment in place. A facility is abandoned if it is not in use and is not planned for further use. A facility will be presumed abandoned if it is not used for a period of twelve (12) consecutive months. A utility operator may overcome this presumption by presenting plans for future use of the facility.
 - c. The utility facility is improperly constructed or installed or is in a location not permitted by the construction permit, license, franchise or this Chapter.
 - d. The utility operator is in violation of a material provision of this Chapter and fails to cure such violation within thirty (30) days of the City sending written notice of such violation, unless the City extends such time period in writing.

E. Removal by City.

1. The City retains the right and privilege to cut or move any utility facilities located within the rights-of-way, without notice, as the City may determine to be necessary, appropriate or useful in response to a public health or safety emergency. The City will use qualified personnel or contractors consistent with applicable state and federal safety laws and regulations to the extent reasonably practicable without impeding the City's response to the emergency. The City will use best efforts to provide the utility operator with notice prior to cutting or moving facilities. If prior notice is not possible, the City will provide such notice as soon as reasonably practicable after resolution of the emergency.
2. If the utility operator fails to remove any facility when required to do so under this Chapter, the City may remove the facility using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations, and the utility operator shall be responsible for paying the full cost of the removal and any

administrative costs incurred by the City in removing the facility and obtaining reimbursement. Upon receipt of a detailed invoice from the City, the utility operator shall reimburse the City for the costs the City incurred within thirty (30) days. The obligation to remove shall survive the termination of the license or franchise.

3. The City shall not be liable to any utility operator for any damage to utility facilities, or for any incidental or consequential losses resulting directly or indirectly therefrom, by the City or its contractor in removing, relocating or altering the facilities pursuant to subsections B, C or D of this section or undergrounding its facilities as required by subsection A of this section, or resulting from the utility operator's failure to remove, relocate, alter or underground its facilities as required by those subsections, unless such damage arises directly from the City's negligence or willful misconduct.

F. Engineering Record Drawings. The utility operator shall provide the City with two complete sets of record drawings in a form acceptable to the City showing the location of all its utility facilities in the ROW after initial construction if such plan changed during construction. The utility operator shall provide updated complete sets of as built plans upon request of the City, but not more than once per year.

G. Utility operator, Utility provider and ROW Licensee shall provide, at no cost to the City, a comprehensive map showing the location of any facility in the City. Such map shall be provided in a format acceptable to the City, with accompanying data sufficient enough for the City to determine the exact location of facilities, currently in Shapefile or Geodatabase format. The City may not request such information more than once per year.

12.24.100. Leased Capacity.

A utility operator may lease capacity on or in its facilities to others, provided that, upon request, the utility operator provides the City with the name and business address of any lessee. A utility operator is not required to provide such information if disclosure is expressly prohibited by applicable law. A utility operator shall require that all leases have obtained proper authority, in the form of a permit, license or franchise from the City before leasing capacity on or in its facilities.

12.24.110. Maintenance.

A. Every utility operator shall install and maintain all facilities in a manner that complies with applicable federal, state and local laws, rules, regulations and policies. The utility operator shall, at its own expense, repair and maintain facilities from time to time as may be necessary to accomplish this purpose.

B. If, after written notice from the City of the need for repair or maintenance as required in subsection A of this section, a utility operator fails to repair and maintain facilities as requested by the City and by the date reasonably established by the City, the City may perform such repair or maintenance using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations at the utility operator's sole expense. Upon receipt of a

detailed invoice from the City, the utility operator shall reimburse the City for the costs the City incurred within thirty (30) days.

12.24.120. Vacation.

If the City vacates any ROW, or portion thereof, that a utility operator uses, the utility operator shall, at its own expense, remove its facilities from the ROW unless the City reserves a public utility easement, which the City shall make a reasonable effort to do provided that there is no expense to the City, or the utility operator obtains an easement for its facilities. If the utility operator fails to remove its facilities within thirty (30) days after a ROW is vacated, or as otherwise directed or agreed to in writing by the City, the City may remove the facilities using qualified personnel or contractors consistent with applicable state and federal safety laws and regulations at the utility operator's sole expense. Upon receipt of an invoice from the City, the utility operator shall reimburse the City for the costs the City incurred within thirty (30) days.

12.24.130. Right-of-Way Use Fee.

A. Except as set forth in subsection B of this section, every person that owns utility facilities in the City and every person that uses utility facilities in the City to provide utility service, whether or not the person owns the utility facilities used to provide the utility services, shall pay the ROW use fee for every utility service provided using the rights-of-way in the amount determined by resolution of the City Council.

B. A utility operator whose only facilities in the ROW are facilities mounted on above-ground structures within the ROW, which structures are owned by another person, and with no facilities strung between such structures or otherwise within, under or above the ROW (other than equipment necessary to operate the mounted facilities that has been expressly approved by the City to be placed in the ROW), shall pay the attachment fee set by City Council resolution for each attachment, or such other fee set forth in the license granted by the City. Unless otherwise agreed to in writing by the City, the fee shall be paid quarterly, in arrears, within forty-five (45) days after the end of each calendar quarter and shall be accompanied by information sufficient to illustrate the calculation of the amount payable.

C. No acceptance of any payment shall be construed as accord that the amount paid is in fact the correct amount, nor shall such acceptance of payment be construed as a release of any claim the City may have for further or additional sums payable.

D. Right-of-way use fee payments required by this section shall be reduced by any franchise fee payments received by the city, but in no case will be less than zero dollars (\$0).

E. Unless otherwise agreed to in writing by the City, the ROW use fee set forth in subsection A of this section shall be paid quarterly, in arrears, within forty-five (45) days after the end of each calendar quarter. Each payment shall be accompanied by an accounting of gross revenues, if applicable, and a calculation of the amount payable (a remittance form may be provided by the City). The City may request and will be provided at no cost to the City, any additional reports or information it deems necessary, in its sole discretion, to ensure compliance by the utility provider, utility operator or licensee. Such information may include, but is not limited to: chart of accounts, total revenues by categories and dates, list of products and services, narrative

documenting calculation, details on number of customers within the City limits, or any other information needed for the City to easily verify compliance.

F. The calculation of the ROW use fee required by this section shall be subject to all applicable limitations imposed by federal or state law in effect and as may be subsequently amended.

G. The City reserves the right to enact other fees and taxes applicable to the utility providers, utility operators and licensee subject to this Chapter. Unless expressly permitted by the City in enacting such fee or tax, or required by applicable state or federal law, no utility operator may deduct, offset or otherwise reduce or avoid the obligation to pay any lawfully enacted fees or taxes based on the payment of the ROW use fee or any other fees required by this Chapter.

12.24.135 Penalties and Interest on Right-of-Way Usage Fee

A. Prior to February 1, 2019 ROW Usage fees not received by the City on or before the due date are subject to interest of nine percent (9%) per year.

B. After February 1, 2019 the following penalties will be imposed.

Penalties and interest imposed by this section are in addition to any penalties that may be assessed under other sections or chapters of the Gladstone Municipal Code.

1. Any person who has not submitted the required remittance forms or remitted the correct fees when due as provided in Section 12.24.130 shall pay a penalty listed below in addition to the amount due:
 - a. First occurrence during any one calendar year; Ten percent (10%) of the amount owed, or Twenty-five dollars (\$25.00), whichever is greater.
 - b. Second occurrence during any one calendar year; Fifteen percent (15%) of the amount owed, or Fifty dollars (\$50.00), whichever is greater.
 - c. Third occurrence during any one calendar year; Twenty percent (20%) or the amount owed, or Seventy-five dollars (\$75.00), whichever is greater.
 - d. Fourth occurrence during any one calendar year; Twenty-five percent (25%) of the amount owed, or One hundred dollars (\$100.00), whichever is greater.
2. If the City determines that the nonpayment of any remittance due under this section is due to fraud or intent to evade the provisions hereof, an additional penalty of twenty-five percent (25%) of the amount owed, or Five hundred dollars (\$500.00), whichever is greater, shall be added thereto in addition to other penalties stated in 12.24.135.
3. In addition to the penalties imposed, any person who fails to remit any fee when due as provided in Section 12.24.130 shall pay interest at the rate of 1.5% per month or fractions thereof, without proration for portions of a month, on the total amount due (including penalties), from the date on which the remittance first became delinquent, until received by the City.
4. Every penalty imposed, and such interest as accrues under the provision of this section, shall be merged with, and become part of, the fee required to be paid.

The City Administrator or designee, in their sole discretion, shall have the authority to reduce or waive the penalties and interest due under this subsection 12.24.135

12.24.140. Audits.

A. Within thirty (30) days of a written request from the City, or as otherwise agreed to in writing by the City:

1. Every licensee, utility operator and utility provider shall furnish the City, at no cost to the City, with information sufficient to demonstrate compliance with all the requirements of this Chapter and its franchise agreement, if any, including but not limited to payment of any applicable business license fee, ROW licensing fee, ROW use fee, attachment fee or franchise fee.
2. Every utility operator, provider and licensee shall make available for inspection by the City at reasonable times and intervals all maps, records, books, diagrams, plans and other documents, maintained by the utility operator with respect to its facilities within the rights-of-way. Access shall be provided within the City unless prior arrangement for access elsewhere has been made with the City.

B. If the City's audit of the books, records and other documents or information of the licensee utility operator or utility provider demonstrate that the licensee, utility operator or utility provider has underpaid the ROW use fee, licensing fee, attachment fee or franchise fee or any other fee or payment by three percent (3%) or more in any one (1) year, the licensee, utility operator, or utility provider shall reimburse the City for the cost of the audit, in addition to any interest owed pursuant to Section 12.24.130 or as specified in other agreements or franchises with the City.

C. Any underpayment, including any interest or audit cost reimbursement, shall be paid within thirty (30) days of the City's notice to the utility service provider of such underpayment.

D. The Licensee, Utility Provider or Utility Operator is not required to maintain records for more than six (6) years. The City is not required to maintain records beyond the State retention schedules.

12.24.150. Insurance and Indemnification.

A. Insurance.

1. All utility operators shall maintain in full force and effect the following liability insurance policies that protect the utility operator and the City, as well as the City's officers, agents, and employees:
 - a. Comprehensive general liability insurance with limits not less than:
 - i. Three million dollars (\$3,000,000.00) for bodily injury or death to each person;
 - ii. Three million dollars (\$3,000,000.00) for property damage resulting from any one accident; and
 - iii. Three million dollars (\$3,000,000.00) for all other types of liability.
 - b. Commercial Automobile liability insurance for owned, non-owned and hired vehicles with a limit of one million dollars (\$1,000,000.00) for each person and three million dollars (\$3,000,000.00) for each accident.

- c. Worker's compensation within statutory limits and employer's liability with limits of not less than one million dollars (\$1,000,000.00).
 - d. If not otherwise included in the policies required by subsection a. above, maintain comprehensive form premises-operations, explosions and collapse hazard, underground hazard and products completed hazard with limits of not less than three million dollars (\$3,000,000.00).
 - e. Utility operator may utilize primary and umbrella liability insurance policies to satisfy the preceding insurance policy limit requirements.
2. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the state of Oregon. The insurance shall be without prejudice to coverage otherwise existing and shall name, or the certificate of insurance shall name, with the exception of worker's compensation, as additional insureds the City and its officers, agents, and employees. The coverage must apply as to claims between insureds on the policy. The insurance shall not be canceled or materially altered without thirty (30) days prior written notice first being given to the City, and the certificate of insurance shall include such an endorsement. If the insurance is canceled or materially altered, the utility operator shall obtain a replacement policy that complies with the terms of this section and provide the City with a replacement certificate of insurance. The utility operator shall maintain continuous uninterrupted coverage, in the terms and amounts required. The utility operator may self-insure, or keep in force a self-insured retention plus insurance, for any or all of the above coverage.
 3. The utility operator shall maintain on file with the City a certificate of insurance, or proof of self-insurance acceptable to the City, certifying the coverage required above.

B. Financial Assurance. Unless otherwise agreed to in writing by the City, before a franchise granted or license issued pursuant to this Chapter is effective, and as necessary thereafter, the utility operator shall provide a performance bond or other financial security or assurance, in a form acceptable to the City, as security for the full and complete performance of the franchise or license, if applicable, and compliance with the terms of this Chapter, including any costs, expenses, damages or loss the City pays or incurs because of any failure attributable to the utility operator to comply with the codes, ordinances, rules, regulations or permits of the City. This obligation is in addition to the performance surety required by subsection C of Section 12.24.080.

C. Indemnification.

1. Each utility operator shall defend, indemnify and hold the City and its officers, employees, agents and representatives harmless from and against any and all liability, causes of action, claims, damages, losses, judgments and other costs and expenses, including attorney fees and costs of suit or defense (at both the trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person in any way arising out of, resulting from, during or in connection with, or alleged to arise out of or result from the negligent, careless, or wrongful acts, omissions, failure to act, or other misconduct of the utility operator or its affiliates, officers, employees, agents, contractors, subcontractors, or lessees in the construction, operation, maintenance, repair,

or removal of its facilities, and in providing or offering utility services over the facilities, whether such acts or omissions are authorized, allowed, or prohibited by this Chapter or by a franchise agreement. The acceptance of a license under Section 12.24.070 of this Chapter, or of a franchise granted by the City, shall constitute such an agreement by the applicant whether the same is expressed or not, unless expressly stated otherwise in the license or franchise. Upon notification of any such claim the City shall notify the utility operator and provide the utility operator with an opportunity to provide defense regarding any such claim.

2. Every utility operator shall also indemnify the City for any damages, claims, additional costs or expenses assessed against or payable by the City arising out of or resulting, directly or indirectly, from the utility operator's failure to remove or relocate any of its facilities in the rights-of-way in a timely manner, unless the utility operator's failure arises directly from the City's negligence or willful misconduct.

12.24.160. Compliance.

Every licensee, utility operator and utility provider shall comply with all applicable federal and state laws and regulations, including regulations of any administrative agency thereof, as well as all applicable ordinances, resolutions, rules and regulations of the City, heretofore or hereafter adopted or established during the entire term of any license granted under this Chapter.

12.24.170. Confidential/Proprietary Information.

If any person is required by this Chapter to provide books, records, maps or information to the City that the person reasonably believes to be confidential or proprietary, and such books, records, maps or information are clearly marked as confidential at the time of disclosure to the City ("confidential information"), the City shall take reasonable steps to protect the confidential information to the extent permitted by Oregon Public Records Laws. In the event the City receives a public records request to inspect any confidential information and the City determines that it will be necessary to reveal the confidential information, to the extent reasonably possible the City will notify the person that submitted the confidential information of the records request prior to releasing the confidential information. The City shall not be required to incur any costs to protect any confidential information, other than the City's routine internal procedures for complying with the Oregon Public Records Law.

12.24.180. Penalties.

A. Any person found in violation of any of the provision of this Chapter or the ROW license shall be subject to a penalty of not less than one hundred fifty dollars (\$150), nor more than twenty-five hundred dollars (\$2,500) for each offense. A violation shall be deemed to exist separately for each and every day during which a violation exists.

B. Nothing in this Chapter shall be construed as limiting any judicial or other remedies the City may have at law or in equity, for enforcement of this Chapter.

12.24.190. Severability and Preemption.

A. The provisions of this Chapter shall be interpreted to be consistent with applicable federal and state law, and shall be interpreted, to the extent possible, to cover only matters not preempted by federal or state law.

B. If any article, section, subsection, sentence, clause, phrase, term, provision, condition or portion of this Chapter is for any reason declared or held to be invalid or unenforceable by any court of competent jurisdiction or superseded by state or federal legislation, rules, regulations or decision, the remainder of this Chapter shall not be affected thereby but shall be deemed as a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof, and each remaining section, subsection, clause, phrase, term, provision, condition, covenant and portion of this Chapter shall be valid and enforceable to the fullest extent permitted by law. In the event any provision is preempted by federal or state laws, rules or regulations, the provision shall be preempted only to the extent required by law and any portion not preempted shall survive. If any federal or state law resulting in preemption is later repealed, rescinded, amended or otherwise changed to end the preemption, such provision shall thereupon return to full force and effect and shall thereafter be binding without further action by the City.

12.24.200. Application to Existing Agreements.

To the extent that this Chapter is not in conflict with and can be implemented consistent with existing franchise agreements, this Chapter shall apply to all existing franchise agreements granted to utility operators by the City.

December

REGULAR AGENDA

City of Gladstone Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: City Council
Via: Jacque M. Betz, City Administrator
From: Tami Bannick, City Recorder

AGENDA ITEM

Approval of Resolution No. 1152, a resolution repealing Resolution No. 1143 and adopting a new revised Master Fee Schedule.

HISTORY/BACKGROUND:

On September 12, 2017 the Gladstone City Council approved Resolution No. 1121 which included approving a revised water rate fee by increasing the City's administrative and operations portion of said fee by 10% effective January 1, 2019.

On September 12, 2017 the Gladstone City Council approved Resolution No. 1122 revising Sanitary Sewer utility rates by an increase of 5% effective January 1, 2019.

On August 14, 2018 City Council meeting, Council approved staff recommended business license fee changes involving home occupation, full-time employee and rental property fee changes. (highlighted in the attached revised master fee schedule).

The City's Right of Way (ROW) Program Manager, Reba Crocker, recommends including a \$250.00 ROW License (five year term) fee. Currently the City charges a \$50.00 fee for the application and the license. This amount does not cover the costs associated with management of the licenses. Every quarter the City has to perform functions to ensure compliance with ROW usage requirements. This updated fee will also match the City of Milwaukie's fees.

The City's Master Fee Schedule stipulates the Minimum Annual Right-or-Way use fee will increase 3% every year.

The City of Gladstone Master Fee Schedule is historically updated when rates are revised; (generally either at the end of the calendar year or fiscal year) so as to reflect the current rates and provide the public with accurate and timely information.

PROPOSAL

Staff recommends revising the Master Fee Schedule to reflect the updated water and sewer utility pass-through rates, updated business license fees as well as updated ROW fee. This will become effective January 1, 2019.

Options

- Council could choose not to approve the resolution to update the Master Fee Schedule
- Council could choose to approve the resolution to update the Master Fee Schedule

Recommended Staff Action

Approve Resolution No. 1152, a resolution repealing the Master Fee Schedule adopted under Resolution No. 1143 and adopting a new Master Fee Schedule.

Jami Bannick
Department Head
Signature

Date

Jacqueline M. Betz 12-5-18
City Administrator
Signature

Date

**RESOLUTION NO. 1152
CITY OF GLADSTONE, OREGON**

A Resolution Adopting a Revised Master Fee Schedule

WHEREAS, The Gladstone City Council is authorized by the Gladstone Municipal Code to adopt certain fees; and

WHEREAS, The City Council desires to adopt an updated Master Fee Schedule reflecting periodic updates; and

WHEREAS, On September 12, 2017 the City Council adopted Resolution 1121 approving a revised water utility rate fee by increasing the City's administrative and operations portion of said fee by 10% effective January 1, 2019.

WHEREAS, On September 12, 2017 the City Council adopted Resolution 1122 revising Sanitary Sewer utility rates by an increase of 5% effective January 1, 2019.

WHEREAS, At the August 14, 2018 City Council meeting, Council approved staff recommended business licence fee changes involving home occupation, full-time employee and rental property fee changes.

WHEREAS, The City currently charges a \$50.00 fee for a Right-of-Way (ROW) application and license which does not cover the costs associated with management of the licenses. A recommended ROW license (five year term) \$250.00 fee shall be added.

WHEREAS, The Master Fee Schedule stipulates the Minimum Annual Right-or-Way use fee will increase 3% every year.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Gladstone, a municipal corporation of the State of Oregon, the following:

The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1143 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes are noted in **highlight**.

This Resolution is effective January 1, 2019

This Resolution adopted by the Gladstone City Council and approved by the Mayor this ____ day of _____, 2018.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder

Resolution 1152 - Exhibit "A"
City of Gladstone Master Fee Schedule **Effective January 1, 2019**

ADMINISTRATION		
Adopted Budget	\$	45.00
Blasting Permit Fee	\$	5,000.00
Blasting Permit Inspections each (after first two inspections)	\$	2,000.00
Business License Base Fee	\$	100.00
Business License Commencing July-December	\$	50.00
Business License fee per employee over 3 FTE's	\$	5.00
Business License for Rental Property in Gladstone - base fee plus tiered approach below	\$	100.00
1 rental unit	\$	25.00
2 - 5 rental units	\$	50.00
6 - 12 rental units	\$	75.00
13+ rental units	\$	100.00
Business License Past Due Fee per month	\$	10.00
Electronic Copy of a Recorded Meeting	\$	20.00
Franchise Administrative Review	\$	5,000.00
Home Occupation - Intial Application Fee	\$	50.00
Liquor License Review		
Original Application	\$	100.00
Change in ownership, location, or privilege	\$	75.00
Renewal or temporary application	\$	35.00
Lien Search	\$	30.00
Notary Fee (Non-Resident)	\$	10.00
Notary Fee (Resident)	\$	5.00
NSF Check Charge	\$	35.00
Parking Permits	\$	25.00
Penalty for work commencing before application approval		Investigation fee equal to permit fee
Photocopies B&W up to 8 x 14	\$	0.25
Postage and Handling Flat Fee + actual cost of postage	\$	1.00
Public Records Administrative Research per hour (quarter hour increment charge)		Based on hourly rate
Public Records Clerical Research per hour (quarter hour increment charge)		Based on hourly rate

services, fees for those applications and services are set by the County		
POLICE		
A-Frame Sign Permit	\$	100.00
Address Record Print (per address)	\$	5.00
Alarm Permit		
Initial Permit or Renewal		25.00
Late Fee (after 30 days expiration or installation)		25.00
Second False Alarm (within permit year)		50.00
Third False Alarm (within permit year)		100.00
Fourth and Each Subsequent Alarm (within permit year)		150.00
Failure to obtain Alarm Permit		90.00
Animal Permit Application (per year)	\$	25.00
Block Party	\$	35.00
Human Resources Police Application (due at submission)	\$	20.00
ID Theft		Victim Free
Local History Printout (per record)	\$	5.00
Noise variance	\$	75.00
Nuisance Property Abatement		Actual Cost
Officer's Notes (per entry)	\$	5.00
Police Report (first 5 pages)	\$	10.00
Police Report (page 6 and over) each page	\$	1.00
Radar Certification (per record)	\$	5.00
Temporary Storage Container		50.00
Vehicle Impound (after business hours)	\$	125.00
Vehicle Impound (during regular business hours)	\$	100.00
PUBLIC WORKS		
Technical Plan Review-Development Engineering Fee		
Review	\$	2.5% of the construction cost
Inspection	\$	2.5% of the construction cost
Barricade Delivery and Pickup Fee	\$	50.00
Contractor Hydrant Hook-up Application (plus water meter costs)*	\$	50.00
Dye Test Residential/Commercial	\$	100.00

Master Fee Schedule

Erosion Control Violation	\$	300.00	
Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$	50.00	
Street Opening Inspection Fee	\$	85.00	
Street Opening Permit Fee	\$	150.00	
Street Opening Re-Inspection Fee (if necessary)	\$	85.00	
Registration Fee	\$	50.00	
License Application Fee	\$	50.00	
Right of Way Use Fee	-5% of gross revenues** or Minimum Annual Right of Way Use Fee, whichever is greater.		
Minimum Annual Right of Way Use Fee			
TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT OF WAY			January 1, 2018
Up to 5,000	\$	5,305.00	
5,001 to 10,000	\$	7,957.00	
10,001 to 20,000	\$	10,609.00	
More than 20,000	\$	15,914.00	
Attachment Fee		\$5,000***	per attachment
SENIOR CENTER			
Building Rental (per hour) Group 1: City of Gladstone Residents.	Planton Room-\$40.00 and Bloye Hall-\$45.00		
Building Rental (per hour) Group 2: Private Parties, individuals, groups, and non-profits.	Planton Room-\$45.00 and Bloye Hall-\$55.00		
Building Rental (per hour) Group 3: Commercial, for-profit professional groups.	Planton Room-\$50.00 and Bloye Hall-\$75.00		
Kitchen Fee	\$	50.00	
Meal under 60 years	\$	4.00	
Meal (suggested donation) over 60 years	\$	2.50	
Fax (per page - staff only)	\$	1.00	
Photocopy (per page)	\$	0.25	
Van Donation (suggested donation) each way	\$	1.00	
Friday Excursions (\$7-\$25)		varies	
Billiards Room (suggested donation of per game played)	\$	1.00	

Master Fee Schedule

UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
RIGHT-OF-WAY (ROW) RATES		
Franchise Administrative Review	\$	5,000.00
ROW License Application Fee	\$	50.00
ROW License Fee (five year term)	\$	250.00
ROW Use License Fee	5% of gross revenues** or Minimum Annual	
Minimum Annual Right-of-Way Use Fee ***		
TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY	January 1, 2018	January 1, 2019
Up to 5,000	\$5,305.00	\$5,464.00
5,001 to 10,000	\$7,957.00	\$8,196.00
10,001 to 20,000	\$10,609.00	\$10,927.00
More than 20,000	\$15,914.00	\$16,391.00
ROW Above Ground Attachment Fee	\$5,150*** per attachment	
SEWER RATES		
Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$	100.00
Sewer Insepction Fee for mobile homes, motor homes, and travel trailers	\$	50.00
<i>Oak Lodge Water Services Sewer Charge (Pass-through)</i>	52.81 per month per EDU	
<i>Tri-Cities Services District Sewer Charge (Pass-through)</i>	24.15 per month	
<i>Clackamas County Sewer District #1 Sewer Charge (Pass-through)</i>	24.15 per month	
City of Gladstone Sanitary Sewer Collection	\$	10.08
STORMWATER RATES		
Residential Stormwater Fee per EDU each month (Class 001 accounts)	\$	10.00
Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month) (Class 002 and 003 acc)	\$	10.00
(Impervious area is calculated based on the city's GIS system data)		
WATER RATES		
Effective January 1, 2019, minimum charges per month includes first 600 cubic feet of water:		
<u>Meter Size</u>	<u>Inside City</u>	<u>Outside City</u>
3/4"	\$ 21.91	\$ 29.14

Master Fee Schedule

Page 5

EXHIBIT A

1.0"	\$ 31.21	\$ 43.99	
1.5"	\$ 48.69	\$ 64.85	
2.0"	\$ 87.07	\$115.83	
3.0"	\$108.47	\$143.58	
4.0"	\$129.87	\$172.77	
6.0"	\$144.33	\$191.93	
8.0"	\$180.42	\$239.95	
Water in excess of the first 600 cubic feet, per each additional 100 cubic feet:	\$ 2.42	\$ 3.16	
WATER UTILITY CHARGES			
Low Income Rate Violation Fee	As set forth in ORS 164.125		
Mailed Late Notice/Shut Off Notification	\$	7.00	
Shut Off Door Hanger (2nd Late Fee)	\$	25.00	
Shut Off Water	\$	25.00	
Turn On Water (during business hours)	\$	25.00	
Turn On Water (after business hours)	\$	175.00	
<p>** Gross revenues shall have the meaning as defined in Chapter 12.24</p> <p>*** This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.</p>			

City of Gladstone Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: Mayor and City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Audit Committee

History/Background:

The Audit Committee was formed in January 2017. The adopted Resolution states: "The City of Gladstone Audit Committee will be comprised of up to six members." There are currently five Audit Committee members, Anne Tankersley, Brian Sutton, Drucilla Weiland, Mindy Garlington and Councilor Reisner. Please be advised there is one (1) vacant term on the Audit Committee, term to expire 12-31-2019.

The Audit Committee is to provide independent advice, assistance, and recommendations to the City Council in the oversight of the internal and external audit functions of the City. Terms limits are set at 2 (two) or (3) years staggered so that about half of appointments end each year.

Notice of the committee vacancy was advertised in the City newsletter and on the city's website. As of this date applications to the Audit Committee have been received from:

- Steve Johnson

Proposal:

There is one vacant term on the Audit Committee, one that expires December 31, 2019 and the additional term to expire December 31, 2019.

Options:

- 1) Appoint Audit Committee members.
- 2) Do not appoint Audit Committee members.
- 3) Continue to advertise for vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/05/2018



Administration: Jacquie Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

Budget Committee
Park & Recreation Board
Planning Commission (Review GMC Chapter 2.28) Library Board (Review GMC Chapter 2.25)
Traffic Safety Commission Senior Center Advisory Board
X Audit Committee

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

TELEPHONE: (HOME) 503-496-7042 (WORK/CELL)

EMAIL:

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc. IT Project Management and Consulting. Outsourced IT Management. In business for 25 years.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travel, Photography, Cooking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

Budget Committee, Planning Commission, City Council, Library Advisory Committee,

Civic Buildings Committee, Charter Committee

Have you ever applied for a Committee Position Before? X YES NO

If yes, when? What Committee?

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).



I would like to use my business and government experience to serve our city on the

Audit Committee.

SIGNATURE: [Signature] DATE: 12-3-18

City of Gladstone Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: Mayor and City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Budget Committee

History/Background:

Please be advised there are three (3) four-year terms vacant on the Budget Committee, two that expire 12-31-2018 and one term that expires 12-31-2020. One position is currently held by Mindy Garlington, term to expire 12-31-2018 and the other two are vacant positions.

The Budget Committee is a requirement of Chapter 294 of Oregon Revised Statutes and consists of the City Council and an equal number of electors of the municipal corporation. Citizen members are appointed by the City Council and serve terms of three years. Terms are staggered so that about one-third of appointments end each year.

Notice of the committee vacancy was advertised in the City newsletter and on the city's website. As of this date applications to the Budget Committee have been received from:

- Steve Johnson

Proposal:

There are two terms on the Budget Committee that expire December 31, 2018 and one vacant term that expires on December 31, 2020. The Budget Committee consists of seven members of the City Council and an equal number of citizens at large.

Options:

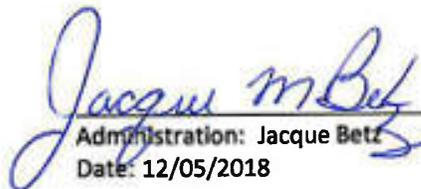
- 1) Appoint Budget Committee members.
- 2) Do not appoint Budget Committee members.
- 3) Continue to advertise for vacant positions as the Budget Committee will not convene again until January 2019.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/05/2018


Administration: Jacquie Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

TELEPHONE: (HOME) 503-496-7042 (WORK/CELL) _____

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc. IT Project Management and Consulting, Outsourced IT Management. In business for 25 years.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travel, Photography, Cooking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: _____

Budget Committee, Planning Commission, City Council, Library Advisory Committee, Civic Buildings Committee, Charter Committee

Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).



I would like to use my business and government experience to serve our city on the Budget Committee.

SIGNATURE: [Signature] DATE: 12-3-18

City of Gladstone
Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Library Advisory Board

History/Background:

Please be advised there is one four (4) year term on the Library Advisory Board that expires 12-31-18. The position is currently held by Natalie Smith.

Notice of committee appointments was advertised in the City's newsletter and on the city's website. As of this date applications to the Library Board have been received from:

- Michael Milch
- Natalie Smith

Proposal:

There is one vacant term on the Library Board that expires December 31, 2018. The Library Advisory Board consists of five (5) members who are not officers or employees of the City and are appointed by the City Council to four (4) year terms. Members are eligible for re-appointment to a second four year consecutive term.

Options:

- 1) Appoint applicant to the Library Advisory Board for a term to expire 12-31-2022.
- 2) Do not appoint Library Advisory Board member.
- 3) Continue to advertise for vacant position.

Cost Impact: No impact.



Department Head: Tami Bannick
Date: 12/05/2018



Administration: Jacquie Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/>	Budget Committee	<input type="checkbox"/>	Park & Recreation Board
<input type="checkbox"/>	Planning Commission (Review GMC Chapter 2.28)	<input checked="" type="checkbox"/>	Library Board (Review GMC Chapter 2.25)
<input type="checkbox"/>	Traffic Safety Commission	<input type="checkbox"/>	Senior Center Advisory Board
<input type="checkbox"/>	Audit Committee		

NAME: Michael Milch

ADDRESS: 545 Welter Circle, Gladstone, OR 97027

TELEPHONE: (HOME) 503-387-3818 (WORK/CELL) 503-358-6902

EMAIL: michaelmilch@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since July, 2015

OCCUPATION/EMPLOYER (state your specific line of business): Retired Pension Actuary; Grandparent/Caregiver

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: As an active caregiver for my grandchildren since 2008, I have been a youth soccer coach and public school volunteer and a strong supporter and active user of the public library. I enjoy reading books about urban design, local governance, and community development, particularly as they apply to my volunteer involvement with the City.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

Gladstone City Councilor (July 2017-Dec. 2018); Downtown Revitalization Advisory Committee (2016-17); Council Rules Committee (2017); Council Liaison to Planning Commission, Parks and Recreation Board, and Gladstone School Board.

Have you ever applied for a Committee Position Before? YES NO
If yes, when? Summer 2016 What Committee? Downtown Revitalization CAC

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish). A public library should be, as Norman Cousins said, "the delivery room for the birth of ideas." I am excited at the prospect of having a new library in Gladstone and the positive impact that our staff of professional librarians and volunteers can have on our community by providing open access to a variety of resources to people of all ages and abilities.

SIGNATURE: [Handwritten Signature] DATE: December 3, 2018



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Natalie L. Smith

ADDRESS: 345 W. Dartmouth Street

TELEPHONE: (HOME) _____ (WORK/CELL) 503-473-9710

EMAIL: nsmith-1159@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 16 years

OCCUPATION/EMPLOYER (state your specific line of business): Office Manager
L.B. Day & Company

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Reading, music, movies, volunteering, helping others, swimming.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Library Board, LDAC Rep. & Planning Commission

Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

To see our new library finally completed and open to our citizens to enjoy.

SIGNATURE: Natalie L. Smith DATE: 11/27/2018



City of Gladstone
Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Park and Recreation Advisory Board

History/Background:

Please be advised there is one (1) term on the Park and Recreation Advisory Board that expires 12-31-18. The position is currently held by Kelsey Proctor.

Notice of the committee vacancy was advertised in the City's newsletter and on the city's website. As of this date applications to the Park and Recreation Advisory Board have been received from:

- Dr. Bryce Colson
- Kelsey Proctor

Proposal:

There is one (1) four (4) year term on the Park and Recreation Advisory Board that expires December 31, 2018. The Park and Recreation Advisory Board consists of seven (7) members appointed to three year terms by the Mayor with the approval of the City Council. The Park Board also includes one representative each from the Planning Commission and City Council. Appointees must be residents of the City of Gladstone.

Options:

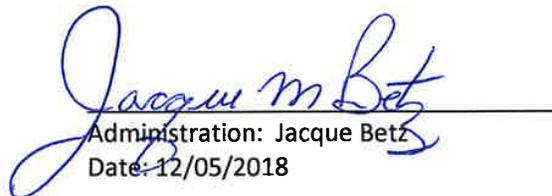
- 1) Appoint the applicant to the Park and Recreation Advisory Board for terms that expire 12-31-2022.
- 2) Do not appoint Park and Recreation Advisory Board members.
- 3) Continue to advertise for the vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/05/2018



Administration: Jacquie Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/> Budget Committee	<input checked="" type="checkbox"/> Park & Recreation Board
<input type="checkbox"/> Planning Commission (Review GMC Chapter 2.28)	<input type="checkbox"/> Library Board (Review GMC Chapter 2.25)
<input type="checkbox"/> Traffic Safety Commission	<input type="checkbox"/> Senior Center Advisory Board
<input type="checkbox"/> Audit Committee	

NAME: Dr. Bryce L Colson

ADDRESS: 680 E Dartmouth St Gladstone, OR 97027

TELEPHONE: (HOME) 971.678.3790 (WORK/CELL) _____

EMAIL: drbcolson@thevibration.org

HOW LONG HAVE YOU LIVED IN GLADSTONE: 2.5 years

OCCUPATION/EMPLOYER (state your specific line of business): Musician, Extra-Cirricular Education, Alternative Medicine Practitioner

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: I love to see people active in their lives and their community, and I enjoy playing an active part in

my community. I enjoy playing music, Organ primarily and then piano. My favorite job is working with the kids at John

Wetten Elementary, providing after-school science classes for which I write the curriculum as well as the TAG Math.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone/ Oak Lodge Rotary Member where

I lead the club in an inspirational activity every week. JWE TAG math and after-school program leader. Gladstone

Community Festival, Event Manager in charge of keeping the schedule as well as finding groups interested in joining the festival.

Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).

Please See Attached Page



SIGNATURE: *Dr. Bryce L Colson* DATE: 11/20/2018

To My Fellow Citizens,

I would like to be on the Parks and Recreation Board because I love my community and I want to see it be the best city it can be. I'm already very involved in community work, all volunteering.

At John Wetten Elementary, I write curriculum and teach after-school science and art classes as part of the Science Technology Engineering Art and Mathematics (STEAM) Grant. On Fridays, I teach the 5th Grade Talented and Gifted Math Class, using a curriculum I'm writing called, "Musical Math." It studies all of the mathematics used in music creation and composition. The kids all love it. I've also been a lunch buddy for two years.

On Friday nights I play piano at High Rocks Restaurant and meet several community members, I also teach private piano and organ lessons.

I am a member of the Gladstone Rotary Club and very active therein. I've helped on Road Cleanups, donating dictionaries to the 3rd Graders at JWE, and provide an inspirational activity every week. My passions lie in seeing the community come together and do great things. I have been a member of the Pickleball Club since the beginning and I find citizens coming together to revitalize and utilize our parks very inspiring. If it weren't for that club, our tennis courts would still be in disrepair, but now they are used at least six days per week. Last year I ran a booth where kids could come and paint on a canvas for free at the Community Festival and I brought in Dr. Jeremy Riddle as First Aid, who made a call that saved a life. I also did painting demonstrations at the Arbor Day Festival where Dr. Riddle was also running a 1st Aid booth. For the upcoming Community Festival, I will be the Event Manager, ensuring the events run on schedule. In preparation, I've been working on getting local businesses and craftsmen to be a part of the event. The monthly festival planning committee meeting is my favorite event of the month.

I love being a part of my community and Parks and Recreation is somewhere I know I can make an impact for the betterment of all our citizens. I have nothing personal to gain, other than getting to live in a beautiful city where people are proud to be living.

Thank you for your time and consideration.

Sincerely,
Dr. Bryce Colson



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Kelsey Proctor

ADDRESS: 17540 Braden Court Gladstone, Oregon 97027

TELEPHONE: (HOME) (502) 558-6015 (WORK/CELL) (503) 431-5627

EMAIL: kelseydb@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: ~ 4-5 years

OCCUPATION/EMPLOYER (state your specific line of business): English teacher / high school
Agard Tualatin School District

DESCRIBE YOUR ACTIVITIES AND INTERESTS: I like to spend time with my family,
daughter, and cat. I like to spend time in the parks
and at the library of course and love to read.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Current chair of Gladstone Parks + Recreation Board

Have you ever applied for a Committee Position Before? YES NO

If yes, when? 3 years ago What Committee? Parks + recreation

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I would like to continue the work I am currently
doing to see through the completion of multiple
current projects including the fitness court, adding a farm ->

SIGNATURE: Kelsey Proctor DATE: 12/1/2018

to table dinner and new recreation programming, and
the maintenance & further development of Dahl Beach park.

City of Gladstone Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Planning Commission

History/Background:

Please be advised there is one (1) term on the Planning Commission that expires 12-31-18. The position is currently held by Les Poole.

Currently, Section 2.28.020 of the GMC requires the seven members of the Planning Commission be residents of the city and appointed by the City Council on the basis of their qualifications to serve in such capacity.

Currently, Section 2.40.020 of the GMC, "*Membership - Qualifications*", states:

"No more than two (2) voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individual, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit."

Current Planning Commission members:

Les Poole was appointed in October 2014 and re-appointed in 2015, has lived in Gladstone for 2 years and is self employed: Sales Mgr, "Points for Profit" Land use specialist.

Malachi deAElfweald, has lived in Gladstone for 5 years and is a self-employed software engineer. He has served on the Library Advisory Committee and was appointed in January 2015 and re-appointed in December 2016.

Natalie Smith, has lived in Gladstone for 15 years. She is employed as an Administrator/Officer Manager. Natalie has served on the Library Board, 2 Advisory Committees and is a Gladstone Community Festival Board Member. Natalie was appointed in December 2015.

Randy Rowlette has lived in Gladstone for 30+ years. He is currently employed by Multnomah County Sheriff's Office in the CJIS Unit (IT). Randy spent 10 years on the Planning Commission (1990's to early 2000's) prior to being reappointed in June, 2016.

Patrick Smith has lived in Gladstone for 35+ years. He is retired from grocery, then consumer products sales management. He was appointed to the Planning Commission in December 2016.

Libby Wentz, has lived in Gladstone for 20+ years. She is a Field Representative with the US Census. She currently serves on the Traffic Safety Commission and was appointed in December 2016.

Andriel Langston has lived in Gladstone for 3.5 years. He is a Project Engineer for LMC Construction – a construction management firm. He was appointed in December 2017.

Notice of the Commission vacancy was previously advertised in the City's newsletters and on the city's website. As of this date applications for appointment to the Planning Commission have been received from:

- Clair Coy
- Joe Johnson
- Michael Milch
- Les Poole

Proposal:

There is one term on the Planning commission that expires December 31, 2018. The Planning Commission consists of seven (7) residents who are appointed by the City Council based on their qualifications. Planning Commission members are appointed to four year terms.

Options:

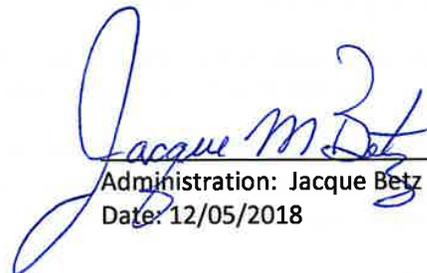
- 1) Appoint the applicants to the Planning Commission for terms to expire 12-31-2022.
- 2) Do not appoint an applicant to the Planning Commission
- 3) Continue to advertise for vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/05/2018



Administration: Jacquie Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Clair Coy
 ADDRESS: 6329 Glen Echo Ave. Gladstone, OR. 97027
 TELEPHONE: (HOME) _____ (WORK/CELL) 503.679.6644
 EMAIL: claircoy@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: almost 20 years

OCCUPATION/EMPLOYER (state your specific line of business): Transportation - I work for United Van Lines as long distance dispatcher. I am very experienced in DOT laws and safety requirements.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: We have raised our kids here. Now 2 in college and last in highschool, we are excited to have more time to ourselves. Camping this spring; summer and watching our daughter play some college softball is on the books.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Aside from just living in Gladstone and raising kids here, I haven't had very much involvement in city activities but would love to, hence reason for applyn

Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I have been coming to city council meetings and planning commission meetings in order to get some assistance with

SIGNATURE: Clair Coy DATE: 11/20/18



Some things I have been working on. Once I was there and involved, I really have enjoyed it. I especially enjoy the roll of the planning commissioners. The communication with the community members when helping them to work through their issues is something I can see myself really excelling at. My family and friends will tell you that I am a good one to have in your corner when you are trying to accomplish something. I have actually wondered how I could use this particular set of skills in order to make a difference in my community. It seems I may have found a way.

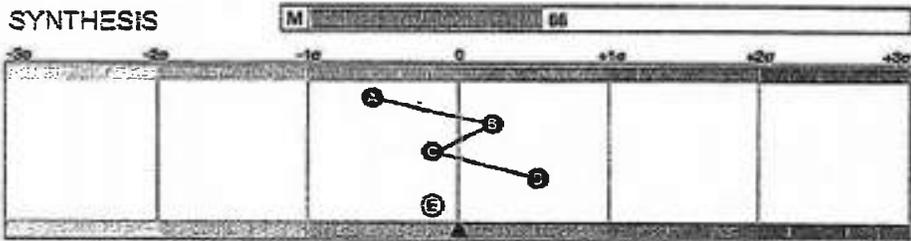
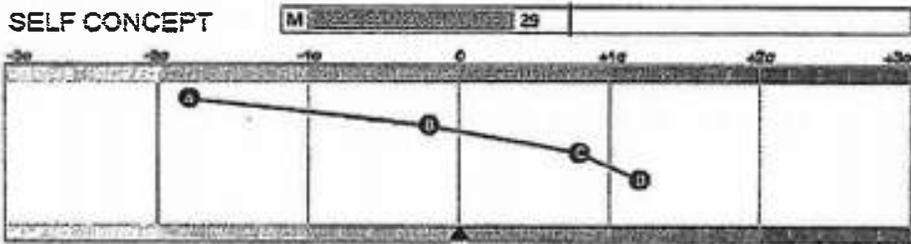
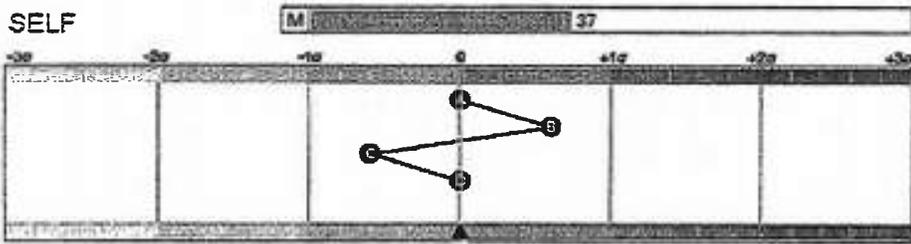
I took a required personality test for a job a couple of years ago. I attached it here because I feel it very accurately portrays some of my characteristics, especially when it comes to working as a team. My position is in management now, however I am still part of the team and thrive off making our agency even more successful than the year before.



Clair Coy

Assessment Date 10/16/2016
Report Date 10/17/2016

The results of The Predictive Index® Behavioral Assessment should always be reviewed by a trained PI analyst. The PI® Behavioral report provides you with a brief overview of the results of the behavioral assessment and prompts you to consider many aspects of the results not contained in the overview. If you have not yet attended The Predictive Index Management Workshop™, please consult someone who has attended in order to complete the report.



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Strongest Behaviors

Clair will most strongly express the following behaviors:

- Proactively connects quickly to others: she's open and sharing of herself. Builds and leverages relationships to get work done.
- Comfortably fluent and fast talk, in volume. She enthusiastically persuades and motivates others by considering their point of view and adjusting her delivery.
- Collaborative: usually works with and through others. Intuitive understanding of team cohesion, dynamics, and interpersonal relations.

Summary

Clair is a very congenial, friendly communicator, affable, poised, capable of projecting enthusiasm and warmth, and motivating others.

An intense person, she works at a fast pace with emphasis on getting things done by working cooperatively with and through people. She understands people well, and uses that understanding effectively in motivating and persuading others to do what needs to be done to achieve the organization's goals.

Clair is a dedicated teamworker who will dependably function within the framework of plans and policies decided upon and expressed by company management. She is collaborative by nature, and works to control risk by ensuring input from others on decisions that are outside of established policies. When making such unusual, or risk decisions, she will work with trusted advisors, subject-matter experts, or management leadership to make a well-accepted, well-researched decision.

Clair derives satisfaction from bringing out the best in others and takes pride in contributing to the business' success in that way. At ease and self-assured with groups, Clair is capable of selling the company's policies and values. While she will delegate to subordinates, she will also follow up closely and carefully and in a friendly and helpful manner.

Quick and accurate in handling details as long as they are only an intermittent aspect of her work, she will become impatient and less effective if frequently required to work with repetitive routines.

Management Style

As a manager of people or projects, Clair will be:

- Focused on guiding her team to achieve predetermined company goals, in a friendly, driven, and proactive manner
- Amenable to delegating authority and details to trusted employees; her follow-up will be quick, helpful, and close ensuring that both her personal standards and the company's standards have been followed and met
- Proactive in bringing her ideas forward; takes action on them only after gaining agreement with key colleagues and/or proof that they'll be successful
- Collaborative in approach; she's eager to gather input from others, and is open to their viewpoints, but will be unlikely to go against proven solutions
- Cautious with risky decisions; she will defer to management, colleagues, or trusted advisors to mitigate risk and ensure agreement before moving forward
- A lively, positive, and genuine company spokesperson.

Influencing Style

As an influencer, Clair will be:

- Congenial and persuasive - focused on building a solid, trusting relationship with others - concerned about saying and doing the right thing
- Motivated in working with and through others to influence; confident in her abilities to persuade and influence others when following a proven method
- Thoughtful in what she does, says, and communicates to others - concerned about risking the relationship; cautious not to over-commit
- Sincere - will speak and present information in a logical and organized manner.
- Confident when persuading others in ways that are proven to work; reluctant to 'think on her feet'; preferring to be well prepared and follow a predefined plan.

Management Strategies

To maximize her effectiveness, productivity, and job satisfaction, consider providing Clair with the following:

- Clear definition of her responsibility, authority, and organizational relationships
- Specific training in her job
- Opportunities for involvement, interaction, and communication with people as a major aspect of her work
- Assurance of the support and guidance of management, trusted advisors, or her team, particularly during periods of change or new developments
- Social and status recognition as rewards for achievement and demonstration of team spirit.

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CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Park & Recreation Board |
| <input checked="" type="checkbox"/> Planning Commission (Review GMC Chapter 2.28) | <input type="checkbox"/> Library Board (Review GMC Chapter 2.25) |
| <input type="checkbox"/> Traffic Safety Commission | <input type="checkbox"/> Senior Center Advisory Board |
| <input type="checkbox"/> Audit Committee | |

NAME: Joe Johnson

ADDRESS: 17505 Kirkwood Rd

TELEPHONE: (HOME) 503-557-8511 (WORK/CELL) 971-219-9669

EMAIL: johnson9059@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: 28 years

OCCUPATION/EMPLOYER (state your specific line of business): Retired Civil Engineer

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Ski, hike, boat, bike, travel.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

I was on the Gladstone Planning Commission in the 1990's.



Have you ever applied for a Committee Position Before? YES NO

If yes, when? 1990's What Committee? Planning Commission

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I would like to help the City make planning decisions in the community. I enjoyed my time when I previously served on th
the Commission

SIGNATURE: Joseph K Johnson DATE: 11/21/18

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Park & Recreation Board |
| <input checked="" type="checkbox"/> Planning Commission (Review GMC Chapter 2.28) | <input type="checkbox"/> Library Board (Review GMC Chapter 2.25) |
| <input type="checkbox"/> Traffic Safety Commission | <input type="checkbox"/> Senior Center Advisory Board |
| <input type="checkbox"/> Audit Committee | |

NAME: Michael Milch

ADDRESS: 545 Welter Circle, Gladstone, OR 97027

TELEPHONE: (HOME) 503-387-3818 (WORK/CELL) 503-358-6902

EMAIL: michaelmilch@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since July, 2015

OCCUPATION/EMPLOYER (state your specific line of business): Retired Pension Actuary; Grandparent/Caregiver

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: As an active caregiver for my grandchildren since 2008, I have been a youth soccer coach and public school volunteer and a strong supporter and active user of the public library. I enjoy reading books about urban design, local governance, and community development, particularly as they apply to my volunteer involvement with the City

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone City Councilor (July 2017-Dec. 2018); Downtown Revitalization Advisory Committee (2016-17); Council Rules Committee (2017); Council Liaison to Planning Commission, Parks and Recreation Board, and Gladstone School Board.

Have you ever applied for a Committee Position Before?

YES NO

If yes, when? Summer 2016 What Committee? Downtown Revitalization CAC

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish). I would like to help encourage greater public participation in the local land use planning process and in the implementation of recently developed master plans for parks, transportation, and downtown revitalization, along with promoting active community involvement in the planning of our new Civic Center and Library.

SIGNATURE: *Michael Milch*

DATE: December 3, 2018



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/>	Budget Committee	<input type="checkbox"/>	Park & Recreation Board
<input checked="" type="checkbox"/>	Planning Commission (Review GMC Chapter 2.28)	<input type="checkbox"/>	Library Board (Review GMC Chapter 2.25)
<input type="checkbox"/>	Traffic Safety Commission	<input type="checkbox"/>	Senior Center Advisory Board
<input type="checkbox"/>	Audit Committee		

NAME: Les K. Poole

ADDRESS: 18340 Cornell Place 97027

TELEPHONE: (HOME) 503-659-1683 (WORK/CELL) 503-954-0074

EMAIL: elpee5440@gmil.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 6 years

OCCUPATION/EMPLOYER (state your specific line of business): Semi-retired land use specialist. ~~ITM~~



DESCRIBE YOUR ACTIVITIES

AND INTERESTS: COMMUNITY AND FAMILY ACTIVITIES, OUTDOOR ACTIVITIES, PHOTOGRAPHY, WRITING, HISTORY, PARKS, TREE PRESERVATION, YOUTH SPORTS

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS:

FREQUENTLY I SPEAK AT COUNCIL MTGS, AM AN ELKS VOLUNTEER, VETERANS' ADVOCATE, PLANNING COMMISSIONER

Have you ever applied for a Committee Position Before? YES NO

If yes, when? 2014-2018 What Committee? LIBRARY SELECTION AND COUNCILLER SELECTION.

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).

I HAVE SERVED FOR OVER 4 YEARS, AND AM THE PARKS BOARD LIASAN. I CARE DEEPLY ABOUT GLADSTONE, AND THAT'S #1.

SIGNATURE: Les K. Poole

DATE: DEC 2, 2018

City of Gladstone
Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Senior Center Advisory Board

History/Background:

Please be advised there are two (2) four-year terms on the Senior Center Advisory Board that expire 12-31-2018. These positions are currently held by Len Nelson and LaBerta "Boots" Droz.

Notice of Board vacancies was advertised in the city newsletter and on the city's website. Applications to the Senior Center Advisory Board have been received from the following:

- Roxanne McMullin
- Len Nelson

Proposal:

There are two vacant terms on the Senior Center Board that expire December 31, 2018. The Senior Center Advisory Board currently consists of seven (7) members. Board members are appointed to four year terms by the Mayor with approval of the Council.

Options:

- 1) Appoint the applicants to the Senior Center Advisory Board for terms to expire 12-31-2022.
- 2) Do not appoint Senior Center Advisory Board members.
- 3) Continue to advertise for vacant positions.

Cost Impact: No impact.



Department Head: Tami Bannick
Date: 12/05/2018



Administration: Jacquie Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Park & Recreation Board
<input type="checkbox"/> Planning Commission (Review GMC Chapter 2.28)	<input type="checkbox"/> Library Board (Review GMC Chapter 2.25)
<input type="checkbox"/> Traffic Safety Commission	<input checked="" type="checkbox"/> Senior Center Advisory Board
<input type="checkbox"/> Audit Committee	

NAME: Roxanne A. McMullin

ADDRESS: 6800 Oakridge Drive, Gladstone OR 97027

TELEPHONE: (HOME) 503-659-6631 (WORK/CELL) _____

EMAIL: Roxpjmcm@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 41 years

OCCUPATION/EMPLOYER (state your specific line of business): Retired, Paralegal/Subrogation Liberty Mutual Ins.

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: I currently volunteer two days a week with Kindergarten and First Grade students at GCCF and JWE.

I help teach art and coach reading & math. (7 years)

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Prior years my family was in

Gladstone Jaycees for 4-5 years working in the community and connecting with citizens groups.

Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).

Currently attend weekly classes at Sr Center and have done so for 7 years.

I truly enjoy the staff and appreciate the contributions the center makes to our city and its citizens.

I Was contacted by Nancy Turner - Sr Ctr Board to apply,

SIGNATURE: Roxanne McMullin DATE: 11-27-18



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: LONDON E NELSON

ADDRESS: 6956 Winfield Court

TELEPHONE: (HOME) 503 557 3393 (WORK/CELL) _____

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 1972

OCCUPATION/EMPLOYER (state your specific line of business): Retired

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Work alot with Senior ctr.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: _____

Gladstone Planning Comm - Traffic Safety Comm.

Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? SE center Advisory Board

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).



SIGNATURE: LONDON NELSON DATE: 31 Oct 2018

City of Gladstone
Staff Report

Report Date: December 5, 2018
Meeting Date: December 11, 2018
To: City Council
From: Tami Bannick

AGENDA ITEM:

Appointment to the Traffic Safety Advisory Board

History/Background:

Please be advised there is one term on the Traffic Safety Advisory Board that expires 12-31-2018. This position is currently held by Ken Moore.

Notice of committee appointments was advertised in the City's newsletter and on the city's website. As of this date applications to the Traffic Safety Advisory Board have been received from:

- Brian Hurita
- Ken Moore

Proposal:

There is one position on the Traffic Safety Advisory Board that expires 12-31-2018. The Traffic Safety Advisory Board consists of seven (7) members appointed to three year terms by the Mayor with the approval of the City Council. Applicants must be residents of the City of Gladstone.

Options:

- 1) Appoint an applicant to the Traffic Safety Advisory Board for a term that expires 12-31-2022.
- 2) Do not appoint Traffic Safety Advisory Board member
- 3) Continue to advertise for vacant positions

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/05/2018



Administration: Jacquie M. Betz
Date: 12/05/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Park & Recreation Board
<input type="checkbox"/> Planning Commission (Review GMC Chapter 2.28)	<input type="checkbox"/> Library Board (Review GMC Chapter 2.25)
<input checked="" type="checkbox"/> Traffic Safety Commission	<input type="checkbox"/> Senior Center Advisory Board
<input type="checkbox"/> Audit Committee	

NAME: Brian Hurita

ADDRESS: 7515 Ridge Drive, Gladstone OR

TELEPHONE: (HOME) 503-890-2707 (WORK/CELL) same

EMAIL: rkmcor1@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 2+ years (Jun 2016 to present), previously 1973-1999

OCCUPATION/EMPLOYER (state your specific line of business): Providence St. Joseph Health / IS Laboratory Applications Analyst - system maintenance and development.

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: I am an avid motorcyclist and teach rider safety and awareness, also enjoy the science involved with fermentation/brewing of beer, wine and ciders. And finally restoring pre-1950 Singer Sewing machines, as well sewing with a wide variety of tailoring skill sets.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone Fire and Rescue (1990-1997)



Have you ever applied for a Committee Position Before? YES NO

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?

(Attach additional materials or information if you wish).

I have practical experience as a first responder, motorist, motorcyclist and as an adult who has taught my young adult daughter how to be a safe bicyclist and as a grandfather teaching my granddaughter how to ride a bike on roads that are becoming more congested and competitive.
As an analyst for Prov HS I have an analytical mind to review rules regs and traffic patterns and needs.

SIGNATURE: Brian Hurita City of Gladstone
1234567890
rkmcor1@gmail.com, c1US
2007 DATE: 11/19/2018

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Commission
- Audit Committee
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Board

NAME: Ken Moore

ADDRESS: 360 W Clackamas Blvd Gladstone

TELEPHONE: (HOME) 503 657 8156 (WORK/CELL) _____

EMAIL: Troopermoore57@yahoo.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 260 years

OCCUPATION/EMPLOYER (state your specific line of business): Retired Oregon State Police
part-time officer Beaverton Police Dept.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Mostly outdoors, camping - hunting, fishing, boating, hiking - walking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: TSC for the last 4 years

Have you ever applied for a Committee Position Before? YES NO

If yes, when? 4 years and 2 years ago What Committee? TSC

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish)

I would like to continue to stay on the TSC to make traffic, peds, bicycles as safe as possible while using the streets, sidewalks etc.

SIGNATURE: Ken Moore DATE: 11-13-18



