

**GLADSTONE CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
July 9, 2019 – 6:30 PM**

6:30 p.m.

CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS OR CORRECTIONS

INTRODUCTION OF NEW EMPLOYEE: Kristi Walls – Police Department Executive Assistant

PRESENTATION: Proposed New Clackamas County Courthouse – Why it is Needed and How it will Benefit the Community – Clackamas County Commissioner Martha Schrader and Judge Kathie Steele

PRESENTATION: Clackamas County Social Services for Seniors – Brenda Durbin – Director & Senior Center Manager Colin Black

CONSENT AGENDA:

1. Approval of June 11, 2019 Regular Meeting Minutes
2. Approval of May Bank Balances
3. Budget Report for Period ending 05-31-2019
4. Approval of May Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for June 2019
7. Approval to Extend Library Director Services
8. Resolution 1164 – Budget Resolution for Self Contained Breathing Apparatus (SCBA) Equipment for the Fire Department

CORRESPONDENCE – none

REGULAR AGENDA:

9. INTERGOVERNMENTAL AGREEMENT (IGA) FOR THE TRI-CITY GOOD NEIGHBOR PROGRAM

Consider approving the IGA for the Tri-City Good Neighbor Program.

10. GLADSTONE POLICE ASSOCIATION (GPA) COLLECTIVE BARGAINING AGREEMENT (CBA)

Consider approving the Gladstone Police Association Collective Bargaining Agreement July 1, 2019 through June 30, 2022

11. INTERGOVERNMENTAL AGREEMENT (IGA) WITH METRO FOR REGIONAL ILLEGAL DUMPING (RID) PATROL PROGRAM FOR UNLAWFUL CAMPSITE CLEAN UP

Consider approving the IGA with Metro for the RID Patrol Program for Unlawful Campsite Clean Up

12. RETIRING THE GLADSTONE POLICE DEPARTMENT (GPD) PUBLIC POLICY ON POLICING

Consider retiring the GPD Public Policy on Policing

BUSINESS CARRIED FORWARD – Coffee with a Councilor

BUSINESS FROM THE AUDIENCE

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

BUSINESS FROM THE COUNCIL - Council Monthly Activity Reports

ADJOURN

Upcoming Meeting Dates:

- July 16, 2019 – Executive Session, ORS 192.610(2)(a) – To consider the employment of a public officer, employee, staff member or individual agent - 5:30 pm., City Hall Council Chambers
- August 13th Regular City Council meeting - 6:30 pm, City Hall Council Chambers
- August 27th – Open House Food Scraps - 5:30 pm, City Hall Council Chambers
- September 10th- Regular City Council Meeting - 6:30 pm, City Hall Council Chambers
- September 24th – Open House Utility Rates- 5:30 pm

PRESENTATION

CONCEPTUAL



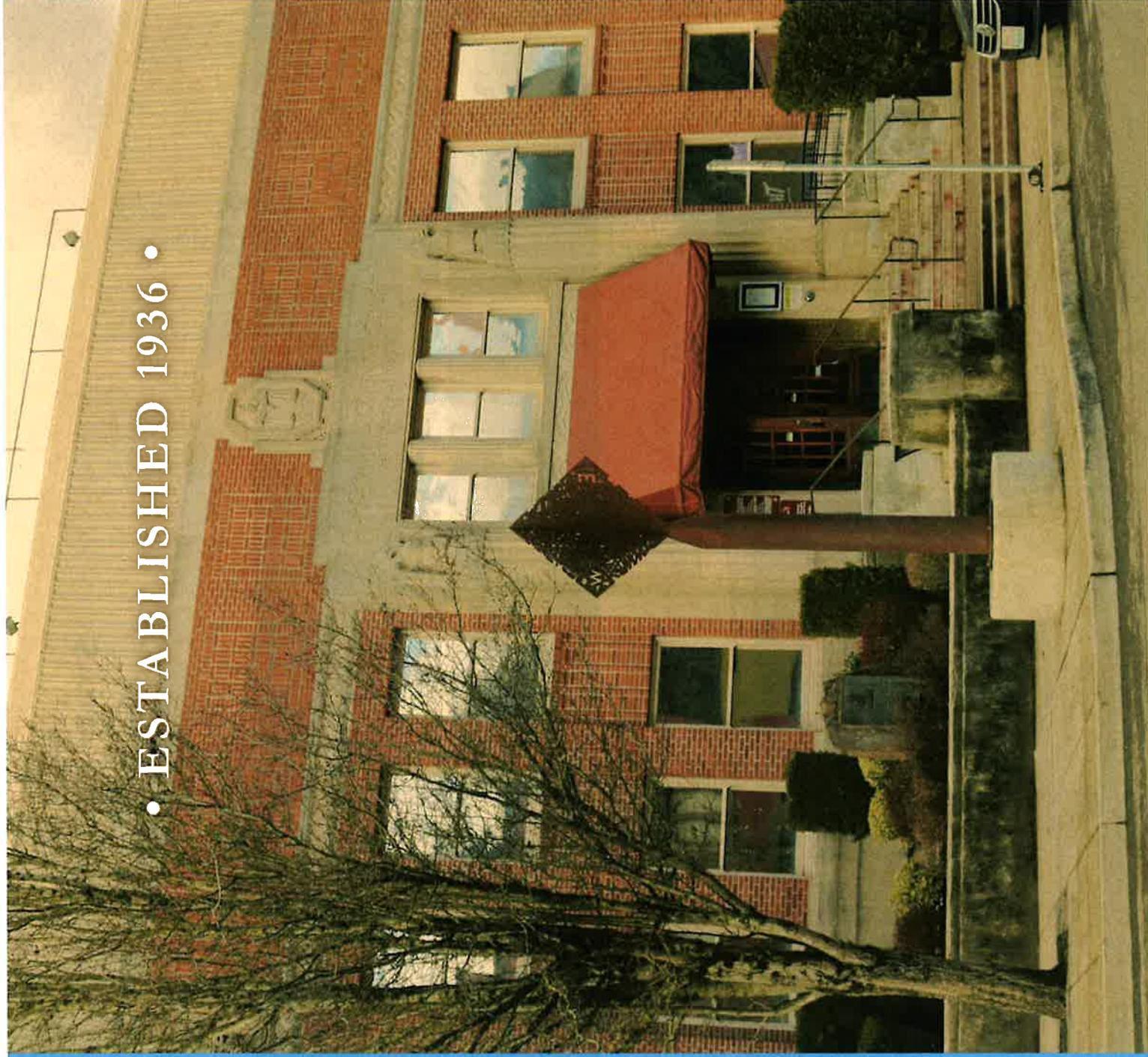
CLACKAMAS COUNTY Courthouse Replacement PROJECT



Clackamas County Needs A New Courthouse

- Originally built 83 years ago and housed every county office
- Justice delayed for victims
- Victims forced into close proximity with their perpetrators
- Miles from other essential county services
- Parking – are you kidding me?
- A real safety hazard

• ESTABLISHED 1936 •



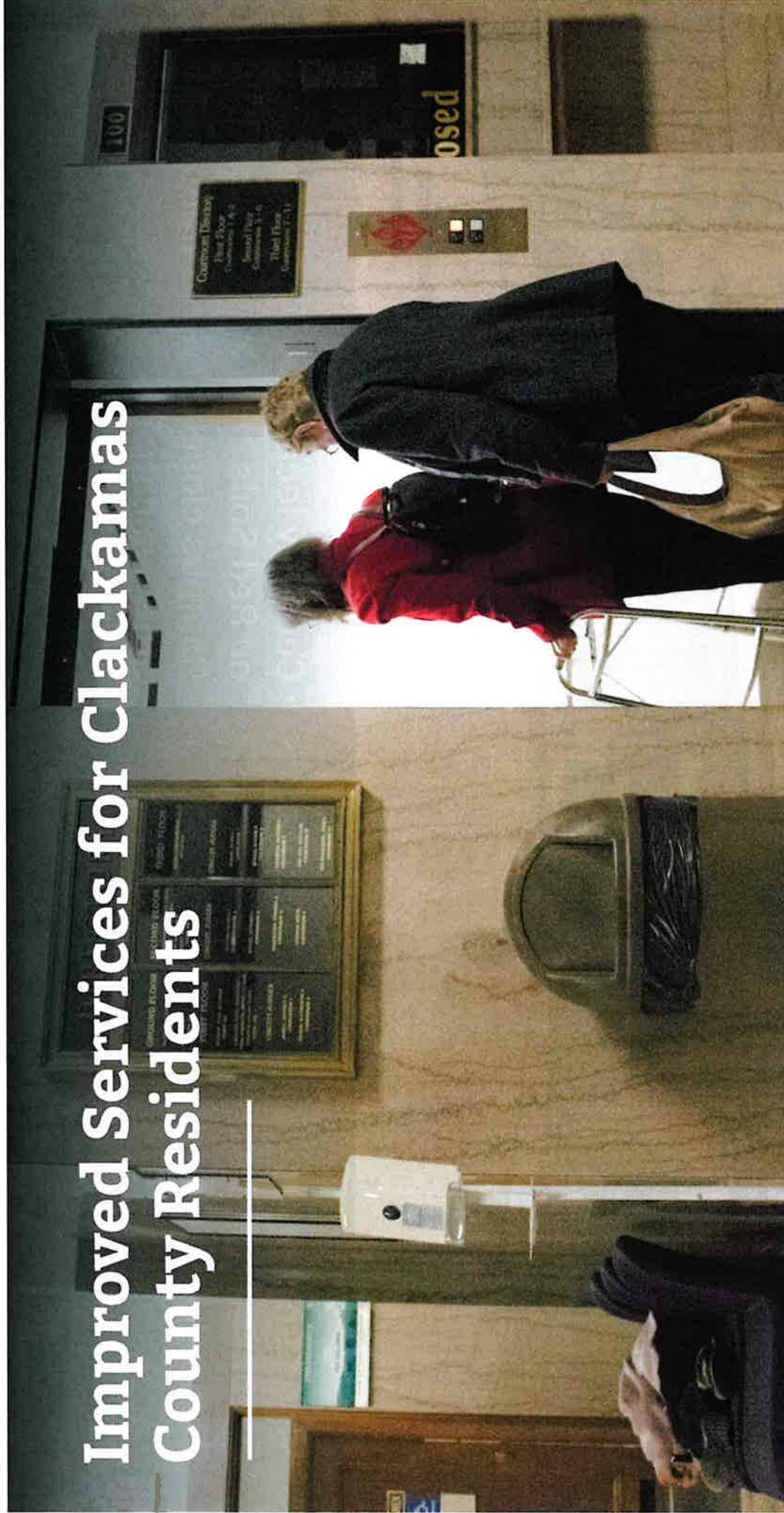
New Courthouse Solves These Problems and More



New Clackamas County Courthouse
Conceptual Rendering

- Modern design with state of the art safety and accessibility features
- Safe corridors for victims; secure holding cells for violent offenders
- Centrally located on Red Soils Campus close to other essential services
- Ample parking and proximity to transit

Improved Services for Clackamas County Residents



- Greater safety for crime victims and the general public

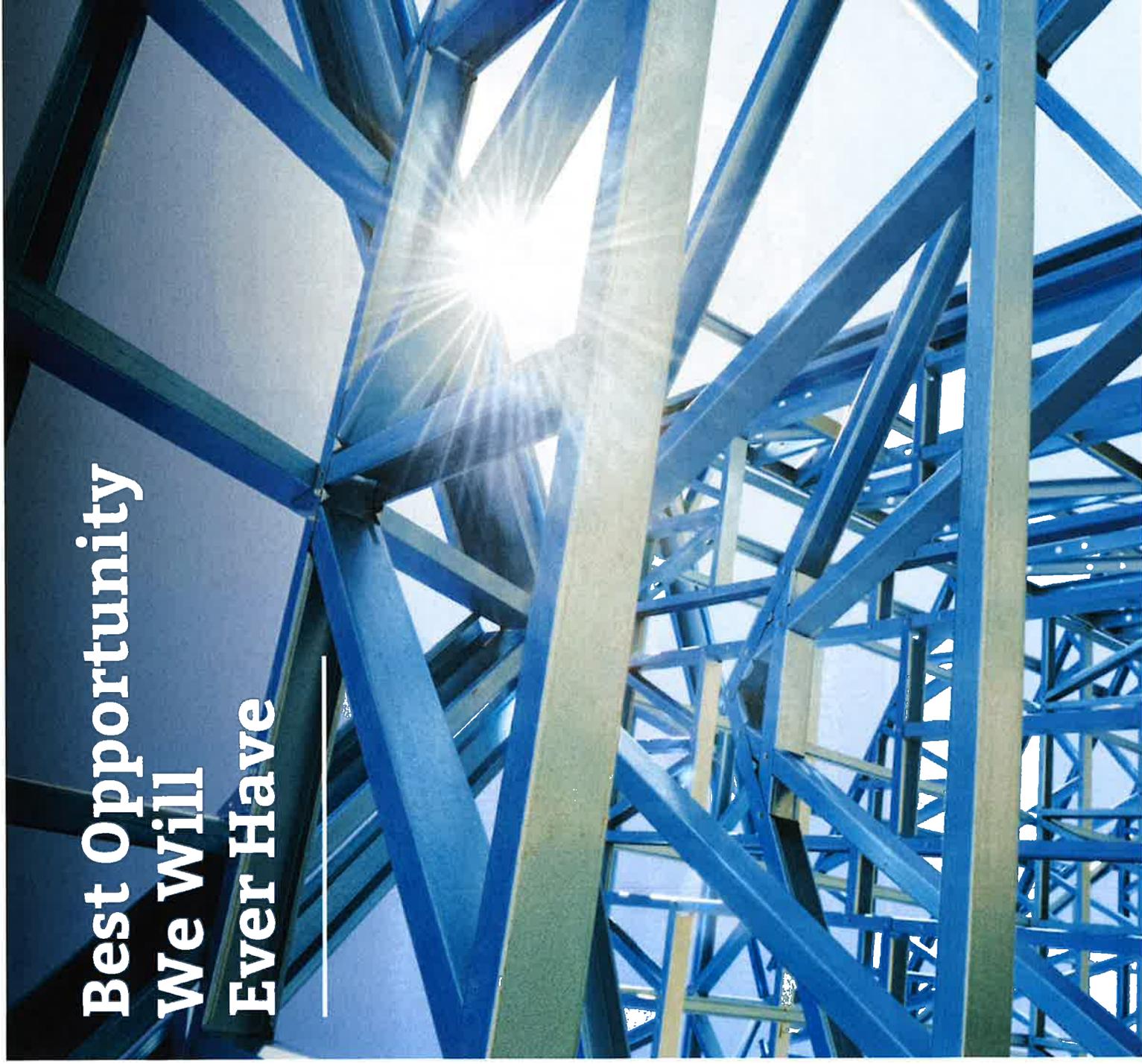
- More responsive and efficient judicial system

- Improved access for seniors and people with disabilities

- Comprehensive social services (addiction treatment, veterans' services, foster care)

Best Opportunity We Will Ever Have

- County leadership, law enforcement and legal communities agree
- Multi-year, stakeholder-driven process has informed the design
- The County is seeking funding from the State to cover a large portion of construction costs for the courthouse



What's Next?

- County representatives educating community influencers
- A future ballot will include Clackamas's share of funding
- Spread the message of support to all communities in the county



PRESENTATION

April 30, 2019

Dear Administrator Betz;

Did you know that the fastest growing demographic in Clackamas County are people aged 85 and older, and their numbers are expected to more than double in the next 15 years? The number of people aged 65 and older almost doubled between 2000 and 2017, and this growth trend is expected to continue for at least the next decade. While Gladstone's overall growth has been slower than the county average, increasing by 439 residents between 2010 and 2017, 76 percent of that growth (or 335 people) occurred within the 65 years and older age group.

Clackamas County Aging Services Advisory Council (ASAC) members are appointed by the Clackamas County Board of Commissioners to advise the county on issues of importance to older adults. Our members believe that older adults contribute to our communities in many ways; they volunteer, help raise our children, contribute to the local economy, and give us perspective on daily life. Council members also understand that it is only with necessary infrastructure and social supports that the value that our older residents bring to communities can be fully realized.

We firmly believe that it will take everyone working together; the county, local municipalities, senior centers, faith communities and businesses, to create communities where people of all ages and abilities can live rich and fulfilling lives, where basic needs are met and everyone has an opportunity to contribute to community well-being. It is this understanding that creates the impetus for this letter to you. We hope to share information with you and work in collaboration to make Gladstone an Age Friendly Community.

Gladstone is fortunate to have a local Senior Center that provides many resources and support to older adults in Gladstone. In just the last nine months, from July of 2018 through March of 2019, the Gladstone Senior Center provided 1,503 rides to older adults and persons with a disability, 590 meals at the Senior Center, and 477 home

delivered meals. While these supports are critical, they are not sufficient to meet all of the need.

The document that we've attached to this letter includes some overarching issues that are important to older adults wherever they reside. Issues specific to the residents of Gladstone include:

- Concerns about the viability of mobile homes as long term affordable housing, due in part to development pressures and aging mobile homes
- Need to facilitate communication among older adults
- Need for vibrant community events to bring people from all ages together
- Access to affordable and accessible transportation

Members of the Aging Services Advisory Council who reside in Gladstone, along with the members of the Council's Age Friendly Community Committee, would like to schedule a meeting with you and others city leaders to share more information about Age Friendly Communities, answer any questions you have and lend our support to local efforts to create communities where everyone has an opportunity to reach their full potential. We will be in touch soon.

Sincerely,

A handwritten signature in cursive script, appearing to read "Eric Olsen".

Eric Olsen, Chair, Aging Services Advisory Council

Clackamas County Aging Services Advisory Council Prioritized Age Friendly Features

Outdoor spaces and buildings

- Pavements are well-maintained, free of obstructions and reserved for pedestrians.
- Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with nonslip markings, visual and audio cues and adequate crossing times.

Transportation

- Public transportation costs are consistent, clearly displayed and affordable.
- Public transportation is reliable and frequent, including at night and on weekends and holidays.
- Specialized transportation is available for disabled people.
- Transport stops and stations are conveniently located, accessible, safe, clean, well lit and well-marked, with adequate seating and shelter.
- A voluntary transport service is available where public transportation is too limited.

Housing

- Sufficient, affordable housing is available in areas that are safe and close to services and the rest of the community.
- Sufficient and affordable home maintenance and support services are available.
- Sufficient and affordable housing for frail and disabled older people, with appropriate services, is provided locally.

Social participation

- Venues for events and activities are conveniently located, accessible, well-lit and easily reached by public transport.
- Good information about activities and events is provided, including details about accessibility of facilities and transportation options for older people.
- Community-wide settings, activities and events attract all generations by accommodating age-specific needs and preferences.

Respect and social inclusion

- Older people are regularly consulted by public, voluntary and commercial services on how to serve them better.
- Older people are recognized by the community for their past as well as their present contributions.
- Older people who are less well-off have good access to public, voluntary and private services.

Civic participation and employment

- Decision-making bodies in public, private and voluntary sectors encourage and facilitate membership of older people.

Communication and information

- Regular and widespread distribution of information is assured and a coordinated, centralized access is provided.

Community and health services

- An adequate range of health and community support services is offered for promoting, maintaining and restoring health.
- Home care services are available and include health and personal care and housekeeping.
- Community emergency planning takes into account the vulnerabilities and capacities of older people.

Universal Design is (literally) for everyone

When enacted in 1990, the **Americans with Disabilities Act (ADA)** transformed the meaning of accessibility for people with disabilities. This groundbreaking legislation provided an enforceable mandate that prohibited discrimination against people with disabilities. Its current design guidelines ensure access for people with disabilities to the built environment, including public accommodations, organizations that receive federal funding, state and local government facilities, and multi-family dwellings.

The guidelines are not without limitations, however. They **do not apply to single-family housing**, and they **address the needs of a narrow group of people with disabilities**, mainly those with restricted mobility, hearing and vision impairment.

Universal Design takes the core concepts of accessibility beyond the ADA guidelines and **improves access and use for all**. Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability without the need for adaptation or specialized design.



Bathroom: Shower with zero barrier entry and accessible storage under sink.

7 Principles of Universal Design

Equitable Use – The design is useful and marketable to people with diverse abilities. For example, **power doors with sensors at entrances that are convenient for all users.**

Flexibility of Use – The design accommodates a wide range of individual preferences and abilities. For example, **a kitchen that includes work surfaces at different heights that can be used by children, adults, and seated persons.**

Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities. For example, **tactile, visual and audible cues and instructions on a thermostat.**



Simple and Intuitive Use – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. For example, a

moving sidewalk or escalator in a public space.

Tolerance for Error – the design minimizes hazards and the adverse consequences of accidental or unintended actions. For example, **a double-cut key that can be easily inserted into a recessed keyhole in either of two ways.**

Low Physical Effort – The design can be used efficiently and comfortably and with a minimum of fatigue. For example, **lever or loop handles on doors and faucets.**



Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility. For example, **controls on the front and clear floor space around appliances, mailboxes, dumpsters**

Why ADA Is Not Enough: Shortcomings of ADA-Defined Accessibility

Accessibility is not always inclusive – ADA guidelines focus on accessibility for a specific group of people with disabilities. It does not address the accessibility needs of other populations, including people with sensory issues, children, the aging population, and everyone in between.

Separate “accessible” features are not necessarily equal – While an accessible feature may provide access, it does not always offer equal access. When a person in a wheelchair uses a ramp to enter a building, the person expends more energy maneuvering to the separate area and moving up the ramp than the able-bodied person expends walking up steps.

Accessibility provides limited solutions to broad problem – Many accessibility features are add-ons to existing designs and serve one purpose. For example, a lift for wheelchairs does not help those with low or impaired vision. This requires additional modification and adaptation of spaces with new features as other needs are identified.

Accessibility is not designed with style in mind – In general, accessible goods are less visually appealing and are often not built to fit the style of a space. Mobility aids, accessibility features and sometimes even living arrangements are focused on meeting guidelines and lack the style and personality that goods for able-bodied people feature.

Universal Design in Housing



Homes with wider passage ways make it easy for all to move from room to room.



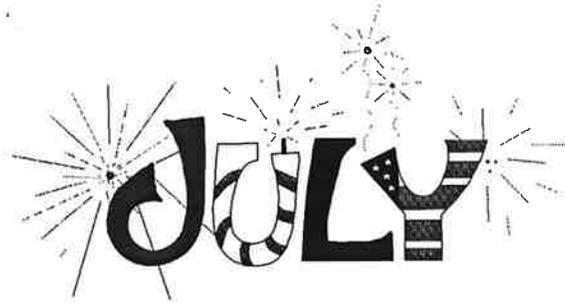
Entries with no steps eliminate tripping hazards and accommodate mobility devices.



Right - Ovens that have a side-swing door are more accessible and safer than regular ovens, as users don't have to bend over a hot door or extend their reach to access the inside.

Left– Pull-out shelves that make it easier to grab what you need.





CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of June 11, 2019

Meeting was called to order at 6:30 PM.

ROLL CALL:

Mayor Tammy Stempel, Councilor Ripley, Councilor Neace, Councilor Tracy, Councilor Todd, Councilor Mersereau

ABSENT:

Councilor Reisner

STAFF:

Jacque Betz, City Administrator; Tami Bannick, City Recorder; Cathy Brucker, Interim Finance Director; David Doughman, City Attorney

AGENDA ADDITIONS OR CORRECTIONS:

Ms. Betz said on Agenda Item #10 – the last sentence should read “June 30, 2022” and not “2021”. The numbers are correct in the packets.

PRESENTATION – OREGON IMPACT PRESENTATION TO CROSSROADS CAFE:

Janelle Lawrence, Executive Director of Oregon Impact, said that they want to make sure that our littlest Oregonians are riding safely in their car seats, that teens understand the consequences of impaired/distracted driving, and the adults in their lives have the tools to guide them. They were one of the recipients of the Clackamas County Marijuana Tax Funds. Their task was to go into businesses and post signs about keeping edibles under lock and key. They met with 25 business owners in Gladstone and those materials are now posted in break rooms, lobbies, etc. They have given out 86 lock boxes for people who keep marijuana edibles in their homes. Bonnie from Crossroads Café posted information in the lobby and employee break room and handed out information cards to the public.

PRESENTATION – UNITED STATES CENSUS 2020 PRESENTATION:

Sarah Bushore, Partnership Specialist with the US Census, said the US Census hires locally (approximately 50 people so far in Oregon, but that will increase to close to 1,200 within the next six months) to ensure that they get an accurate count for the census. The census is written into the Constitution – it requires that it be done every ten years. The main reason is for the House of Representatives – the number of seats may change depending on the population in particular areas. There are a wide variety of programs that are funded by the federal government so it is very important that they get an accurate and complete count. In September of 2020 there will be approximately 330 million people living in 140 million housing units – in Oregon there are 4.2 million people living in 1.8 million housing units. This is the first time they will have different methods for people to self-report – the primary method is via the Internet. This will start around March 12th by sending out an invitation through the mail asking people to self-report. They will try five times and if they haven't received a response they will send out an enumerator to make contact. Ms. Bushore went over some of the questions they ask and went over some common scenarios for reporting. She went over some of the demographics in Gladstone. People will also be able to go to their local library to self-report.

PRESENTATION – THE CHILDREN'S GOLF COURSE:

Marti Loeb, Executive Director and Cathy Porter, Manager of the Capital Campaign gave a brief history of the Children's Course, their project, and why they are here. Building the new learning center will allow them to see children year round. They went over the design of the building, which will include a community center where kids can drop in after school/during the summer, provide a dedicated classroom, meeting room, and additional office space. They have a one-on-one mentoring program – they help kids with

homework/reading skills and host a monthly field trip. They will begin the demolition portion of the project on July 22nd and hope to complete construction by the end of the year. Their goal is to increase their program from 1,000 to 1,500 kids. They went over the “First Tee” program, teaching core values and life skills through the game of golf. One of their participants, Spencer Tibbits, is playing in the US Open at Pebble Beach this weekend. They are always looking for volunteers/mentors.

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 personally, 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. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

CONSENT AGENDA:

1. Approval of May 14, 2019 Regular Meeting Minutes
2. Approval of April Bank Balances
3. Budget Report for Period ending 4-30-19
4. Approval of April Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for May 2019 (no Municipal Court due to vacation)
7. Resolution 1163 – A Resolution Adopting a Revised Master Fee Schedule and Repealing Resolution 1154
8. Approval of a Public Improvement Contract for 2019 Pavement Management Program Slurry Seal Project to Blackline, Inc.
9. Approval of Amendments to Intergovernmental Agreement (IGA) between Clackamas County Department of Health, Housing & Human Services Community Development Division and City of Gladstone – E. Clarendon Street Project

Councilor Neace made a motion to approve the Consent Agenda. Motion was seconded by Councilor Todd. Councilor Mersereau asked to pull item #6. Motion was withdrawn by Councilor Neace.

Councilor Neace made a motion to approve the Consent Agenda with the exception of Item #6. Motion was seconded by Councilor Todd. Motion passed unanimously.

Discussion: Councilor Mersereau wanted to comment that the Department Heads are doing a super job and he appreciates that. On the first page, Public Works said they discovered that the Webster Reservoir was down to 3 feet – he said that reservoir takes care of a lot of people's water, as well as water for the Fire Department. It bothers him to see that that's happened. He said the infrastructure needs some help and they will be working on that issue shortly.

Councilor Tracy made a motion to approve Item #6 of the Consent Agenda. Motion was seconded by Councilor Neace.

Discussion: Councilor Tracy confirmed with Mr. Whynot that we are looking at system failures and putting together a system failure report so we understand what might be failing and we are looking at priorities. Ms. Betz said this issue will come before the Council in July – they will discuss priorities and projects.

Motion passed unanimously.

CORRESPONDENCE:

None.

REGULAR AGENDA

10. AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) COLLECTIVE BARGAINING AGREEMENT:

Ms. Betz said this is the proposed collective bargaining agreement for July 1, 2019 through June 30, 2021. She is very pleased with the way these negotiations occurred – both teams met in good faith on March 21st and 26th and the City Council held an executive session on November 13th and March 18th so they were kept abreast of how the negotiations were going. The fiscal impact to the current fiscal year will be approximately \$19,920. They are asking that City Council approve the document so that it can be prepared for signatures from both parties.

Councilor Tracy made a motion to accept the AFSCME Collective Bargaining Agreement. Motion was seconded by Councilor Neace. Motion passed unanimously.

PUBLIC HEARINGS AND REGULAR AGENDA:

11. RESOLUTION 1159 – BUDGET TRANSFERS FOR 2018-2019:

Mayor Stempel said that per her consultation with the Oregon Ethics Commission she will claim an actual/statutory conflict of interest because her husband works for the Fire Department so she will not participate in items 11 – 14.

The meeting was turned over to Council President Matt Tracy.

Ms. Brucker said this is to cover the 2017-2019 biennial budget. She said the City did very well in keeping the budget in line this year. They need to increase the appropriation level within both Facilities and the Parks Department. Their personnel costs were not quite budgeted at a level that is necessary for the year. The total for both is \$80,000 – it will be transferred from General Fund Contingency, adding \$30,000 to Facilities and \$50,000 to Parks Personnel Services. The other transfer is dealing with the Municipal Court Fund – it's basically just pass-through money. The Court brought in a lot more revenue than was anticipated, so they will increase the revenue and increase the appropriation in order to accommodate for that. The total increase to the 2017-19 Biennium Budget by \$200,000, to a total of \$66,632,810.

PUBLIC COMMENTS:

None.

Councilor Todd made a motion to approve Resolution No. 1159 of the City of Gladstone, Oregon adopting a budget transfer and increase for biennium years 2017-19. Motion was seconded by Councilor Mersereau. Motion passed unanimously.

12. RESOLUTION 1160 – A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING:

Ms. Betz said they have statutory requirements to adopt a budget by June 30th so this has been a thoroughly vetted process. The City appointed lay members of the community to join the City Council in a budget committee process and she recognized those members. All of the Department Heads were involved in the process as well. The Budget Committee recommended to the City

Council to adopt the biennium budget for 2019-2021. Ms. Brucker explained that this Resolution is declaring the City's election to receive State Revenue Sharing – this must be done with each biennium cycle. It allows the City to receive the State monies – general funds of the State (a calculation that comes off the liquor revenues) that comes into the City's general fund that can be used for any governmental purpose. There were public hearings that were necessary in this process. If approved the City will receive approximately \$305,000 in revenue.

PUBLIC COMMENTS:

None.

Councilor Neace made a motion to approve Resolution No. 1160 for the City of Gladstone to continue to receive State Revenue Sharing in the 2019-2021 Biennium Budget. Motion was seconded by Councilor Todd. Motion passed unanimously.

13. RESOLUTION 1161 – A RESOLUTION CERTIFYING PROVISION OF FOUR OR MORE SERVICES FOR STATE SHARED REVENUES FISCAL YEAR (FY) 2019-2021:

Ms. Betz explained that on page 13-2 in the packet it highlights the areas in the general fund where they emphasize spending the funds. It specifically identifies how the City will spend the funds. Ms. Brucker said that since the City provides these services they are eligible to receive the State Revenues (Liquor Tax, Cigarette Tax, and Highway Tax). The City has to adopt these resolutions as a matter of form every budget period.

PUBLIC COMMENTS:

Nancy Eichsteadt asked why Libraries and Parks are never on the list. Ms. Brucker said those are not recognized by the State as essential services.

Mindy Garlington asked if the funds they are talking about are funds that are already spoken for in the budget that the Budget Committee reviewed. Ms. Brucker said yes, they are.

Councilor Neace made a motion to approve Resolution No. 1161 for the City of Gladstone to continue to provide four or more municipal services listed in Section 1, ORS 221.760. Motion was seconded by Councilor Mersereau. Motion passed unanimously.

14. RESOLUTION 1162 – A RESOLUTION ADOPTING THE BIENNIUM BUDGET AND SETTING THE TAX RATE FOR FISCAL YEAR (FY) 2019-21:

Ms. Betz explained that this would adopt the 2019-2021 Biennial Budget, set the tax rate, and categorize the taxes. Ms. Brucker asked if there were any questions regarding the reconciliation between the proposed and the approved budget – the original proposed budget was increased by \$265,234 (mostly internal transfers).

PUBLIC COMMENTS:

None.

Councilor Ripley said getting the budget approved is important but he feels they also need to look at some of the changes in the Fire Department and do some numerical modeling and see if the changes were warranted and if they are successful or not. Councilor Neace said she doesn't have a problem with the budget but she has concerns regarding the sustainability of the Fire Department and Parks/Recreation Department. Councilor Tracy agreed. Councilor Mersereau said at the last WES meeting he attended the new partnership between Oregon City and Gladstone allots \$50,000 of which looks like it would fit into the Parks budget. Councilor Neace agreed. Ms. Betz said that staff supports the concerns.

Councilor Ripley made a motion to adopt Resolution No. 1162-1. Motion was seconded by Councilor Neace.

Ms. Betz said there needed to be clarification on the motion.

Councilor Ripley amended his motion to adopt Resolution No. 1162 adopting the 2019-2021 Biennial Budget in the sum of \$53,760,620. Motion was seconded by Councilor Neace. Motion passed unanimously.

PUBLIC COMMENTS:

Mindy Garlington asked if these are the taxes for their houses. Councilor Tracy said correct – they are assessed on the property taxes.

Councilor Neace made a motion to adopt Resolution No. 1162, for both tax years 2019-2020 and 2020-2021, imposing the taxes at a rate of \$4.8174 per \$1,000 of assessed value for the permanent tax rate; and at the rate of \$0.68 per \$1,000 for the Police & Communications local option tax; and \$0.31 per \$1,000 for the Fire and Emergency Medical local option tax. Motion was seconded by Councilor Todd. Motion passed unanimously.

Ms. Betz explained that the third item is categorizing the tax.

PUBLIC COMMENTS:

None.

Councilor Todd made a motion to adopt Resolution No. 1162, for both tax years 2019-2020 and 2020-2021, categorizing the imposed taxes as follows:

General Fund \$4.8174 per \$1,000; Excluded from Limitation = \$0.

Police/Communications Fund \$0.68 per \$1,000; Excluded from Limitation = \$0.

Fire and Emergency Medical Fund \$0.31 per \$1,000; Excluded from Limitation = \$0.

Motion was seconded by Councilor Neace. Motion passed unanimously.

Meeting was turned back over to Mayor Stempel.

ADJOURN TO URBAN RENEWAL AGENCY MEETING

RECONVENE TO REGULAR AGENDA

BUSINESS CARRIED FORWARD:

None.

BUSINESS FROM THE AUDIENCE:

Mayor Stempel pointed out that Pat Smith's business was preapproved to be longer than the standard three minutes. Mr. Smith, from the Charolais Heights neighborhood, said he is of the opinion that we have outmoded municipal codes in Gladstone that are leading to some problems. He said they are getting ready to spend approximately 5.5 million dollars to upgrade Portland Avenue and there is currently a hole in the ground with a cyclone fence around it that's been there for at least a decade. If we want businesses to invest in Portland Avenue the neighborhood has a lot to do with the advocacy of the potential business. We have zombie houses, tents, tent garages, junk and boats stored in driveways, mobile homes stored in front yards,

etc. He said if you were to lose 10% of the value of your home because you were next to some kind of a distressed property it could cost you \$37,700 if you live in an average home. He suggests aligning our municipal codes with our neighboring communities in Clackamas County and when our codes are updated let's make the management and enforcement of them a priority with City Council, Administration, Police Department, and Code Enforcement staff. He said no citizen of Gladstone should have to sacrifice the value of their investment to allow people to maintain the kinds of conditions that he just showed. He said that big changes are coming to Gladstone (zoning, investing in the downtown core area) and we need to maintain the rest of the community as well. He's asking the City's leaders to manage all these changes to the benefit of the business community and the residents who live here.

Councilor Tracy said we've been focusing on this for over a year and they have had citizens say that the opposite is true: that home values are not impacted. He believes it does have a lot of negative impact if we continue to just let it happen. He feels we need to get in this room and talk about it. He said we need to address blight.

Ralph Matile has concerns regarding the poor condition of both commercial and residential properties that have become progressively worse from years of neglect. He supports the proposed changes to the code enforcement language so that the condition of these toxic and abandoned properties can be corrected. He applauds the change in strategy regarding code enforcement; moving from a complaint-based effort to a more proactive approach and increasing the resources devoted to the effort. He feels this is the absolute correct direction coming from the City leadership, but we need to do more. By balancing government intervention with the coordination of community outreach and involvement we can make significant progress in restoring the past vibrancy and vitality of Gladstone. In regard to run-down, unkempt yards he is asking the City to participate in a coordinated effort with a community-based organization already in existence or maybe yet to be formed. Cleaning up our surroundings is in the best financial interest of the City as well as improving the quality of life for its residents. He believes the vast majority of properties in run-down conditions are due to the residents' lack of resources, be it health, physical, mental and maybe financial or just a lack of yard equipment. Abandoned, toxic properties directly impact surrounding property owners' largest financial investment and if continued to be allowed to be scattered throughout our community will destroy the intangibles we call the vibrancy and vitality of Gladstone. After years of allowing these conditions to deteriorate, sadly, there also could be a threat of a new acceptable norm and if we do not take action this new norm will jeopardize and definitely inhibit potential investment for both business and residential properties. Our community needs to tidy up. Our City leadership needs to play a significant role and the community has to be a part of the solution. As Mayor Stempel has said many times, "Instead of kicking things further down the road we are attacking them head on", so he is optimistic that we can see the leadership take this head on and keep this as a high priority on their forever-growing agenda. Mayor Stempel said she has been meeting with local churches that are interested in creating a program to do just what they are asking – go to these homes where the people can't do it on their own because of ability or resources, and tackle the issues.

Nancy Eichsteadt, representing Friends of Gladstone Nature Park, said they are excited to announce the funding of a new grant for the Nature Park. The 2019 Metro Nature and Neighborhoods Program Grant will help them build a butterfly pollinator hill in the Nature Park that will be a model demonstration site for the community. It will attract butterflies, bees, birds, and visitors to the park and to Gladstone. All three of Gladstone's schools are partners in the grant, along with the City, the Audubon Society, Bosky Dell Natives, and Exceed Enterprises. Exceed is currently building a bird garden near the west entrance. Pollinators are in serious trouble on our planet due to habitat loss, urban development, diseases, and overuse of pesticides. Every fourth bite of food is dependent on pollinators, making them an essential part of our world. Metro will vote to fund these grants at their monthly meeting this Thursday. It's a two-year grant that will begin in July of this year.

Mindy Garlington, representing the Parks Board, thanked the Councilors who attended last night's Parks Board meeting. At the meeting the Board decided how they were going to go about charging fees for trailers and RV's parking at Meldrum Bar Park. They will have a fee collection machine installed as quickly as they can.

They are also hoping to get volunteer park hosts there. They believe that two park hosts could provide approximately 100 hours/month of work that the City wouldn't have to pay for. The hosts would clean restrooms, open/close the park, etc. They identified two spots that would be ideal for the hosts.

BUSINESS FROM THE COUNCIL:

Councilor Tracy:

He wanted to thank High School Principal Taylor for averting a potential negative PR blitz from the national press – he thinks it was handled well and it shows that our community, though sometimes divided, is mostly united. He likes the fact that the problems were solved and that folks were talking to each other because it did hit the press quickly and could have been a lot worse than it was and it turned out to be a good story.

Councilor Todd:

She said the Community Festival is coming up – any parade entries should contact her.

Councilor Mersereau:

He said we have a large infrastructure that's decayed for the last 100 years and presently we seem to be talking about paying for it through the utility rates. He said the numbers don't add up. He believes we are going to be short on funds. Ms. Betz and Mr. Whynot will be working with the Council to come up with some ideas. He said it's an important subject. He feels we have approximately 28 years left to completely revise our infrastructure. He feels we should work to reduce that time to something less than 10 years.

He wants to encourage the Council to look at the Comprehensive Plan soon. He has spoken with the Chair of the Planning Commission, Randy Rowlette, and he sees there is a need. The Council will be working with the rest of the Planning Commission to see if they agree. They may be able to discuss this at the July 23rd work session.

Mayor Stempel:

She apologized for not being able to participate in the budget discussion/decision at the Council level. She has to be mindful of what makes the process as smooth and non-controversial as possible. If she participated in any way in any part of the general budget recalled Councilor Steve Johnson, Planning Commission member Libby Wentz, Scott Blessing and their circle would be burning up the Internet filing ethics complaints against her. She chooses not to spend her time constantly driving down to Salem defending these complaints. She is constantly checking with the Ethics Commission regarding actions for this Council to make sure things aren't going sideways.

She has concerns regarding the amount of executive session information that's being leaked to the public. She says it's interesting how quickly that information is out and how selective that information is. She knows previous Councils have addressed this and she believes at one point resolved itself with a censorship of Councilor Neal Reisner. Her understanding is that the Council polices itself on these issues and she's not really confident that that's the best way to handle it. She is not bringing it up for discussion now, but she would like the City Attorney to advise them on how best to handle that in the future. She feels the simplest way is to no longer have executive sessions. If the information is not being kept confidential then she would rather have all the information out instead of the hand-picked and sometimes skewed bits that seem to be making it out. She asked everyone to take time to think about that and they will put it on a future agenda.

She thanked the people who cleaned up the Puderbaugh Memorial at the Senior Center – it looks awesome. She hopes they can come up with some ideas on how to put something permanent in there. Celebrate Gladstone has started up again – if anyone is interested in helping with events for the City let her know. They have the Fourth of July barbeque at Max Patterson Park – it’s put on by the Gladstone Police and Fire Departments. They are looking for games for both adults and kids.

The Gladstone Community Festival is August 2nd through the 4th. She is throwing down a challenge for the chili cook-off.

Halloween is on October 31st – the event/street closure application has been approved and planning has begun. The Historical Society is looking for some haunted houses because they would like to host a tour. They are looking for people who want to host game booths, food, trunk or treaters, bands, etc. November 29th is the Holiday Tree Lighting party – they have new lights on Portland Avenue so it’s going to be awesome.

The next SOLVE event is Saturday, June 15th from 10:00 to noon at High Rocks.

ADJOURN:

Meeting was adjourned at 8:35 P.M.

Approved by the Mayor this _____ day of _____, 2019.

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	\$ 10,330,272.64	\$ 11,266,768.65
LGIP - Urban Renewal Agency #4650	7,380,826.41	13,903,020.95	13,952,945.55	13,984,160.68	14,683,565.34	14,913,618.25
Checking Accounts:						
General Fund ¹⁾	3,115,967.05	401,118.15	204,109.12	151,905.74	203,864.34	192,957.71
Urban Renewal ¹⁾	3,816,920.33	316,927.81	316,930.41	128,849.61	128,850.66	128,784.25
Municipal Court	40,851.67	49,238.16	39,792.55	42,755.85	66,055.10	26,525.09
Totals	\$ 22,389,657.50	\$ 21,747,595.94	\$ 21,843,968.26	\$ 21,512,541.05	\$ 25,412,608.08	\$ 26,528,653.95

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	\$ 11,761,585.63	\$ 11,319,906.13	\$ 11,626,408.91	\$ 11,133,588.58	\$ 11,205,079.48	
LGIP - Urban Renewal Agency #4650	14,805,716.70	14,842,907.79	14,904,772.31	14,541,252.50	14,579,322.66	
Checking Accounts:						
General Fund	88,817.11	327,460.30	196,466.72	183,627.42	293,196.23	
Urban Renewal	28,785.64	18,635.78	18,635.78	18,325.20	17,545.20	
Municipal Court	76,770.35	34,435.90	37,109.75	42,514.40	34,364.32	
Totals	\$ 26,761,675.43	\$ 26,543,345.90	\$ 26,783,393.47	\$ 25,919,308.10	\$ 26,129,507.89	\$ -



		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	14,533.39	4,075,479.44	201,161.44	105.19 %
100-000-310050	PRIOR YEAR TAXES	110,000.00	110,000.00	3,304.06	34,581.59	-75,418.41	31.44 %
100-000-311030	LIBRARY DISTRICT REVENUE	740,778.00	740,778.00	0.00	728,898.00	-11,880.00	98.40 %
100-000-314045	TRANSIENT LODGING TAX	2,000.00	2,000.00	15,303.56	142,220.42	140,220.42	7,111.02 %
	RptType: 3100 - LOCAL TAXES Total:	4,727,096.00	4,727,096.00	33,141.01	4,981,179.45	254,083.45	105.38 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	0.00	0.00	27,197.70	125,628.37	125,628.37	0.00 %
100-000-311010	ALCOHOL TAX REVENUE	206,000.00	206,000.00	15,897.56	166,063.81	-39,936.19	80.61 %
100-000-311015	MARIJUANA TAX	0.00	0.00	0.00	49,453.72	49,453.72	0.00 %
100-000-311020	CIGARETTE TAX REVENUE	14,000.00	14,000.00	4,006.25	11,426.00	-2,574.00	81.61 %
	RptType: 3110 - STATE SHARED TAXES Total:	220,000.00	220,000.00	47,101.51	352,571.90	132,571.90	160.26 %
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	100,000.00	100,000.00	0.00	82,246.37	-17,753.63	82.25 %
100-000-312025	PGE FRANCHISE FEES	300,000.00	300,000.00	0.00	399,529.06	99,529.06	133.18 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	78,000.00	78,000.00	48,350.21	88,242.47	10,242.47	113.13 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	165,000.00	165,000.00	36,516.79	112,046.50	-52,953.50	67.91 %
100-000-312050	RIGHT OF WAY FEES-TELECOM	225,000.00	225,000.00	34,235.04	42,798.01	-182,201.99	19.02 %
100-000-312055	RIGHT OF WAY - OTHER	0.00	0.00	4,164.24	75,538.97	75,538.97	0.00 %
100-000-312060	ROW LICENSE & APP. FEES	0.00	0.00	365.00	4,415.00	4,415.00	0.00 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	868,000.00	868,000.00	123,631.28	804,816.38	-63,183.62	92.72 %
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	125,000.00	125,000.00	1,555.00	83,690.00	-41,310.00	66.95 %
100-000-313015	LIQUOR LICENSE RENEWALS	1,000.00	1,000.00	70.00	910.00	-90.00	91.00 %
100-000-313020	ALARM PERMITS	3,500.00	3,500.00	550.00	6,025.00	2,525.00	172.14 %
	RptType: 3130 - LICENSES AND PERMITS Total:	129,500.00	129,500.00	2,175.00	90,625.00	-38,875.00	69.98 %
RptType: 3140 - CHARGES FOR SERVICES							
100-000-314010	RECREATION FEES	3,000.00	3,000.00	100.00	1,548.16	-1,451.84	51.61 %
100-000-314015	SENIOR CENTER BUILDING RENTAL FE...	3,500.00	3,500.00	20.00	3,641.75	141.75	104.05 %
100-000-314020	PLANNING APPLICATION FEES	30,000.00	30,000.00	0.00	66,852.75	36,852.75	222.84 %
100-000-314025	SOCIAL SERVICES CONTRACT	32,000.00	32,000.00	6,030.32	29,276.22	-2,723.78	91.49 %
100-000-314030	LIEN SEARCH FEES	4,200.00	4,200.00	450.00	5,790.00	1,590.00	137.86 %
100-000-314040	ALL OTHER LIBRARY RECEIPTS	25,000.00	25,000.00	1,563.69	14,699.00	-10,301.00	58.80 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	97,700.00	97,700.00	8,164.01	121,807.88	24,107.88	124.68 %
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	61,498.00	103,340.00	103,340.00	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	61,498.00	103,340.00	103,340.00	0.00 %
RptType: 3150 - GRANTS							
100-000-315040	FIRE GRANTS	257,020.00	257,020.00	21,924.51	212,341.74	-44,678.26	82.62 %
100-000-315050	READY TO READ/STATE AID LIBRARY	3,000.00	3,000.00	0.00	2,944.00	-56.00	98.13 %
100-000-315055	MARINE BOARD MAINTENANCE GRA...	5,400.00	5,400.00	0.00	0.00	-5,400.00	0.00 %
	RptType: 3150 - GRANTS Total:	265,420.00	265,420.00	21,924.51	215,285.74	-50,134.26	81.11 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	34,092.94	361,016.55	4,616.55	101.30 %
	RptType: 3260 - FINES AND FORFEITURES Total:	356,400.00	356,400.00	34,092.94	361,016.55	4,616.55	101.30 %
RptType: 3301 - INTEREST							
100-000-330100	INTEREST	65,000.00	65,000.00	24,832.23	217,833.37	152,833.37	335.13 %
	RptType: 3301 - INTEREST Total:	65,000.00	65,000.00	24,832.23	217,833.37	152,833.37	335.13 %
RptType: 3600 - MISCELLANEOUS							
100-000-360000	ALL OTHER GF RECEIPTS	122,000.00	122,000.00	1,645.50	51,235.35	-70,764.65	42.00 %
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	0.00	4,917.85	-1,082.15	81.96 %
100-000-361041	LIBRARY FOUNDATION - FUNDED PR...	5,000.00	5,000.00	0.00	11,500.00	6,500.00	230.00 %
100-000-362210	SENIOR CENTER BEQUESTS	0.00	0.00	100.00	11,761.15	11,761.15	0.00 %
100-000-362212	TRAM TRIPS	2,000.00	2,000.00	900.00	7,125.63	5,125.63	356.28 %
100-000-362213	MEAL CHARGES	5,000.00	5,000.00	865.41	11,437.00	6,437.00	228.74 %
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	3,510.91	97,976.98	-63,023.02	60.86 %
RptType: 3700 - OTHER							
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	15,000.00	15,000.00	0.00	160,451.47	145,451.47	1,069.68 %
	RptType: 3700 - OTHER Total:	15,000.00	15,000.00	0.00	160,451.47	145,451.47	1,069.68 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	10,175,116.00	13,175,116.00	360,071.40	10,506,904.72	-2,668,211.28	79.75 %
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	445,000.00	399,750.00	983.43 %
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	445,000.00	247,360.00	225.16 %
	Department: 910 - TRANSFER IN Total:	152,390.00	197,640.00	0.00	445,000.00	247,360.00	225.16 %
	Revenue Total:	10,327,506.00	13,372,756.00	360,071.40	10,951,904.72	-2,420,851.28	81.90 %
Expense							
Department: 121 - ADMIN							
RptCategory: 40 - PERSONNEL SERVICES							
100-121-431010	CITY ADMINISTRATOR	142,000.00	142,000.00	11,265.00	121,384.20	20,615.80	85.48 %
100-121-431020	CITY RECRDR/HR MGR	109,500.00	109,500.00	9,244.00	123,617.00	-14,117.00	112.89 %
100-121-431070	OFFICE ASSISTANT	82,895.00	82,895.00	4,370.00	49,435.61	33,459.39	59.64 %
100-121-431500	ACCOUNTING CLERK	121,200.00	121,200.00	6,954.31	76,131.76	45,068.24	62.81 %
100-121-450100	OVERTIME	1,000.00	1,000.00	0.00	216.85	783.15	21.69 %
100-121-450500	CAREER RECOGNITION PAY	3,200.00	3,200.00	120.28	1,631.07	1,568.93	50.97 %
100-121-470000	ASSOCIATED PAYROLL COSTS	267,200.00	267,200.00	15,245.95	167,576.58	99,623.42	62.72 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	726,995.00	726,995.00	47,199.54	539,993.07	187,001.93	74.28 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	247,107.00	247,107.00	16,662.50	178,368.67	68,738.33	72.18 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	40,000.00	40,000.00	0.00	29,350.00	10,650.00	73.38 %
100-121-500130	LEGAL FEES	188,000.00	188,000.00	8,922.94	62,909.40	125,090.60	33.46 %
100-121-500210	COMPUTER/TECHNOLOGY SERVICES	66,000.00	66,000.00	3,229.94	56,724.99	9,275.01	85.95 %
100-121-500490	COUNCIL ACTIVITIES	10,000.00	10,000.00	803.72	7,236.48	2,763.52	72.36 %
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	0.00	74,878.93	-9,878.93	115.20 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	232,000.00	232,000.00	2,100.00	24,355.71	207,644.29	10.50 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	379.48	4,132.33	367.67	91.83 %
100-121-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	562.50	-562.50	0.00 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	1,500.00	1,500.00	0.00	25.93	1,474.07	1.73 %
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	27,255.00	27,255.00	1,782.35	18,203.40	9,051.60	66.79 %
100-121-520450	CITY NEWSLETTER	33,600.00	33,600.00	2,848.04	31,145.99	2,454.01	92.70 %
100-121-530000	FIRE & LIABILITY INSURANCE	160,000.00	160,000.00	125.00	158,661.40	1,338.60	99.16 %
100-121-530200	EMERGENCY MANAGEMENT	25,750.00	25,750.00	42.75	12,707.47	13,042.53	49.35 %
100-121-540110	EMPLOYEE APPRECIATION	1,700.00	1,700.00	92.01	601.17	1,098.83	35.36 %
100-121-540120	PERSONNEL RECRUITMENT	17,700.00	17,700.00	555.60	13,657.89	4,042.11	77.16 %
100-121-540200	DUES & MEMBERSHIPS	12,500.00	12,500.00	0.00	10,554.68	1,945.32	84.44 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	12,700.00	12,700.00	117.44	3,146.18	9,553.82	24.77 %
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	43.98	3,759.75	11,240.25	25.07 %
100-121-560120	TELEPHONES	14,000.00	14,000.00	869.78	9,361.81	4,638.19	66.87 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,178,062.00	1,178,062.00	38,575.53	700,344.68	477,717.32	59.45 %
Department: 121 - ADMIN Total:		1,905,057.00	1,905,057.00	85,775.07	1,240,337.75	664,719.25	65.11 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	7,800.00	7,800.00	760.20	7,818.27	-18.27	100.23 %
100-124-437070	UTILITY WORKER, JOURNEY	33,000.00	33,000.00	2,197.94	22,588.54	10,411.46	68.45 %
100-124-439011	SEASONAL HELP	8,500.00	8,500.00	0.00	4,758.53	3,741.47	55.98 %
100-124-450100	OVERTIME	1,000.00	1,000.00	249.87	949.83	50.17	94.98 %
100-124-470000	ASSOCIATED PAYROLL COSTS	1,450.00	31,450.00	1,087.48	12,958.10	18,491.90	41.20 %
RptCategory: 40 - PERSONNEL SERVICES Total:		51,750.00	81,750.00	4,295.49	49,073.27	32,676.73	60.03 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	47,000.00	47,000.00	2,634.56	31,411.07	15,588.93	66.83 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	29,000.00	29,000.00	1,239.40	36,925.18	-7,925.18	127.33 %
100-124-520322	GENERATOR FUEL	1,600.00	1,600.00	0.00	134.74	1,465.26	8.42 %
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	134.82	1,260.59	6,139.41	17.04 %
100-124-560100	UTILITIES	52,500.00	52,500.00	4,695.91	65,043.60	-12,543.60	123.89 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		138,500.00	138,500.00	8,704.69	134,775.18	3,724.82	97.31 %
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641010	BUILDING REPAIR	0.00	0.00	0.00	-5,945.64	5,945.64	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		0.00	0.00	0.00	-5,945.64	5,945.64	0.00 %
Department: 124 - FACILITIES Total:		190,250.00	220,250.00	13,000.18	177,902.81	42,347.19	80.77 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	61,000.00	61,000.00	4,955.33	54,508.63	6,491.37	89.36 %
100-220-432035	COURT ADMINISTRATOR	22,600.00	22,600.00	3,715.05	43,376.65	-20,776.65	191.93 %
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	3,934.57	47,111.51	9,888.49	82.65 %
RptCategory: 40 - PERSONNEL SERVICES Total:		141,980.00	141,980.00	12,604.95	144,996.79	-3,016.79	102.12 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	0.00	620.00	380.00	62.00 %
100-220-500132	PROSECUTING ATTORNEY	45,500.00	45,500.00	6,000.00	33,000.00	12,500.00	72.53 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	31,550.00	31,550.00	1,400.00	21,075.00	10,475.00	66.80 %
100-220-500136	MUNICIPAL COURT JUDGE	41,000.00	41,000.00	0.00	31,092.00	9,908.00	75.83 %
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	153.02	846.98	15.30 %
100-220-500282	COURTROOM SECURITY	8,000.00	8,000.00	570.00	5,700.00	2,300.00	71.25 %
100-220-520120	BANK CHARGES	6,000.00	6,000.00	0.00	3,607.09	2,392.91	60.12 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	11,000.00	11,000.00	569.14	7,457.70	3,542.30	67.80 %
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 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	147.32	2,029.63	1,970.37	50.74 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		153,919.00	153,919.00	8,686.46	104,734.44	49,184.56	68.05 %
Department: 220 - COURT Total:		295,899.00	295,899.00	21,291.41	249,731.23	46,167.77	84.40 %

Department: 240 - POLICE

RptCategory: 40 - PERSONNEL SERVICES

100-240-432110	POLICE CHIEF	101,880.00	101,880.00	9,399.17	110,162.93	-8,282.93	108.13 %
100-240-432130	POLICE LIEUTENANT	96,425.00	96,425.00	8,490.00	90,838.11	5,586.89	94.21 %
100-240-432140	POLICE DETECTIVE	144,125.00	144,125.00	6,102.92	67,159.45	76,965.55	46.60 %
100-240-432160	POLICE OFFICER	598,850.00	598,850.00	41,841.67	493,347.39	105,502.61	82.38 %
100-240-432170	POLICE SERGEANT	222,137.00	222,137.00	19,773.32	208,226.66	13,910.34	93.74 %
100-240-432182	PROPERTY ROOM TECHNICIAN	28,000.00	28,000.00	2,740.32	23,838.15	4,161.85	85.14 %
100-240-432185	POLICE RECORDS CLERK	47,700.00	47,700.00	3,963.00	43,593.00	4,107.00	91.39 %
100-240-432190	POLICE RESERVES	7,000.00	7,000.00	0.00	739.12	6,260.88	10.56 %
100-240-450100	OVERTIME	100,000.00	100,000.00	8,128.80	94,082.86	5,917.14	94.08 %
100-240-450200	HOLIDAY PAY	10,000.00	10,000.00	519.80	9,261.80	738.20	92.62 %
100-240-450300	PROFICIENCY PAY	50,000.00	50,000.00	2,823.78	26,208.12	23,791.88	52.42 %
100-240-450500	CAREER RECOGNITION PAY	8,000.00	8,000.00	216.83	1,617.20	6,382.80	20.22 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,005,000.00	1,005,000.00	44,531.30	539,890.99	465,109.01	53.72 %
100-240-470040	LIFE & DISABILITY INSURANCE	0.00	0.00	0.00	132.27	-132.27	0.00 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,419,117.00	2,419,117.00	148,530.91	1,709,098.05	710,018.95	70.65 %

RptCategory: 50 - MATERIAL AND SERVICES

100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	40,000.00	40,000.00	251.03	19,459.94	20,540.06	48.65 %
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	5,160.22	40,828.06	49,171.94	45.36 %
100-240-520112	FIREARMS/AMMUNITION	20,000.00	20,000.00	5,699.20	17,492.69	2,507.31	87.46 %
100-240-520310	MAINTENANCE, REPAIR & OPERATION	15,000.00	15,000.00	139.81	1,675.40	13,324.60	11.17 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	75,000.00	75,000.00	8,941.72	54,625.32	20,374.68	72.83 %
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	757.88	14,383.24	-5,383.24	159.81 %
100-240-530101	POLICE RESERVE LIFE INSURANCE	0.00	0.00	0.67	3.45	-3.45	0.00 %
100-240-540110	EMPLOYEE APPRECIATION	6,500.00	6,500.00	182.38	739.61	5,760.39	11.38 %
100-240-540200	DUES & MEMBERSHIPS	35,000.00	35,000.00	4,252.51	18,357.93	16,642.07	52.45 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	24,000.00	24,000.00	2,334.73	18,143.39	5,856.61	75.60 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	19,500.00	19,500.00	19.80	2,337.80	17,162.20	11.99 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	16,500.00	16,500.00	1,723.94	19,057.08	-2,557.08	115.50 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		388,300.00	388,300.00	29,463.89	230,955.41	157,344.59	59.48 %

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	32,143.30	95,105.23	55,894.77	62.98 %
100-240-661018	RADIO & COMPUTER RESERVE	8,000.00	8,000.00	0.00	1,873.33	6,126.67	23.42 %
RptCategory: 60 - CAPITAL OUTLAY Total:		197,800.00	197,800.00	32,143.30	96,978.56	100,821.44	49.03 %
Department: 240 - POLICE Total:		3,005,217.00	3,005,217.00	210,138.10	2,037,032.02	968,184.98	67.78 %

Department: 250 - FIRE

RptCategory: 40 - PERSONNEL SERVICES

100-250-432210	FIRE CHIEF	104,672.00	104,672.00	8,401.89	90,713.62	13,958.38	86.66 %
100-250-432220	FIRE MARSHAL	82,930.00	82,930.00	7,776.00	82,974.59	-44.59	100.05 %
100-250-432240	FIRE CAPTAIN	172,000.00	172,000.00	18,102.16	184,254.51	-12,254.51	107.12 %
100-250-432290	ON-CALL FIREFIGHTERS	280,000.00	280,000.00	19,544.40	225,969.95	54,030.05	80.70 %
100-250-450100	OVERTIME	13,000.00	13,000.00	2,198.72	24,875.50	-11,875.50	191.35 %
100-250-470000	ASSOCIATED PAYROLL COSTS	244,000.00	244,000.00	22,931.98	272,188.03	-28,188.03	111.55 %
100-250-470040	LIFE & DISABILITY INSURANCE	7,000.00	7,000.00	71.28	3,117.53	3,882.47	44.54 %
RptCategory: 40 - PERSONNEL SERVICES Total:		903,602.00	903,602.00	79,026.43	884,093.73	19,508.27	97.84 %

RptCategory: 50 - MATERIAL AND SERVICES

100-250-500110	CONTRACTUAL & PROFESSIONAL SER...	0.00	0.00	0.00	34.00	-34.00	0.00 %
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Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-250-500150	MEDICAL DIRECTOR CONTRACT	17,000.00	17,000.00	995.00	11,085.00	5,915.00	65.21 %
100-250-500210	COMPUTER/TECHNOLOGY SERVICES	13,500.00	13,500.00	99.99	6,609.64	6,890.36	48.96 %
100-250-500498	SHARE COST CCOM DISPATCH	87,300.00	87,300.00	7,000.08	77,000.88	10,299.12	88.20 %
100-250-510022	FIRE GRANTS	50,000.00	50,000.00	-22,224.86	-22,224.86	72,224.86	-44.45 %
100-250-520122	FIRE PREVENTION & INVESTIGATION	12,000.00	12,000.00	391.00	3,155.00	8,845.00	26.29 %
100-250-520124	FIRST RESPONDER SUPPLIES	29,000.00	29,000.00	3,383.92	24,890.82	4,109.18	85.83 %
100-250-520126	SCBA & TURNOUT MAINTENANCE	15,500.00	15,500.00	86.70	7,193.97	8,306.03	46.41 %
100-250-520200	BLDG MAINTENANCE & SUPPLIES	47,000.00	47,000.00	1,235.51	30,056.35	16,943.65	63.95 %
100-250-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	55.25	348.75	-348.75	0.00 %
100-250-520320	FLEET FUEL, MAINTENANCE & REPAIR	63,000.00	63,000.00	3,634.47	54,558.37	8,441.63	86.60 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	4,700.00	4,700.00	413.24	5,431.22	-731.22	115.56 %
100-250-540130	PHYSICAL EXAMINATIONS	17,000.00	17,000.00	4,858.00	13,469.74	3,530.26	79.23 %
100-250-540200	DUES & MEMBERSHIPS	13,500.00	13,500.00	0.00	3,048.99	10,451.01	22.59 %
100-250-540222	TECH RESCUE TRAINING	12,250.00	12,250.00	1,740.00	7,253.31	4,996.69	59.21 %
100-250-540224	EMS TRAINING & RECERTIFICATION	12,500.00	12,500.00	1,983.40	4,992.23	7,507.77	39.94 %
100-250-540225	FIREFIGHTER TRAINING	64,000.00	64,000.00	479.32	18,198.36	45,801.64	28.43 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	18,500.00	18,500.00	809.39	11,785.74	6,714.26	63.71 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	51,000.00	51,000.00	432.33	8,498.12	42,501.88	16.66 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		527,750.00	527,750.00	5,372.74	265,385.63	262,364.37	50.29 %
RptCategory: 60 - CAPITAL OUTLAY							
100-250-661010	ROUTINE EQUIP REPLACEMENT	45,300.00	45,300.00	4,628.34	28,984.10	16,315.90	63.98 %
100-250-661012	TURN-OUTS & SCBA RESERVE	271,000.00	271,000.00	0.00	20,174.95	250,825.05	7.44 %
100-250-661014	DIVE RESCUE EQUIPMENT	16,000.00	16,000.00	3,829.78	11,093.76	4,906.24	69.34 %
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	8,458.12	82,449.81	761,517.19	9.77 %
Department: 250 - FIRE Total:		2,275,319.00	2,275,319.00	92,857.29	1,231,929.17	1,043,389.83	54.14 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	21,400.00	21,400.00	1,980.60	20,779.00	621.00	97.10 %
100-526-437050	PUBLIC WORKS SUPERVISOR	32,200.00	32,200.00	3,420.92	35,182.21	-2,982.21	109.26 %
100-526-437055	PW ADMIN ASSISTANT	3,000.00	3,000.00	1,138.79	9,880.64	-6,880.64	329.35 %
100-526-437070	UTILITY WORKER, JOURNEY	82,000.00	82,000.00	7,316.79	80,826.40	1,173.60	98.57 %
100-526-439011	SEASONAL HELP	11,000.00	11,000.00	0.00	21,943.64	-10,943.64	199.49 %
100-526-450100	OVERTIME	1,300.00	1,300.00	848.82	3,052.64	-1,752.64	234.82 %
100-526-450500	CAREER RECOGNITION PAY	1,690.00	1,690.00	160.44	1,760.28	-70.28	104.16 %
100-526-470000	ASSOCIATED PAYROLL COSTS	90,000.00	140,000.00	7,286.90	88,404.02	51,595.98	63.15 %
RptCategory: 40 - PERSONNEL SERVICES Total:		242,590.00	292,590.00	22,153.26	261,828.83	30,761.17	89.49 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	106.85	6,080.33	13,919.67	30.40 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	18,000.00	18,000.00	10,121.46	75,706.90	-57,706.90	420.59 %
100-526-520132	HAZARDOUS TREE REMOVAL	29,000.00	29,000.00	0.00	8,543.00	20,457.00	29.46 %
100-526-520134	SPRAY PARK OPS & MAINTENANCE	0.00	0.00	0.00	267.00	-267.00	0.00 %
100-526-520320	FLEET FUEL, MAINTENANCE & REPAIR	30,000.00	30,000.00	1,141.41	13,897.32	16,102.68	46.32 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	2,000.00	2,000.00	117.62	2,278.01	-278.01	113.90 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	3,000.00	3,000.00	0.00	346.90	2,653.10	11.56 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	20,000.00	20,000.00	2,447.21	5,523.70	14,476.30	27.62 %
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	1,898.94	24,528.81	471.19	98.12 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		152,000.00	152,000.00	15,833.49	137,171.97	14,828.03	90.24 %
RptCategory: 60 - CAPITAL OUTLAY							
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	115,200.00	115,200.00	0.00	4,199.00	111,001.00	3.64 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	124,000.00	124,000.00	7,015.00	11,935.00	112,065.00	9.63 %
RptCategory: 60 - CAPITAL OUTLAY Total:		239,200.00	239,200.00	7,015.00	16,134.00	223,066.00	6.74 %
Department: 526 - PARKS Total:		633,790.00	683,790.00	45,001.75	415,134.80	268,655.20	60.71 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	10,000.00	10,000.00	2,451.20	4,707.42	5,292.58	47.07 %
100-527-435120	PLAYGROUND AIDES	14,000.00	14,000.00	0.00	12,141.53	1,858.47	86.73 %
100-527-470000	ASSOCIATED PAYROLL COSTS	5,300.00	5,300.00	215.50	2,540.80	2,759.20	47.94 %
RptCategory: 40 - PERSONNEL SERVICES Total:		29,300.00	29,300.00	2,666.70	19,389.75	9,910.25	66.18 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-500460	COMMUNITY SCHOOL CONTRACT	23,500.00	23,500.00	0.00	23,606.00	-106.00	100.45 %
100-527-510062	SUMMER PROGRAMS	2,700.00	2,700.00	0.00	1,524.15	1,175.85	56.45 %
100-527-510064	SPECIAL EVENTS	850.00	850.00	207.68	750.96	99.04	88.35 %
100-527-520136	MAINTENANCE & SUPPLIES	700.00	700.00	62.76	557.79	142.21	79.68 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		27,750.00	27,750.00	270.44	26,438.90	1,311.10	95.28 %
Department: 527 - RECREATION Total:		57,050.00	57,050.00	2,937.14	45,828.65	11,221.35	80.33 %
Department: 528 - SENIOR CENTER							
RptCategory: 40 - PERSONNEL SERVICES							
100-528-435210	SENIOR CENTER MANAGER	74,000.00	74,000.00	6,652.00	67,325.30	6,674.70	90.98 %
100-528-435240	TRAM DRIVER	33,500.00	33,500.00	2,461.37	26,903.56	6,596.44	80.31 %
100-528-435250	NUTRITION CATERER	32,000.00	32,000.00	2,329.58	25,148.85	6,851.15	78.59 %
100-528-435280	CENTER ASSISTANT	42,000.00	42,000.00	3,525.00	37,964.39	4,035.61	90.39 %
100-528-435295	BUILDING MONITOR	7,000.00	7,000.00	138.00	1,474.90	5,525.10	21.07 %
100-528-450500	CAREER RECOGNITION PAY	1,500.00	1,500.00	138.12	1,354.26	145.74	90.28 %
100-528-470000	ASSOCIATED PAYROLL COSTS	82,500.00	82,500.00	4,852.62	60,667.58	21,832.42	73.54 %
RptCategory: 40 - PERSONNEL SERVICES Total:		272,500.00	272,500.00	20,096.69	220,838.84	51,661.16	81.04 %
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	1,372.98	10,455.25	2,544.75	80.43 %
100-528-520140	TRAM EXPENSES	6,480.00	6,480.00	944.20	5,396.94	1,083.06	83.29 %
100-528-520190	MISCELLANEOUS EQUIPMENT	2,700.00	2,700.00	0.00	252.39	2,447.61	9.35 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	3,600.00	3,600.00	322.84	3,571.43	28.57	99.21 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	9,500.00	9,500.00	12.00	48.00	9,452.00	0.51 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	6,500.00	6,500.00	638.98	4,209.94	2,290.06	64.77 %
100-528-540200	DUES & MEMBERSHIPS	2,400.00	2,400.00	0.00	561.11	1,838.89	23.38 %
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	279.07	3,070.26	429.74	87.72 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		48,205.00	48,205.00	3,570.07	27,665.30	20,539.70	57.39 %
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	23,666.76	248,504.14	223,159.86	52.69 %
Department: 529 - LIBRARY							
RptCategory: 40 - PERSONNEL SERVICES							
100-529-435320	LIBRARY ASSISTANT II	470,000.00	470,000.00	20,784.71	241,960.73	228,039.27	51.48 %
100-529-435392	ON CALL LIB ASSISTANT	35,900.00	35,900.00	1,933.91	29,566.89	6,333.11	82.36 %
100-529-450500	CAREER RECOGNITION PAY	3,925.00	3,925.00	139.79	1,454.06	2,470.94	37.05 %
100-529-470000	ASSOCIATED PAYROLL COSTS	126,500.00	126,500.00	10,617.14	126,804.65	-304.65	100.24 %
RptCategory: 40 - PERSONNEL SERVICES Total:		636,325.00	636,325.00	33,475.55	399,786.33	236,538.67	62.83 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-529-500110	CONTRACTUAL & PROFESSIONAL SER...	74,310.00	74,310.00	0.00	47,874.00	26,436.00	64.42 %
100-529-500210	COMPUTER/TECHNOLOGY SERVICES	20,000.00	20,000.00	0.00	18,312.46	1,687.54	91.56 %
100-529-510081	NEW BOOKS	115,000.00	115,000.00	7,162.54	67,107.69	47,892.31	58.35 %
100-529-510082	ADULT/CHILDREN'S PROGRAMS	11,000.00	11,000.00	247.27	2,820.97	8,179.03	25.65 %
100-529-510084	READY TO READ GRANT	3,300.00	3,300.00	0.00	3,002.69	297.31	90.99 %
100-529-510086	LIB FOUNDATION FUNDED PROGRAM	6,000.00	6,000.00	392.00	392.00	5,608.00	6.53 %
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	631.32	5,044.32	1,755.68	74.18 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-529-530100	RENTALS AND LEASES	12,000.00	12,000.00	671.91	6,866.59	5,133.41	57.22 %
100-529-540200	DUES & MEMBERSHIPS	6,000.00	6,000.00	0.00	480.00	5,520.00	8.00 %
100-529-542000	PUBLICATIONS & SUBSCRIPTIONS	4,100.00	4,100.00	44.00	3,717.50	382.50	90.67 %
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	9,149.04	155,618.22	105,141.78	59.68 %
Department: 529 - LIBRARY Total:		897,085.00	897,085.00	42,624.59	555,404.55	341,680.45	61.91 %
Department: 600 - DEBT SERVICE							
RptCategory: 70 - DEBT SERVICE							
100-600-730040	DEBT SERVICE - INTEREST	0.00	45,250.00	0.00	45,000.00	250.00	99.45 %
RptCategory: 70 - DEBT SERVICE Total:		0.00	45,250.00	0.00	45,000.00	250.00	99.45 %
Department: 600 - DEBT SERVICE Total:		0.00	45,250.00	0.00	45,000.00	250.00	99.45 %
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	320,000.00	0.00	0.00	320,000.00	0.00 %
RptCategory: 90 - OTHER Total:		400,000.00	320,000.00	0.00	0.00	320,000.00	0.00 %
Department: 990 - CONTINGENCY Total:		400,000.00	320,000.00	0.00	0.00	320,000.00	0.00 %
Expense Total:		10,352,506.00	13,397,756.00	537,292.29	9,246,805.12	4,150,950.88	69.02 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		-25,000.00	-25,000.00	-177,220.89	1,705,099.60	1,730,099.60	-6,820.40 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 205 - ROAD AND STREET FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
205-000-309999	BEGINNING FUND BALANCE	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	76,177.59	794,424.79	44,424.79	105.92 %
	RptType: 3110 - STATE SHARED TAXES Total:	750,000.00	750,000.00	76,177.59	794,424.79	44,424.79	105.92 %
RptType: 3141 - SDC							
205-000-314075	TRANSPORTATION SDC'S	10,000.00	10,000.00	48,554.00	93,970.97	83,970.97	939.71 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	48,554.00	93,970.97	83,970.97	939.71 %
RptType: 3600 - MISCELLANEOUS							
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	30,000.00	30,000.00	3,055.00	24,478.02	-5,521.98	81.59 %
	RptType: 3600 - MISCELLANEOUS Total:	30,000.00	30,000.00	3,055.00	24,478.02	-5,521.98	81.59 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	2,597,000.00	2,597,000.00	127,786.59	912,873.78	-1,684,126.22	35.15 %
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	127,786.59	912,873.78	-2,128,576.22	30.01 %
Expense							
Department: 305 - ROAD AND STREET							
RptCategory: 40 - PERSONNEL SERVICES							
205-305-437049	PUBLIC WORKS DIRECTOR	21,500.00	21,500.00	1,980.60	20,779.00	721.00	96.65 %
205-305-437050	PUBLIC WORKS SUPERVISOR	35,050.00	35,050.00	3,420.91	35,182.19	-132.19	100.38 %
205-305-437055	PW ADMIN ASSISTANT	5,150.00	5,150.00	1,138.79	9,880.64	-4,730.64	191.86 %
205-305-437070	UTILITY WORKER, JOURNEY	115,000.00	115,000.00	8,489.07	100,908.39	14,091.61	87.75 %
205-305-439011	SEASONAL HELP	30,000.00	30,000.00	1,960.96	7,090.96	22,909.04	23.64 %
205-305-450100	OVERTIME	6,000.00	6,000.00	603.89	2,839.50	3,160.50	47.33 %
205-305-450500	CAREER RECOGNITION PAY	610.00	610.00	51.53	580.13	29.87	95.10 %
205-305-470000	ASSOCIATED PAYROLL COSTS	92,000.00	92,000.00	8,561.35	105,356.83	-13,356.83	114.52 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	305,310.00	305,310.00	26,207.10	282,617.64	22,692.36	92.57 %
RptCategory: 50 - MATERIAL AND SERVICES							
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	60,000.00	60,000.00	2,449.56	19,539.32	40,460.68	32.57 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	485,000.00	485,000.00	736.50	74,938.24	410,061.76	15.45 %
205-305-520172	STREET LIGHT MAINTENANCE	78,000.00	78,000.00	6,040.56	66,266.74	11,733.26	84.96 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	41,000.00	41,000.00	0.00	573.64	40,426.36	1.40 %
205-305-520178	STREET SIGN MAINTENANCE	35,000.00	35,000.00	4,272.80	19,231.70	15,768.30	54.95 %
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	1,856.95	17,562.09	67,437.91	20.66 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	2,700.00	2,700.00	281.71	1,583.19	1,116.81	58.64 %
205-305-540220	TRAVEL, CONFERENCES & TRAINING	4,800.00	4,800.00	0.00	371.88	4,428.12	7.75 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	39,000.00	39,000.00	691.06	6,049.82	32,950.18	15.51 %
205-305-540400	DUMPING, HAULING, GARBAGE	32,000.00	32,000.00	0.00	479.85	31,520.15	1.50 %
205-305-560100	UTILITIES	2,000.00	2,000.00	53.88	525.51	1,474.49	26.28 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	884,500.00	884,500.00	16,383.02	207,121.98	677,378.02	23.42 %
RptCategory: 60 - CAPITAL OUTLAY							
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	425,000.00	425,000.00	0.00	4,199.00	420,801.00	0.99 %
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 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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	4,199.00	1,581,336.00	0.26 %
	Department: 305 - ROAD AND STREET Total:	2,775,345.00	2,775,345.00	42,590.12	493,938.62	2,281,406.38	17.80 %
	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	42,590.12	493,938.62	2,547,511.38	16.24 %
	Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	0.00	0.00	85,196.47	418,935.16	418,935.16	0.00 %

Budget Report

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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	2,051.67	575,332.91	-62,492.09	90.20 %
228-000-310050	PRIOR YEAR TAXES	30,000.00	30,000.00	466.43	4,881.86	-25,118.14	16.27 %
	RptType: 3100 - LOCAL TAXES Total:	667,825.00	667,825.00	2,518.10	580,214.77	-87,610.23	86.88 %
RptType: 3301 - INTEREST							
228-000-330100	INTEREST	4,000.00	4,000.00	639.62	5,920.86	1,920.86	148.02 %
	RptType: 3301 - INTEREST Total:	4,000.00	4,000.00	639.62	5,920.86	1,920.86	148.02 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,116,165.00	1,116,165.00	3,157.72	586,135.63	-530,029.37	52.51 %
	Revenue Total:	1,116,165.00	1,116,165.00	3,157.72	586,135.63	-530,029.37	52.51 %
Expense							
Department: 245 - POLICE LEVY							
RptCategory: 40 - PERSONNEL SERVICES							
228-245-432160	POLICE OFFICER	129,000.00	129,000.00	6,002.09	67,622.01	61,377.99	52.42 %
228-245-432165	SCHOOL RESOURCE OFFICER	64,000.00	64,000.00	5,912.55	65,422.32	-1,422.32	102.22 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	47,000.00	47,000.00	4,684.00	52,848.16	-5,848.16	112.44 %
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	0.00	18,810.84	41,189.16	31.35 %
228-245-450100	OVERTIME	26,800.00	26,800.00	2,155.68	22,795.48	4,004.52	85.06 %
228-245-450200	HOLIDAY PAY	3,200.00	3,200.00	0.00	747.22	2,452.78	23.35 %
228-245-450300	PROFICIENCY PAY	16,875.00	16,875.00	818.99	9,017.88	7,857.12	53.44 %
228-245-450500	CAREER RECOGNITION PAY	600.00	600.00	126.22	1,374.90	-774.90	229.15 %
228-245-450600	UNIFORM ALLOWANCE	3,000.00	3,000.00	0.00	1,375.00	1,625.00	45.83 %
228-245-470000	ASSOCIATED PAYROLL COSTS	311,000.00	311,000.00	12,175.92	143,091.49	167,908.51	46.01 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	671,475.00	671,475.00	31,875.45	383,105.30	288,369.70	57.05 %
RptCategory: 50 - MATERIAL AND SERVICES							
228-245-500498	SHARE COST CCOM DISPATCH	132,000.00	132,000.00	11,009.08	121,099.88	10,900.12	91.74 %
228-245-510032	SRO EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
228-245-510040	K-9 EXPENSES	0.00	0.00	651.80	869.67	-869.67	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	11,660.88	121,969.55	15,030.45	89.03 %
	Department: 245 - POLICE LEVY Total:	808,475.00	808,475.00	43,536.33	505,074.85	303,400.15	62.47 %
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	43,536.33	505,074.85	611,090.15	45.25 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-40,378.61	81,060.78	81,060.78	0.00 %

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		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	935.60	262,363.60	-12,156.40	95.57 %
229-000-310050	PRIOR YEAR TAXES	7,000.00	7,000.00	212.70	2,226.22	-4,773.78	31.80 %
	RptType: 3100 - LOCAL TAXES Total:	281,520.00	281,520.00	1,148.30	264,589.82	-16,930.18	93.99 %
RptType: 3301 - INTEREST							
229-000-330100	INTEREST	4,500.00	4,500.00	1,236.10	11,444.80	6,944.80	254.33 %
	RptType: 3301 - INTEREST Total:	4,500.00	4,500.00	1,236.10	11,444.80	6,944.80	254.33 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	698,820.00	698,820.00	2,384.40	276,034.62	-422,785.38	39.50 %
	Revenue Total:	698,820.00	698,820.00	2,384.40	276,034.62	-422,785.38	39.50 %
Expense							
Department: 255 - FIRE LEVY							
RptCategory: 40 - PERSONNEL SERVICES							
229-255-432230	TRAINING CAPTAIN	84,720.00	84,720.00	6,034.00	74,412.53	10,307.47	87.83 %
229-255-439010	PART TIME	50,000.00	50,000.00	1,724.80	19,009.40	30,990.60	38.02 %
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	4,711.17	55,567.28	17,432.72	76.12 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	217,720.00	217,720.00	12,469.97	159,179.99	58,540.01	73.11 %
RptCategory: 50 - MATERIAL AND SERVICES							
229-255-500110	CONTRACTUAL & PROFESSIONAL SER...	3,600.00	3,600.00	0.00	4,845.54	-1,245.54	134.60 %
229-255-520365	EQUIPMENT TESTING & SERVICE	15,200.00	15,200.00	0.00	4,791.00	10,409.00	31.52 %
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	0.00	9,636.54	29,163.46	24.84 %
RptCategory: 60 - CAPITAL OUTLAY							
229-255-641030	TRAINING FACILITY	78,000.00	78,000.00	2,774.21	2,774.21	75,225.79	3.56 %
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	0.00	20,877.60	20,122.40	50.92 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	419,000.00	419,000.00	2,774.21	23,651.81	395,348.19	5.64 %
	Department: 255 - FIRE LEVY Total:	675,520.00	675,520.00	15,244.18	192,468.34	483,051.66	28.49 %
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	15,244.18	192,468.34	506,351.66	27.54 %
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	-12,859.78	83,566.28	83,566.28	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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 %
RptType: 3160 - DEBT SERVICE PROCEEDS							
307-000-316000	DEBT SERVICE PROCEEDS	5,200,000.00	0.00	0.00	0.00	0.00	0.00 %
	RptType: 3160 - DEBT SERVICE PROCEEDS Total:	5,200,000.00	0.00	0.00	0.00	0.00	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,200,000.00	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	0.00	347,044.03	-12,901,555.97	2.62 %
	RptType: 3990 - TRANSFERS IN Total:	4,640,000.00	13,248,600.00	0.00	347,044.03	-12,901,555.97	2.62 %
	Department: 910 - TRANSFER IN Total:	4,640,000.00	13,248,600.00	0.00	347,044.03	-12,901,555.97	2.62 %
	Revenue Total:	9,840,000.00	13,286,258.00	0.00	347,044.03	-12,939,213.97	2.61 %
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	0.00	37,656.28	143,390.72	20.80 %
307-307-620325	OTHER PROF. SERVICES	0.00	10,000.00	250.00	475.44	9,524.56	4.75 %
307-307-620330	PROJECT LEGAL COSTS	0.00	11,561.00	2,052.25	5,392.96	6,168.04	46.65 %
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	2,302.25	43,524.68	185,525.32	19.00 %
RptCategory: 60 - CAPITAL OUTLAY							
307-307-620100	CONSTRUCTION - PHASE 1	0.00	395,222.00	0.00	385,504.50	9,717.50	97.54 %
307-307-620110	CONSTRUCTION - PHASE 2	0.00	11,548,428.00	0.00	741,886.00	10,806,542.00	6.42 %
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	0.00	-2,500.00	777,500.00	-0.32 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	0.00	12,779,608.00	0.00	1,124,890.50	11,654,717.50	8.80 %
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	2,302.25	1,301,221.77	11,985,036.23	9.79 %
	Expense Total:	0.00	13,286,258.00	2,302.25	1,301,221.77	11,985,036.23	9.79 %
	Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):	9,840,000.00	0.00	-2,302.25	-954,177.74	-954,177.74	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	3,249.41	911,216.48	185,216.48	125.51 %
390-000-310050	PRIOR YEAR TAXES	26,000.00	26,000.00	729.01	7,646.14	-18,353.86	29.41 %
	RptType: 3100 - LOCAL TAXES Total:	752,000.00	752,000.00	3,978.42	918,862.62	166,862.62	122.19 %
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	34,091.74	323,425.18	303,425.18	1,617.13 %
	RptType: 3301 - INTEREST Total:	20,000.00	20,000.00	34,091.74	323,425.18	303,425.18	1,617.13 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	8,163,000.00	11,963,000.00	38,070.16	5,042,287.80	-6,920,712.20	42.15 %
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	38,070.16	8,042,287.80	-6,920,712.20	53.75 %
Expense							
Department: 410 - URBAN RENEWAL							
RptCategory: 50 - MATERIAL AND SERVICES							
390-410-500110	CONTRACTUAL & PROFESSIONAL SER...	59,000.00	100.00	780.00	1,196.14	-1,096.14	1,196.14 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	10,000.00	10,000.00	0.00	10,150.00	-150.00	101.50 %
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	780.00	11,346.14	13,753.86	45.20 %
RptCategory: 70 - DEBT SERVICE							
390-410-730040	DEBT SERVICE - INTEREST	0.00	57,126.00	0.00	57,124.74	1.26	100.00 %
	RptCategory: 70 - DEBT SERVICE Total:	0.00	57,126.00	0.00	57,124.74	1.26	100.00 %
RptCategory: 89 - TRANSFERS OUT							
390-410-899100	TRANSFER OUT TO GENERAL FUND	0.00	45,250.00	0.00	45,000.00	250.00	99.45 %
	RptCategory: 89 - TRANSFERS OUT Total:	0.00	45,250.00	0.00	45,000.00	250.00	99.45 %
	Department: 410 - URBAN RENEWAL Total:	84,000.00	127,476.00	780.00	113,470.88	14,005.12	89.01 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
390-920-899307	TRANSFER OUT TO CIVIC BUILDINGS ...	4,820,000.00	13,248,600.00	0.00	747,044.03	12,501,555.97	5.64 %
	RptCategory: 89 - TRANSFERS OUT Total:	4,820,000.00	13,248,600.00	0.00	747,044.03	12,501,555.97	5.64 %
	Department: 920 - TRANSFER OUT Total:	4,820,000.00	13,248,600.00	0.00	747,044.03	12,501,555.97	5.64 %
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	780.00	860,514.91	14,102,485.09	5.75 %
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	435,000.00	0.00	37,290.16	7,181,772.89	7,181,772.89	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	51,082.47	556,985.09	18,985.09	103.53 %
730-000-314055	TRI-CITY SERVICE DISTRICT	1,695,000.00	1,695,000.00	148,499.74	1,640,433.93	-54,566.07	96.78 %
730-000-314080	CONNECTION FEES	25,000.00	25,000.00	0.00	12,375.19	-12,624.81	49.50 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	2,258,000.00	2,258,000.00	199,582.21	2,209,794.21	-48,205.79	97.87 %
RptType: 3141 - SDC							
730-000-314110	SEWER SDCS (13%)	5,000.00	5,000.00	69,688.86	97,926.95	92,926.95	1,958.54 %
	RptType: 3141 - SDC Total:	5,000.00	5,000.00	69,688.86	97,926.95	92,926.95	1,958.54 %
RptType: 3600 - MISCELLANEOUS							
730-000-360000	ALL OTHER SEWER RECEIPTS	10,000.00	10,000.00	100.00	1,285.00	-8,715.00	12.85 %
	RptType: 3600 - MISCELLANEOUS Total:	10,000.00	10,000.00	100.00	1,285.00	-8,715.00	12.85 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,284,995.00	4,284,995.00	269,371.07	2,309,006.16	-1,975,988.84	53.89 %
	Revenue Total:	4,284,995.00	4,284,995.00	269,371.07	2,309,006.16	-1,975,988.84	53.89 %
Expense							
Department: 703 - SEWER							
RptCategory: 40 - PERSONNEL SERVICES							
730-703-431500	ACCOUNTING CLERK	13,900.00	13,900.00	1,484.58	14,992.47	-1,092.47	107.86 %
730-703-437049	PUBLIC WORKS DIRECTOR	21,500.00	21,500.00	1,980.60	20,779.00	721.00	96.65 %
730-703-437050	PUBLIC WORKS SUPERVISOR	30,000.00	30,000.00	2,462.79	26,691.07	3,308.93	88.97 %
730-703-437055	PW ADMIN ASSISTANT	7,500.00	7,500.00	1,138.79	9,880.64	-2,380.64	131.74 %
730-703-437070	UTILITY WORKER, JOURNEY	84,000.00	84,000.00	5,784.22	72,489.40	11,510.60	86.30 %
730-703-439011	SEASONAL HELP	15,000.00	15,000.00	2,300.87	7,700.87	7,299.13	51.34 %
730-703-450100	OVERTIME	5,200.00	5,200.00	263.67	4,076.37	1,123.63	78.39 %
730-703-450500	CAREER RECOGNITION PAY	3,500.00	3,500.00	157.93	2,086.47	1,413.53	59.61 %
730-703-470000	ASSOCIATED PAYROLL COSTS	125,000.00	125,000.00	5,961.28	70,320.18	54,679.82	56.26 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	305,600.00	305,600.00	21,534.73	229,016.47	76,583.53	74.94 %
RptCategory: 50 - MATERIAL AND SERVICES							
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	33,000.00	33,000.00	2,483.50	32,653.31	346.69	98.95 %
730-703-500452	SDC PASS THROUGH TO TCSD	20,625.00	20,625.00	0.00	12,564.00	8,061.00	60.92 %
730-703-500456	OAK LODGE SANITARY DISTRICT	520,000.00	520,000.00	0.00	421,205.84	98,794.16	81.00 %
730-703-500458	TRI-CITY SERVICE DISTRICT	1,160,000.00	1,160,000.00	0.00	1,000,835.28	159,164.72	86.28 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	1,257.46	26,840.98	38,159.02	41.29 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPAIR	85,000.00	85,000.00	472.90	11,018.45	73,981.55	12.96 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	3,500.00	3,500.00	478.41	3,464.46	35.54	98.98 %
730-703-520430	UTILITY BILLS & POSTAGE	8,000.00	8,000.00	610.51	6,969.41	1,030.59	87.12 %
730-703-540200	DUES & MEMBERSHIPS	0.00	0.00	0.00	86.25	-86.25	0.00 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	6,000.00	6,000.00	0.00	464.92	5,535.08	7.75 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	16,500.00	16,500.00	527.33	15,891.18	608.82	96.31 %
730-703-540400	DUMPING, HAULING, GARBAGE	20,000.00	20,000.00	0.00	337.50	19,662.50	1.69 %
730-703-560100	UTILITIES	2,500.00	2,500.00	106.76	1,112.04	1,387.96	44.48 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	1,940,125.00	1,940,125.00	5,936.87	1,533,443.62	406,681.38	79.04 %
RptCategory: 60 - CAPITAL OUTLAY							
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	679,000.00	679,000.00	0.00	4,199.00	674,801.00	0.62 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	818,000.00	818,000.00	0.00	22,448.61	795,551.39	2.74 %
730-703-678090	RESERVE FROM SDC'S	0.00	0.00	0.00	15,000.00	-15,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	1,497,000.00	1,497,000.00	0.00	41,647.61	1,455,352.39	2.78 %
	Department: 703 - SEWER Total:	3,742,725.00	3,742,725.00	27,471.60	1,804,107.70	1,938,617.30	48.20 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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 %
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	27,471.60	1,804,107.70	2,480,887.30	42.10 %
	Fund: 730 - SEWER FUND Surplus (Deficit):	0.00	0.00	241,899.47	504,898.46	504,898.46	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	135,764.68	1,595,936.36	222,936.36	116.24 %
740-000-314080	WATER SERVICE CONNECTIONS	12,000.00	12,000.00	0.00	5,940.00	-6,060.00	49.50 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,385,000.00	1,385,000.00	135,764.68	1,601,876.36	216,876.36	115.66 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S (87%)	20,000.00	20,000.00	26,795.12	69,252.40	49,252.40	346.26 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	26,795.12	69,252.40	49,252.40	346.26 %
RptType: 3600 - MISCELLANEOUS							
740-000-360000	ALL OTHER WATER RECEIPTS	37,500.00	37,500.00	0.00	-319.09	-37,819.09	0.85 %
	RptType: 3600 - MISCELLANEOUS Total:	37,500.00	37,500.00	0.00	-319.09	-37,819.09	0.85 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	3,385,932.00	3,385,932.00	162,559.80	1,670,809.67	-1,715,122.33	49.35 %
	Revenue Total:	3,385,932.00	3,385,932.00	162,559.80	1,670,809.67	-1,715,122.33	49.35 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	18,500.00	18,500.00	1,781.50	17,990.95	509.05	97.25 %
740-704-437049	PUBLIC WORKS DIRECTOR	23,000.00	23,000.00	1,980.60	20,779.00	2,221.00	90.34 %
740-704-437050	PUBLIC WORKS SUPERVISOR	36,000.00	36,000.00	2,511.92	27,552.76	8,447.24	76.54 %
740-704-437055	PW ADMIN ASSISTANT	8,000.00	8,000.00	1,138.79	9,880.64	-1,880.64	123.51 %
740-704-437070	UTILITY WORKER, JOURNEY	155,000.00	155,000.00	9,711.74	114,127.36	40,872.64	73.63 %
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	318.47	6,922.15	3,077.85	69.22 %
740-704-450500	CAREER RECOGNITION PAY	2,500.00	2,500.00	129.56	1,901.18	598.82	76.05 %
740-704-470000	ASSOCIATED PAYROLL COSTS	175,000.00	175,000.00	8,189.60	94,184.33	80,815.67	53.82 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	453,000.00	453,000.00	25,762.18	299,503.37	153,496.63	66.12 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	60,000.00	60,000.00	3,326.16	41,026.14	18,973.86	68.38 %
740-704-500240	METER READING CONTRACT	35,000.00	35,000.00	2,130.94	23,363.46	11,636.54	66.75 %
740-704-500425	WHOLESALE WATER	560,000.00	560,000.00	-134,278.58	190,980.54	369,019.46	34.10 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	2,256.67	32,312.41	-19,312.41	248.56 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	145,000.00	145,000.00	19,131.66	95,050.46	49,949.54	65.55 %
740-704-520162	LABORATORY WATER TESTS	15,000.00	15,000.00	2,365.00	5,846.00	9,154.00	38.97 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	18,000.00	18,000.00	0.00	707.88	17,292.12	3.93 %
740-704-520300	EQUIPMENT MAINTENANCE AND SU...	0.00	0.00	0.00	522.00	-522.00	0.00 %
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	547.90	10,264.23	86,735.77	10.58 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	2,000.00	2,000.00	426.63	2,133.85	-133.85	106.69 %
740-704-520430	UTILITY BILLS & POSTAGE	5,500.00	5,500.00	610.50	6,969.40	-1,469.40	126.72 %
740-704-540200	DUES & MEMBERSHIPS	0.00	0.00	0.00	431.25	-431.25	0.00 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	3,600.00	3,600.00	0.00	2,350.10	1,249.90	65.28 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	15,000.00	15,000.00	462.61	15,066.01	-66.01	100.44 %
740-704-540400	DUMPING, HAULING, GARBAGE	15,000.00	15,000.00	0.00	3,386.51	11,613.49	22.58 %
740-704-560100	UTILITIES	18,000.00	18,000.00	1,532.72	17,497.21	502.79	97.21 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	1,002,100.00	1,002,100.00	-101,487.79	447,554.35	554,545.65	44.66 %
RptCategory: 60 - CAPITAL OUTLAY							
740-704-660100	EQUIPMENT REPLACEMENT RESERVES	0.00	0.00	0.00	4,199.00	-4,199.00	0.00 %
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	4,199.00	1,260,801.00	0.33 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
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 %
740-704-730040	2005 BONDED DEBT/INTEREST	24,682.00	24,682.00	0.00	24,680.70	1.30	99.99 %
	RptCategory: 70 - DEBT SERVICE Total:	177,682.00	177,682.00	0.00	177,680.70	1.30	100.00 %
	Department: 704 - WATER Total:	2,897,782.00	2,897,782.00	-75,725.61	928,937.42	1,968,844.58	32.06 %
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	-75,725.61	928,937.42	2,456,994.58	27.44 %
	Fund: 740 - WATER FUND Surplus (Deficit):	0.00	0.00	238,285.41	741,872.25	741,872.25	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	57,474.47	634,995.07	82,915.07	115.02 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	552,080.00	552,080.00	57,474.47	634,995.07	82,915.07	115.02 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	0.00	0.00	17,468.47	28,992.47	28,992.47	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	17,468.47	28,992.47	28,992.47	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	582,470.00	582,470.00	74,942.94	663,987.54	81,517.54	114.00 %
	Revenue Total:	582,470.00	582,470.00	74,942.94	663,987.54	81,517.54	114.00 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	15,750.00	15,750.00	1,484.58	14,992.41	757.59	95.19 %
750-705-437049	PUBLIC WORKS DIRECTOR	22,380.00	22,380.00	1,980.60	20,779.00	1,601.00	92.85 %
750-705-437050	PUBLIC WORKS SUPERVISOR	26,200.00	26,200.00	2,462.78	26,357.65	-157.65	100.60 %
750-705-437055	PW ADMIN ASSISTANT	8,000.00	8,000.00	1,138.82	9,880.81	-1,880.81	123.51 %
750-705-437070	UTILITY WORKER, JOURNEY	65,000.00	65,000.00	3,120.37	41,993.85	23,006.15	64.61 %
750-705-439011	SEASONAL HELP	25,000.00	25,000.00	1,222.84	2,123.88	22,876.12	8.50 %
750-705-450100	OVERTIME	7,000.00	7,000.00	172.90	1,873.64	5,126.36	26.77 %
750-705-450500	CAREER RECOGNITION PAY	500.00	500.00	0.00	312.53	187.47	62.51 %
750-705-470000	ASSOCIATED PAYROLL COSTS	100,000.00	100,000.00	3,375.97	54,891.04	45,108.96	54.89 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	269,830.00	269,830.00	14,958.86	173,204.81	96,625.19	64.19 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	3,486.89	27,622.75	-7,622.75	138.11 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	30,000.00	30,000.00	925.99	17,866.56	12,133.44	59.56 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	50,000.00	50,000.00	472.90	9,551.05	40,448.95	19.10 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	1,300.00	1,300.00	341.18	2,035.28	-735.28	156.56 %
750-705-520430	UTILITY BILLS & POSTAGE	5,000.00	5,000.00	610.69	6,971.51	-1,971.51	139.43 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	2,700.00	2,700.00	0.00	892.18	1,807.82	33.04 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	17,000.00	17,000.00	350.27	10,176.46	6,823.54	59.86 %
750-705-540400	DUMPING, HAULING, GARBAGE	19,000.00	19,000.00	0.00	840.00	18,160.00	4.42 %
750-705-560100	UTILITIES	1,000.00	1,000.00	53.88	525.51	474.49	52.55 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	146,000.00	146,000.00	6,241.80	76,481.30	69,518.70	52.38 %
RptCategory: 60 - CAPITAL OUTLAY							
750-705-660100	EQUIPMENT REPLACEMENT RESERVES	0.00	0.00	0.00	4,199.00	-4,199.00	0.00 %
750-705-676050	SYSTEM IMPROVEMENTS & PROJECTS	38,000.00	38,000.00	0.00	4,391.00	33,609.00	11.56 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	38,000.00	38,000.00	0.00	8,590.00	29,410.00	22.61 %
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	453,830.00	453,830.00	21,200.66	258,276.11	195,553.89	56.91 %
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: 05/31/2019

	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	21,200.66	258,276.11	324,193.89	44.34 %
Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	53,742.28	405,711.43	405,711.43	0.00 %

Budget Report

For Fiscal: 2018-2019 Period Ending: 05/31/2019

		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	562,000.00	22,410.67	335,467.21	-226,532.79	59.69 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	12,000.00	12,000.00	924.25	12,056.53	56.53	100.47 %
801-000-326040	STATE OF OREGON FINES/FEES	35,000.00	35,000.00	3,280.51	51,422.22	16,422.22	146.92 %
801-000-326050	RESTITUTION	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
801-000-326060	BOND	20,000.00	20,000.00	4,431.63	6,441.00	-13,559.00	32.21 %
	RptType: 3260 - FINES AND FORFEITURES Total:	432,000.00	632,000.00	31,047.06	405,386.96	-226,613.04	64.14 %
RptType: 3600 - MISCELLANEOUS							
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	137.65	900.72	900.72	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	137.65	900.72	900.72	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	440,000.00	640,000.00	31,184.71	406,287.68	-233,712.32	63.48 %
	Revenue Total:	440,000.00	640,000.00	31,184.71	406,287.68	-233,712.32	63.48 %
Expense							
Department: 220 - COURT							
RptCategory: 50 - MATERIAL AND SERVICES							
801-220-500500	CITY OF GLADSTONE FINES & FEES	356,400.00	556,400.00	33,622.94	353,773.50	202,626.50	63.58 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	20,600.00	20,600.00	1,123.71	12,772.20	7,827.80	62.00 %
801-220-500520	STATE OF OREGON FINES & FEES	40,000.00	40,000.00	4,258.04	54,922.07	-14,922.07	137.31 %
801-220-500530	RESTITUTION	3,000.00	3,000.00	0.00	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	109.15	841.52	-841.52	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	440,000.00	640,000.00	39,113.84	422,309.29	217,690.71	65.99 %
	Department: 220 - COURT Total:	440,000.00	640,000.00	39,113.84	422,309.29	217,690.71	65.99 %
	Expense Total:	440,000.00	640,000.00	39,113.84	422,309.29	217,690.71	65.99 %
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	-7,929.13	-16,021.61	-16,021.61	0.00 %
	Report Surplus (Deficit):	10,250,000.00	-25,000.00	415,723.13	10,152,717.50	10,177,717.50	40,610.87 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-25,000.00	-25,000.00	-177,220.89	1,705,099.60	1,730,099.60
205 - ROAD AND STREET FUND	0.00	0.00	85,196.47	418,935.16	418,935.16
228 - POLICE LEVY FUND	0.00	0.00	-40,378.61	81,060.78	81,060.78
229 - FIRE LEVY FUND	0.00	0.00	-12,859.78	83,566.28	83,566.28
306 - LIBRARY CAPITAL FUND	0.00	0.00	0.00	0.00	0.00
307 - CIVIC BUILDINGS CAPITAL FUN	9,840,000.00	0.00	-2,302.25	-954,177.74	-954,177.74
390 - URBAN RENEWAL FUND	435,000.00	0.00	37,290.16	7,181,772.89	7,181,772.89
730 - SEWER FUND	0.00	0.00	241,899.47	504,898.46	504,898.46
740 - WATER FUND	0.00	0.00	238,285.41	741,872.25	741,872.25
750 - STORM WATER FUND	0.00	0.00	53,742.28	405,711.43	405,711.43
801 - MUNICIPAL COURT TRUST FUND	0.00	0.00	-7,929.13	-16,021.61	-16,021.61
Report Surplus (Deficit):	10,250,000.00	-25,000.00	415,723.13	10,152,717.50	10,177,717.50

CHECK REGISTER FOR MAY 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
05/07/2019	87129	Comcast	136.03	Internet/Voice - PD
05/07/2019	87130	Hughes Fire Equipment	85.75	Parts - FD
05/07/2019	87131	PORAC Legal Defense Fund	283.50	Legal Defense Fund Dues - PD
05/07/2019	87132	Satcom Global	42.75	Satellite Phone Service - PD
05/07/2019	87133	Solutions Yes	31.42	Copier Usage - PD
05/07/2019	87134	Uline Inc	160.34	Shipping Boxes - PD
05/07/2019	87135	Verizon Wireless	2,732.74	Cell Phone Usage - All Depts
05/09/2019	87136	AXON Enterprise, Inc.	394.44	Taser Assurance Plan - PD
05/09/2019	87137	Batteries Plus	40.20	Batteries - FD
05/09/2019	87138	Beloof & Haines	3,000.00	Municipal Ct. Judge - CT
05/09/2019	87139	BMS Technologies	1,831.70	UB Printing/Mailing - PW
05/09/2019	87140	BridgePay Network Solutions, LLC	106.60	UB Online Payment Fees - PW
05/09/2019	87141	CIS Trust	1,500.00	Liability Deductible - Admin
05/09/2019	87142	Clackamas Auto Parts Inc	23.73	Auto Parts - FD
05/09/2019	87143	Clackamas Fire District #1	7,132.34	Vehicle Maintenance - FD
05/09/2019	87144	Clark's Lawn & Garden Equip	199.48	Chain Saw Repair - FD
05/09/2019	87145	Curtis, L. N. Co.	1,966.19	Uniforms - FD/PD
05/09/2019	87146	D.P. Nicoli, Inc.	390.00	Plate Lifting Device - PW
05/09/2019	87147	Cycle Express	231.90	Signage - FD
05/09/2019	87148	Day Wireless Systems Inc	12,377.39	Digital Radios - FD
05/09/2019	87149	Ecolab Food Safety Specialties, Inc.	64.72	Food Prep Supplies - SC
05/09/2019	87150	Ecolab Institutional Inc.	397.38	Food Prep Supplies - SC
05/09/2019	87151	Extreme Products	97.50	Ammo - PD
05/09/2019	87152	Galls, LLC	93.27	Uniforms - FD
05/09/2019	87153	Gladstone High School	100.00	Band Donation - Admin
05/09/2019	87154	Greystone Tactical	3,960.00	Helmets - PD
05/09/2019	87155	Home Depot	689.55	Tools/Station Supplies - FD
05/09/2019	87156	Houston, Marc R	995.00	Physician Adviser - FD
05/09/2019	87157	IJS Law, LLC	250.00	Indigent Defense - CT
05/09/2019	87158	R-Supply	98.36	Restroom Supplies
05/09/2019	87159	Kennedy Restoration	48,796.34	Building Repairs - SC
05/09/2019	87160	Life Safety Corporation	237.00	Multigas Monitor Repair - FD
05/09/2019	87161	Life-Assist Inc	1,538.16	First Responder Supplies - FD
05/09/2019	87162	Lucy Heil, Attorney at Law	750.00	Indigent Defense - CT
05/09/2019	87163	Lundquist Legal, LLC	3,000.00	Prosecutor Services - CT
05/09/2019	87164	Municipal Emergency Svcs	155.00	Compressor Maintenance - FD
05/09/2019	87165	North Clackamas County	27,619.99	Water Usage - PW
05/09/2019	87166	Northwest Senior Theater	150.00	Excursion Tickets - SC
05/09/2019	87167	Office Depot	493.01	Office Supplies - LIB/CT/PW/Admin
05/09/2019	87168	Oregon Patrol Service	570.00	Courtroom Security
05/09/2019	87169	Pamplin Media Group	1,823.00	Newsletter Postage - Admin
05/09/2019	87170	Pioneer Animal Hospital	123.20	K-9 Expenses - PD
05/09/2019	87171	Portland General Electric	6,030.38	Electricity Usage - All Depts.
05/09/2019	87172	Portland Road & Driveway Co., Inc.	250.00	Dump Fees - PW
05/09/2019	87173	Rescue Response Gear Inc.	201.92	Helmets - PD
05/09/2019	87174	RH Media Services LLC	5,450.00	IT Support - Admin
05/09/2019	87175	Shred-it USA LLC	122.53	Shredding Service - PD
05/09/2019	87176	Sierra Springs	168.81	Drinking Water - PD/Admin
05/09/2019	87177	Smith-Wagar Brucker Consulting Inc.	10,037.50	Financial Services - Admin
05/09/2019	87178	Solutions Yes	12.82	Copier Usage - PD
05/09/2019	87179	John Southgate LLC	1,200.00	Consulting Fee - Admin
05/09/2019	87180	Stein Oil Co. Inc.	3,770.75	Gasoline - FD/PD/PW/SC
05/09/2019	87181	Jill Tate	345.00	Transcription - Admin
05/09/2019	87182	Top Industrial Supply	31.50	Hose Repair Parts - FD
05/09/2019	87183	Water Environment Services	99,781.13	Monthly Sewer Billing - PW
05/09/2019	87184	WorkSAFE Service Inc	150.00	Drug Tests - Admin
05/09/2019	87185	Ammi Brooks	200.00	Craft Event - LIB
5/14/2019	ACH	US Bank Corporate Payments	32,062.48	P-Card Purchases - All Depts
05/16/2019	87186	Accurate Electric of Oregon I	2,774.21	Install new Volt Panel - FD
05/16/2019	87187	Aloha Produce Inc.	27.99	Produce - SC
05/16/2019	87188	American Medical Response	936.00	Blood Draws - PD
05/16/2019	87189	Aramark	90.84	Mats/Coveralls - PW
05/16/2019	87190	Backflow Management Inc	62.00	Letters Mailed - PW
05/16/2019	87191	Baker & Taylor Inc	4,827.44	New Books - LIB
05/16/2019	87192	Barney & Worth, Inc.	218.02	Professional Fees - PW

CHECK REGISTER FOR MAY 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
05/16/2019	87193	Bateman Community Living	450.96	Meals/Beverages/Supplies - SC
05/16/2019	87194	Canby Police Department	35.00	Metro LE Quarterly Dinner - PD
05/16/2019	87195	Cascade Centers, Inc.	55.20	Employee Assistance Program - FD
05/16/2019	87196	Chief Supply	63.40	Badge - FD
05/16/2019	87197	Cintas First Aid Lockbox	435.46	First Aid Supplies - LIB/SC/PW/Admin
05/16/2019	87198	Clackamas County Finance Department	18,802.88	Ammo/Fleet/Dispatch - PD/FD
05/16/2019	87199	Clackamas ESD	1,397.58	Off Site Data Storage - Admin
05/16/2019	87200	Hart Crowser, Inc.	13,500.52	Prof Fees - Meldrum Bar Dredging - PW
05/16/2019	87201	John Cerda	272.00	Training Cost Reimbursement - FD
05/16/2019	87202	Key Creations	185.84	Logo Embroidery - PW
05/16/2019	87203	Life-Assist Inc	132.16	First Responder Supplies - FD
05/16/2019	87204	Lighthouse Uniform Co.	591.15	Uniforms - FD
05/16/2019	87205	Midwest Tape	3,161.22	Non-print Items - LIB
05/16/2019	87206	Oak Lodge Water Services	86,125.82	Water/Sewer Services - PW
05/16/2019	87207	One Call Concepts Inc	155.40	Utility Notifications - PW
05/16/2019	87208	Oregon DMV	5.10	Record Inquiry - PD
05/16/2019	87209	Adventist Health Occupational Medicine	1,789.00	Employee Physicals - FD
05/16/2019	87210	Portland General Electric	5,369.77	Street Light Electricity - PW
05/16/2019	87211	Sisul Engineering	6,052.25	Engineering Services - PW
05/16/2019	87212	Supplyworks	283.14	Restroom Supplies - SC
05/16/2019	87213	TransUnion Risk and Alternative	50.00	Data Research - PD
05/16/2019	87214	US Bank Equipment Finance	224.46	Equipment Lease - PD
05/16/2019	87215	USIA Underwater Equipment Sales	3,400.00	Swift Water Rescue Gear - FD
05/22/2019	87216	James Moore	2,544.97	Payroll Check
05/23/2019	87217	Accurate Electric of Oregon I	11670.69	Meldrum Bar Lighting Replacement - PW
05/23/2019	87218	Allstream	1218.01	Land Lines - PD/FD/SC/LIB/Admin
05/23/2019	87219	Beery,Elsner & Hammond LLP	10975.19	Legal Fees - Admin
05/23/2019	87220	Brian Lowry Trucking LLC	634	Hauling Fees - PW
05/23/2019	87221	Buel's Impressions Printing	50	Business Card Printing - PD
05/23/2019	87222	Canon Financial Services, Inc.	923.21	Copier Lease/Usage - Admin
05/23/2019	87223	Chief Supply	303.21	Uniforms - FD
05/23/2019	87224	City of Milwaukie	1080	ROW Management Fee - Admin
05/23/2019	87225	Clackamas County Finance Department	3384.94	Broadband Connection Fees/Ammo - Admin/PD
05/23/2019	87226	Comcast	184.18	Internet/Voice/Cable - PD/FD
05/23/2019	87227	Comcast Business	269.41	Internet/Voice - PW
05/23/2019	87228	Curtis, L. N. Co.	1703.76	Uniforms - PD/FD
05/23/2019	87229	Energpect Medical Solutions	1506	First Responder Supplies - FD
05/23/2019	87230	Galls, LLC	639.95	Uniforms - PD/FD
05/23/2019	87231	Gladstone School Dist.115	750	Clackamas Count Joint Meeting - Admin
05/23/2019	87232	Jal Duncan Photography	153	Portraits - FD
05/23/2019	87233	Local Gov't Personnel Institut	249.6	Background Checks - Admin
05/23/2019	87234	Lynn Peavey Company	47.4	Parts - FD
05/23/2019	87235	Maxwell Rentals	1000	Apartment Rental - FD
05/23/2019	87236	Meterereaders	2130.94	Meeter Reading - PW
05/23/2019	87237	Mr. Belvedere's Janitorial	2155	Janitorial Service - Admin/SC/PW/PD/LIB
05/23/2019	87238	Northwest Safety Clean	86.7	Equipment Maintenance - FD
05/23/2019	87239	Oregon Mayors Association	139	Annual Membership - Stempel
05/23/2019	87240	Pacific Office Automation	671.91	Copier Lease/Usage - LIB
05/23/2019	87241	Pacific Office Automation Inc	88.47	Copier Lease/Usage - SC/CT
05/23/2019	87242	Paramount Pest Control Inc	208	Pest Control - PW
05/23/2019	87243	Mike Patterson Plumbing	1845.81	Spray Park Maintenance - PW
05/23/2019	87244	Petty Cash for the Benefit of Gladstone Senior Ctr.	18	Petty Cash - SC
05/23/2019	87245	PoliceOne.com	1562	Annual Subscription - PD
05/23/2019	87246	RLI Surety	125	Surety Bond - Betz/Admin
05/23/2019	87247	Robert C Johnson	175	Landscape Maintenance - PW
05/23/2019	87248	Schumaker & Bernstein	500	Indigent Defense - CT
05/23/2019	87249	SeaWestern	77	Parts - FD
05/23/2019	87250	Sonsray Machinery LLC	325.38	Tools - PW
05/23/2019	87251	Stein Oil Co. Inc.	4139.3	Gasoline - FD/PD/PW/SC
05/31/2019	87252 - 87257	Payroll Checks	4,128.78	Payroll Checks
05/31/2019	87258	Axa Equi-Vest	6745	Voluntary Payroll Deferred Comp
05/31/2019	87259	Axa EVLICO	106	Non-PERS Retirement Pmt
05/31/2019	87260	Axa RIA	1347.33	Non-PERS Retirement Pmt
05/31/2019	87261	CIS Trust	62582.54	Monthly Health Insurance
05/31/2019	87262	**Void**	0	Health Insurance remittance overflow
05/31/2019	87263	Clackamas Community Federal Credit Union	1025.94	GPA Union Dues

CHECK REGISTER FOR MAY 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
05/31/2019	87264	Gladstone Fire Department	675	Fire Members House Dues
05/31/2019	87265	Oregon AFSCME Council #75	1063.72	AFSCME Union Dues
Total Checks			<u>567,166.95</u>	
<u>Urban Renewal Checks</u>				
05/23/2019	5509	Elaine Howard Consulting	780.00	Update Plan Amendments
Total Urban Renewal Checks			<u>780.00</u>	
Total Issued in April 2019			<u><u>567,946.95</u></u>	

ATTORNEY CHARGES

Attorneys:	July, 2018	Aug, 2018	Sept, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Totals
City Charter	\$ -	\$ -	\$ -	\$ -	\$ 112.50	\$ -	\$ 112.50
Elections	292.50	64.50	-	21.50	22.50	-	401.00
Transient Lodging Tax	-	-	-	-	-	-	-
General	247.50	22.50	663.00	-	-	886.25	1,819.25
Civic Center Project	225.00	-	-	-	1,732.50	1,136.25	3,093.75
Meeting Attendance	-	-	-	-	-	-	-
Governance/City Council	450.00	517.50	3,114.78	352.54	423.00	763.50	5,621.32
Meeting Attendance	802.00	1,005.80	1,094.50	914.50	1,575.50	795.84	6,188.14
Intergovernmental	90.00	774.00	285.50	1,098.50	112.50	-	2,360.50
Land Use/ Community Development	765.00	882.50	-	-	225.00	297.00	2,169.50
Meeting Attendance	667.00	-	-	-	-	-	667.00
Parks & Recreation	-	-	247.50	-	22.50	22.50	292.50
Personnel/Labor	-	-	-	715.50	88.00	-	803.50
AFSCME	-	-	-	-	-	-	-
City Administration	-	-	-	-	-	-	-
Public Records & Meetings	-	45.00	67.50	443.00	153.89	43.00	752.39
Public Safety	-	838.50	-	43.00	765.00	90.00	1,736.50
Public Works	157.50	562.50	-	112.50	292.50	902.20	2,027.20
Real Property Transactions	-	-	-	-	-	-	-
Risk Management/Litigation	1,195.79	397.10	4,338.47	1,884.55	1,481.32	401.00	9,698.23
Rights of Way-Telecommunications	-	-	-	-	1,096.50	635.94	1,732.44
Urban Renewal	-	-	67.50	-	-	-	67.50
Total	\$ 4,892.29	\$ 5,109.90	\$ 9,878.75	\$ 5,585.59	\$ 8,103.21	\$ 5,973.48	\$ 39,543.22

Attorneys:	Jan, 2019	Feb, 2019	Mar, 2019	Apr, 2019	May, 2019	June, 2019	Totals for Year
City Charter	\$ -	\$ -	\$ -	\$ -	-	-	\$ 112.50
Elections	-	-	-	-	-	-	401.00
Transient Lodging Tax	-	-	-	-	-	-	-
General	703.00	739.69	787.50	4,274.50	-	-	8,323.94
Civic Center Project	22.50	224.46	-	2,052.25	-	-	5,392.96
Meeting Attendance	-	-	-	687.26	-	-	687.26
Governance/City Council	810.00	222.00	1,092.00	816.75	-	-	8,562.07
Meeting Attendance	532.00	746.67	1,650.76	897.12	-	-	10,014.69
Intergovernmental	1,477.00	-	67.50	-	-	-	3,905.00
Land Use/ Community Development	157.50	439.70	270.00	-	-	-	3,036.70
Meeting Attendance	-	875.42	465.42	-	-	-	2,007.84
Parks & Recreation	720.00	-	-	-	-	-	1,012.50
Personnel/Labor	-	239.50	215.00	-	-	-	1,258.00
AFSCME	-	-	-	-	-	-	-
City Administration	-	-	-	-	-	-	-
Public Records & Meetings	150.50	64.50	112.50	525.90	-	-	1,605.79
Public Safety	-	601.00	405.00	281.25	-	-	3,023.75
Public Works	238.95	1,587.80	88.00	1,350.00	-	-	5,291.95
Real Property Transactions	-	-	-	-	-	-	-
Risk Management/Litigation	-	585.40	249.20	22.50	-	-	10,555.33
Rights of Way-Telecommunications	224.20	127.28	709.50	67.66	-	-	2,861.08
Urban Renewal	-	-	-	-	-	-	67.50
Total	\$ 5,035.65	\$ 6,453.42	\$ 6,112.38	\$ 10,975.19	\$ -	\$ -	\$ 68,119.86



Gladstone Senior Center

Monthly Report

June 2019

Report Date: July 1, 2019

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

The start of Summer has been great for the staff of the Senior Center. We are now back to a more "normal" routine with Gladstone Community School classes starting again, homebound meal program gaining clients, and our congregate lunch continuing to grow.

As we had a visitor last month, June wouldn't be the same if it didn't have a visitor as well. Staff arrived on a Monday with everything being normal. Then we look at the window to a young deer with a small set of antlers (see pictures below). It made its way through our parking lot, crossed Portland Ave. and proceeded east on Jersey St. The young buck was just hanging out, not worried at all.

Our garden continues to grow (see pictures below), getting larger by the day. Once we are more established with the garden, we will begin distribution of fresh produce into our salad bar. A big thank you goes out to Nancy Turner, Linda Andrews, and others for assisting us with the maintenance of the garden, it is really appreciated!

Our monthly Foot Clinic has grown beyond our capacity. I met with the R.N.'s that run the program and we have a tentative plan to resolve our issue. If it works out, we will be adding another full day of service to our clients. Currently, the Senior Center provides this service once per month with 2-3 nurses, based on the needs of the Senior Center. By adding another day of service, we will be able to provide this service to our continually growing clientele. We will update you as this is worked out.

In June, your Senior Center staff:

- Provided over 800 meals to homebound and congregate clients, 250 one-way rides, and saw over 800 people through our doors.
- Nutrition Coordinator Debbie Ferren is working with our meal contractor to develop a new operation manual.
- On 6/3 CA Betz and SCM Black met with Clackamas County Director of Social Services, Brenda Durbin, to discuss her upcoming presentation to the City Council on July 9th.
- On 6/7 SCM Black attended a Disaster Communication: Working with underserved communities, the disabled, elderly, LGTQB, and immigrant.

- On 6/11 SCM Black attended the City Council meeting for the City Budget approval.
- SC staff continue to perform outreach in the City.
- On 6/24, work began on the final phase of the Senior Center roof. Work has progressed as planned with the final completion date anticipated to be around the 2nd week of July.
- If you missed it, the Senior Center made the front page of the Clackamas Review in June. You can still find this article online at: <https://pamplinmedia.com/clackamas-review-home/>
- We continue to coordinate with the Library on their Senior Craft Program. This has expanded beyond their capacity and we are very excited to host them here!
- The Senior Center continues to host the Clackamas County/ City of Gladstone Library Taskforce meetings.
- SCM Black met with Alex, the Gladstone Food Pantry Coordinator, to discuss the possibility of further coordination of services. We will keep you updated as this makes progress.

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



This is the little guy we spoke of earlier. Just wandering the streets of Gladstone, like he owned it!

The young buck.



Our first strawberries!



Tomato Plants going!



First 2 tomatoes growing!



City of Gladstone Monthly Report | JUNE 2019

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/Planning Actions	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YEAR TOTALS
Customer Service Counter Contacts	8	4	5	10	6	17	58
Customer phone contacts	48	42	35	45	52	73	295
Building Permits Issued	0	1	1	1	0	4	7
Pre-application conferences	3	1	0	1	0	0	5
Administrative Decisions	0	0	1	3	4	2	10

PLANNING COMMISSION ACTIONS/DECISIONS

- APPROVAL OF Z0239-19-E; CHILDREN'S COURSE CLUBHOUSE EXPANSION

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- NONE

PRE-APPLICATION CONFERENCES

- NONE

ADMINISTRATIVE PERMITS

- Z0268-19; Sign permit
- Z0129-19; Sign permit

BUILDING PERMITS

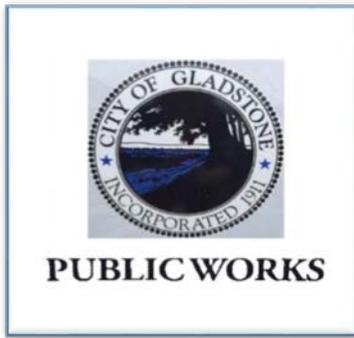
JUNE

Date	Address	Building Permit #	Description
6/25/19	18505 Portland Ave	B0146419	City Civic Center
6/17/19	415 Portland Ave	B0306819	Tenant Improvements

5/16/19	735 E Clarendon	B0468118	Clarendon Business Development
6/18/19	19400 Mcloughlin	B0305119	Sign Replacement

FUTURE ITEMS/PROPERTY UPDATES

Location	Topic	Contact
18085 se Webster Ridge Rd.	Proposed project evolving- current proposal includes amenities for existing apartment complex only. Will still require Comp Plan/Zone change; (Design Review and Conditional Use Permit to follow at a subsequent hearing	Cascadia Planning



GLADSTONE PUBLIC WORKS

Staff Report for the Month of

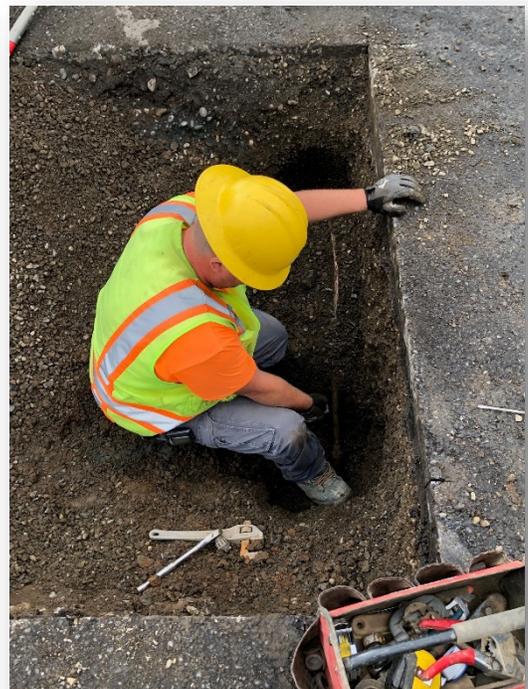
June, 2019

Report Date: June 28, 2019
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Jim Whynot, Public Works Director



Water Division continues to be busy with repairs and maintenance of our failing infrastructure.

Photos left and below shows replacing a water service at 235 Ipswich.





We also repaired a water line leak at 18335 Franklin Way (left), and a curb stop at 288 W. Exeter (below):



Sewer Division performed several sewer lateral inspections with the Clarendon Street project, as well as the routine homeowner sewer lateral replacement inspections.

Additionally, we TV'd the sewer trunk line on W. Clackamas Blvd. We believe this line is a significant source of our Sanitary Sewer Overflows (SSO's) into the Clackamas River. A portion of this line has negative grade which allows for grease to build up and clog this sewer line. Using the data collected from the line scope, we will plan to have this line replaced with a positive grade to allow for proper flow, once the city establishes funds with which to repair our infrastructure.



Storm Water Division has been cleaning catch basins in areas 1, 3, 5 and 6. Storm basin cleaning is now complete for this year, and we are in compliance with our DEQ NPDES requirements.

Since Public Works established routine maintenance and cleaning of the storm lines, we have discovered that several of our manholes were installed in a manner that does not allow access to clean the lines. In addition to cleaning the lines, the crew is enlarging the access holes. Photo right shows a newly built storm basin that allows us to clean the line.





We also had a large storm water project in the Donna Lynn subdivision. Years ago, for inexplicable reasons, the city installed what is known as a “bubble up” storm basin in this neighborhood. A “bubble up” brings storm water to the surface where it then runs down the street and erodes the asphalt. We installed an underground line, and new manhole which will keep the storm water in the storm system where it belongs. Photos above and below show the excellent work performed by the Public Works crew.





Water, Sewer, Storm, and Streets have all been busy with the Clarendon Street Community Development Block Grant work. In replacing the sewer and storm lines, we hit solid rock, which will require additional time and money. We are now looking at redesigning the storm system to so that it does not require such a deep grade.

Once completed, this project will entirely refurbish two blocks of Clarendon Street, inclusive of badly needed underground public infrastructure.



Parks Division had an especially busy and fruitful month, with the delivery and installation of the aluminum boarding dock at Meldrum Bar Park. Gladstone Public Works was recognized by the Oregon State Marine Board as being an exceptional agency to film our installation as a training video for other cities who are considering dock replacement. We received a letter of appreciation from the OSMB complementing our ingenuity, thoughtfulness, and attention to detail in making this a successful project. We are very proud of the level of competence and professionalism within this department.



Photo left shows the preparation to remove the old wooden boarding dock.

Photo below shows the installation of the new boarding dock. The crane is offloading the sections and place the dock sections in the water, where the crew will complete the connections and installation.



The final product, installed and ready to serve the City well for decades to come!



Wrapping up the project is the dismantling and removal of the old dock. The Oregon State Marine Board does not allow the sale or recycling of the dock to another user.



This dock had a considerable amount of lumber and Styrofoam, so this portion of the project required separation of materials as well.

Public Works also received notice that the \$350,000 grant for which we had applied to dredge the Meldrum Bar boat launch site was awarded. We were able to leverage this amount of funding with only a \$30,000 cash match, which was quite an accomplishment! With this grant, Public Works has leveraged over a half-million dollars in grant funding for the Parks just since hiring our Public Works Director and his staff, which is an excellent return on the City's personnel investment.



Streets Division has been busy patching streets, and preparing for our 2019 Pavement Management Plan Slurry Seal Project. The slurry seal contract was awarded to Blackline, Inc., and the project will begin the first week in July. Public Works, left, is shown preparing the streets for the slurry seal.

During our street repairs in preparation for the slurry seal, we discovered a mystery sinkhole that was the result of improper compaction.





Public Works continues to encounter issues associated with lack of oversight on ROW users, as well as poor construction practices in the past, that have left our streets in bad condition.

On the subject of rights of way, the city continues to see a lot of work being done in our rights of way. Public Works has worked hard to establish protocol and procedures to ensure that ROW licensees and users do not dig up our streets and sidewalks and leave a mess for the taxpayers to repair. Or, worse, a citizen having to pay \$10,000 to repair a driveway apron that eroded due to a poor repair of a utility cut. Public Works hopes that the revenue generated from the ROW licensing fees will allow this department to increase oversight and inspections in this badly needed area, and hold the contractors accountable for their work. Photo above shows an example of ongoing inspections.





The ferocious but short-lived little storm that passed through town near the end of the month left Public Works with a clean up job at the intersection of Glen Echo and Portland Avenue where a large tree blew down. The storm required quite a lot of street clean up by Public Works.

Facilities Division is nearing the wrap up of the repairs to the Senior Center, and working to finalize the painting of the exterior wall of the Fire Department.

Administration continues to juggle multiple tasks including:

- Administering multiple contracts, including Kennedy Restoration, Ri-Ky Roofing, CR Fabrication.
- Administering three simultaneous grant projects.
- Monitoring Portland Avenue holiday lights electrical wiring project.
- Ongoing Civic Center progress
- Engineer of Record quotes
- Oak Lodge Water Services IGA
- Monitor progress on DEQ MAO requirements
- Monitoring the slurry seal contract
- Trolley Trail Feasibility Study

Public Works Quote of the Month

A great leader takes people where they don't necessarily want to go, but ought to be.

Rosalynn Carter

GLADSTONE MUNICIPAL COURT JUNE 2019

	Viol. Filed	Viol. Disposed	Misd. Filed	Misd. Disposed	Parking filed
Jan. 2018	116	187	31	34	10
Jan. 2019	122	174	19	17	4
Feb. 2018	255	206	19	14	5
Feb. 2019	151	133	17	9	2
Mar. 2018	218	178	8	14	11
Mar. 2019	78	95	17	17	5
Apr. 2018	227	113	14	3	3
Apr. 2019	66	71	20	6	6
May. 2018	174	30	8	11	6
May. 2019	58	37	19	13	2
Jun. 2018	133	184	23	14	2
Jun. 2019	64	35	18	2	1
Jul. 2018	168	93	17	6	14
Aug. 2018	88	156	15	5	6
Sept. 2018	170	44	17	8	4
Oct. 2018	109	57	11	3	4
Nov. 2018	55	90	14	8	4
Dec. 2018	176	57	32	2	2

General Information for June 2019

- 64 violation filed
- 35 violations closed
- 18 misdemeanors filed
- 2 misdemeanors closed
- 2 violations were dismissed through the fixit program
- 25 warrants were issued
- 116 cases were set up on a payment agreement
- 21 overdue payment letters were mailed
- 86 driver's licenses were requested suspended
- 49 cases were sent to collections
- 15 cases sent to Department of Revenue
- 0 Jury trial was held
- \$18,497.75 in violation fees assessed
- \$18,540.84 in violation fees paid

GLADSTONE MUNICIPAL COURT JUNE 2019

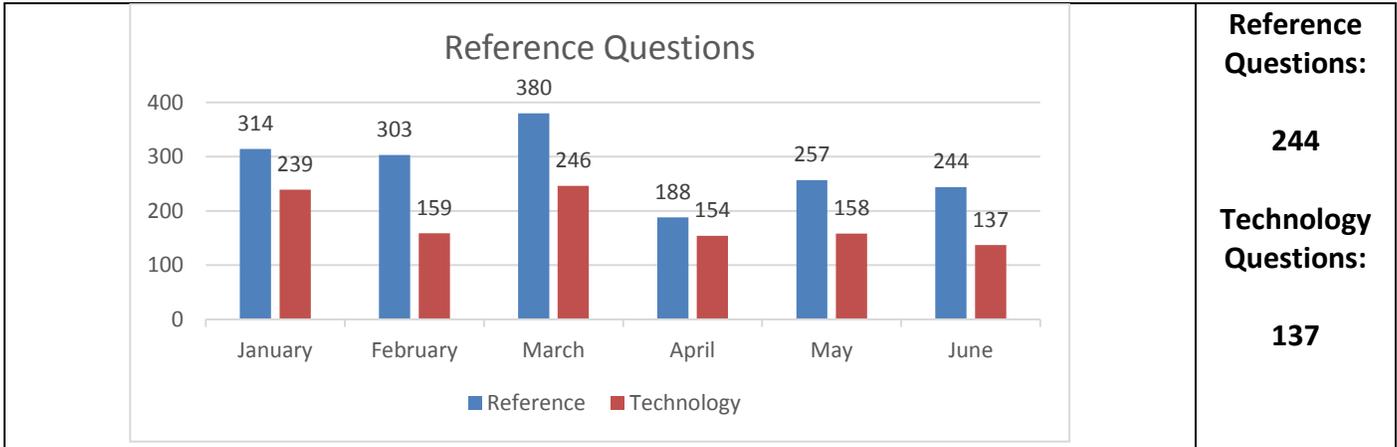
- \$5,178.05 in misdemeanor fees assessed
- \$12,325.76 in misdemeanor fees paid
- \$8496.09 was collection from Western Collection Agency

	Viol. Fee assessed	Viol. Fees Paid	Misd. Fine Assessed	Misd. Fees Paid
<i>Jan. 2018</i>	\$ 82,695.26	\$ 31,475.75	\$ 41,340.50	\$ 11,583.12
<i>Jan. 2019</i>	\$ 62,173.00	\$ 28,973.67	\$ 16,748.50	\$ 10,315.17
<i>Feb. 2018</i>	\$ 84,425.75	\$ 28,879.41	\$ 20,820.00	\$ 10,649.57
<i>Feb. 2019</i>	\$ 33,666.05	\$ 24,608.32	\$ 10,875.25	\$ 9,955.57
<i>Mar. 2018</i>	\$ 36,815.08	\$ 42,146.18	\$ 14,588.00	\$ 9,977.53
<i>Mar. 2019</i>	\$ 22,064.00	\$ 20,162.83	\$ 28,158.17	\$ 9,856.19
<i>Apr. 2018</i>	\$ 44,254.00	\$ 39,299.22	\$ 10,547.00	\$ 8,528.31
<i>Apr. 2019</i>	\$ 16,306.00	\$ 30,546.05	\$ 7,019.95	\$ 8,667.79
<i>May. 2018</i>	\$ 38,926.00	\$ 34,218.09	\$ 11,427.50	\$ 13,873.70
<i>May. 2019</i>	\$ 32,791.91	\$ 19,997.76	\$ 6,620.32	\$ 7,002.92
<i>Jun. 2018</i>	\$ 50,968.00	\$ 38,467.85	\$ 13,796.00	\$ 12,249.84
<i>Jun. 2019</i>	\$ 18,497.75	\$ 18,540.84	\$ 5,178.05	\$ 12,325.76
<i>Jul. 2018</i>	\$ 33,509.79	\$ 27,625.22	\$ 3,172.00	\$ 12,793.70
<i>Aug. 2018</i>	\$ 45,548.00	\$ 33,676.39	\$ 11,334.67	\$ 14,979.08
<i>Sept. 2018</i>	\$ 20,374.00	\$ 26,286.79	\$ 4,206.75	\$ 10,884.78
<i>Oct. 2018</i>	\$ 31,177.00	\$ 26,884.79	\$ 3,424.00	\$ 13,550.47
<i>Nov. 2018</i>	\$ 36,566.53	\$ 24,234.34	\$ 4,728.25	\$ 14,619.54
<i>Dec. 2018</i>	\$ 21,961.50	\$ 20,534.13	\$ 446.00	\$ 4,765.81

GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT

June 2019

Library Statistics: June 1 - 30, 2019



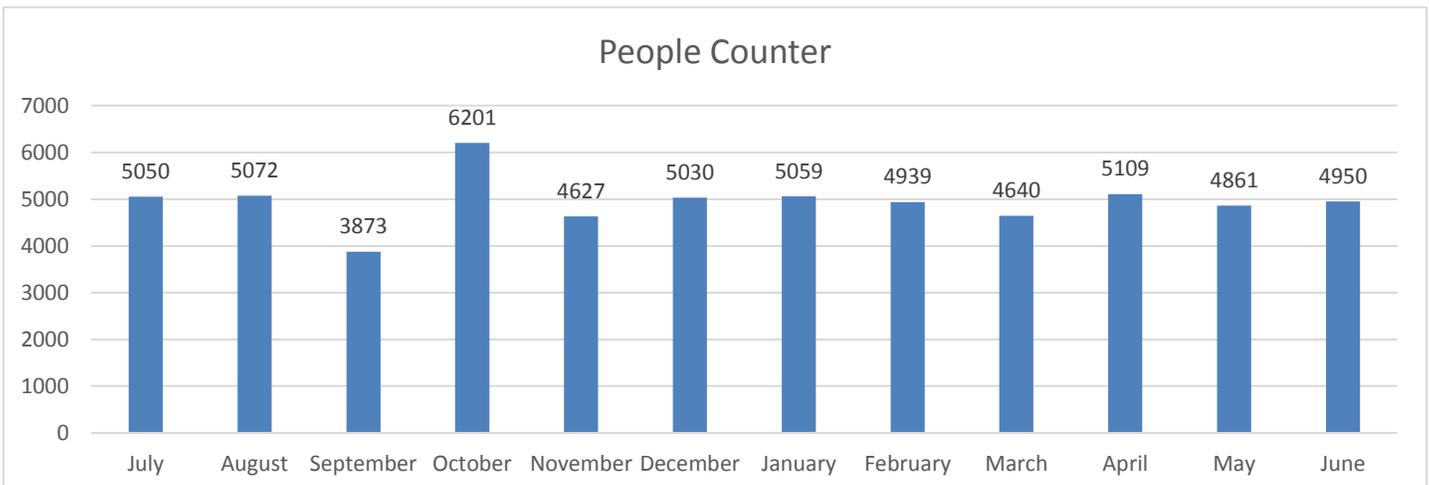
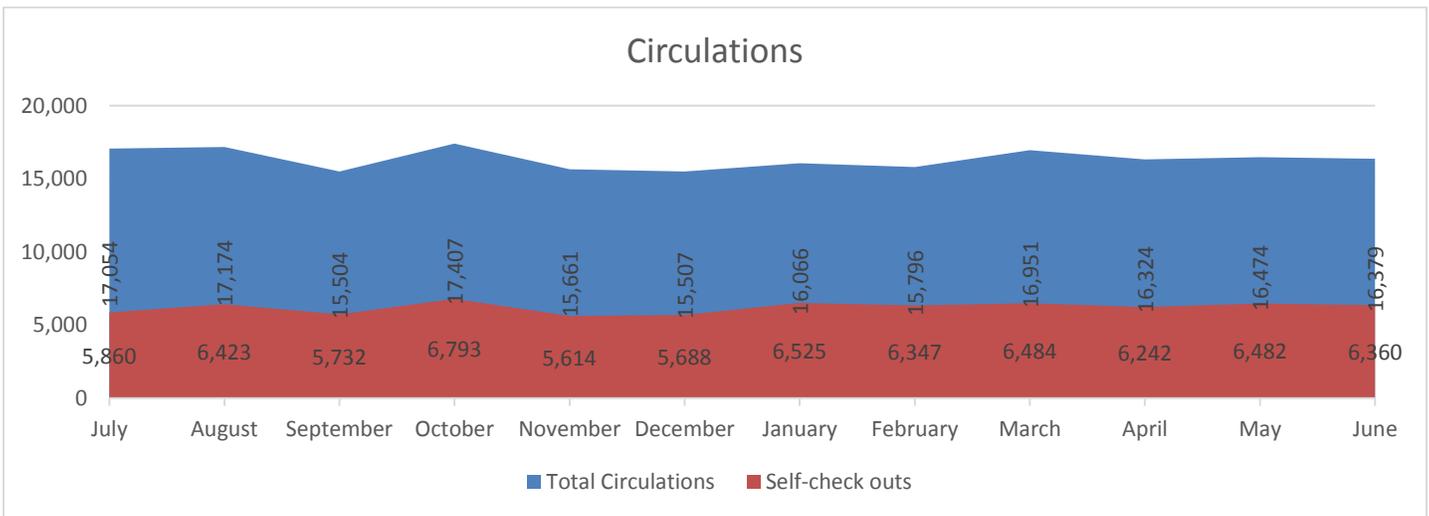
Reference Questions:

244

Technology Questions:

137

New Library Cards	Registered Borrowers	Items Owned	Total Circulations	Self-check outs	Holds Placed	Internet Sessions
59	5,546	45,633	16,379	6,482	4,093	801



GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT

June 2019

People Counter: 4950

Social Media:

- Facebook followers: 664
- Twitter followers: 200
- Instagram followers: 883

Volunteer hours: 134.75

Updates:

- Summer Reading sign-ups started in June, and we've had nearly 650 children & teens sign up for the program so far, with plenty of time left to sign up.
- Youth who have completed their reading logs can begin turning them in for finisher prizes between July 1st and August 31st, and they'll also be entered in our Grand Prize drawings for the three different age groups.
- We saw a jump in attendance at many of our regularly scheduled storytimes in June, seeing as many as 25 children and caregivers at some of them.
- Our first children's summer reading event, with Steve's Creature Feature, brought in 200 attendees!
- The Gladstone Library Task Force has been formed and is working on recommendations for the new library project.
- The City of Gladstone and Clackamas County continue to work diligently on details that outline the transfer of operations to the County.



GLADSTONE POLICE DEPARTMENT

535 Portland Avenue, Gladstone, OR 97027

MEMORANDUM

DATE: July 2, 2019

TO: Jacque Betz, City Administrator

FROM: John Schmerber, Chief of Police

SUBJECT: Monthly Report – June 2019

Administration:

Kristi Walls was hired as the Executive Assistant. The work Kristi has performed up to this point reinforces what a great decision we made in hiring Kristi. She is an excellent addition to the GPD family.

The month of June kicked off the selection process for police lieutenant who will replace retiring Lt. Greg Fryett. We have interviewed 4 candidates up to this point and will have all interviews completed by July 11. I anticipate a conditional offer to go out to one of the candidates during the month of July.

The police department command worked on the following areas:

- Internal purchasing efficiency and accountability.
- Performance evaluations to ensure accuracy and completion.
- Employee Engagement.
 - Specifically getting Sgt's in the field for visibility and mentorship
 - Development of all personnel and personal investment
- Identifying Crisis Intervention instructors to ensure all GPD personnel are trained in Crisis Intervention on a consistent basis.

Operations:

On June 13, 2019, GPD Officers contacted multiple juveniles around the footbridge who were later charged with MIP and Curfew. This is an example of GPD patrolling areas to include the park on Clackamas Dr. for vandals and park violators. I have heard a few of the community members asking for directed patrols in these areas and want to assure you that GPD has listened and are responding.

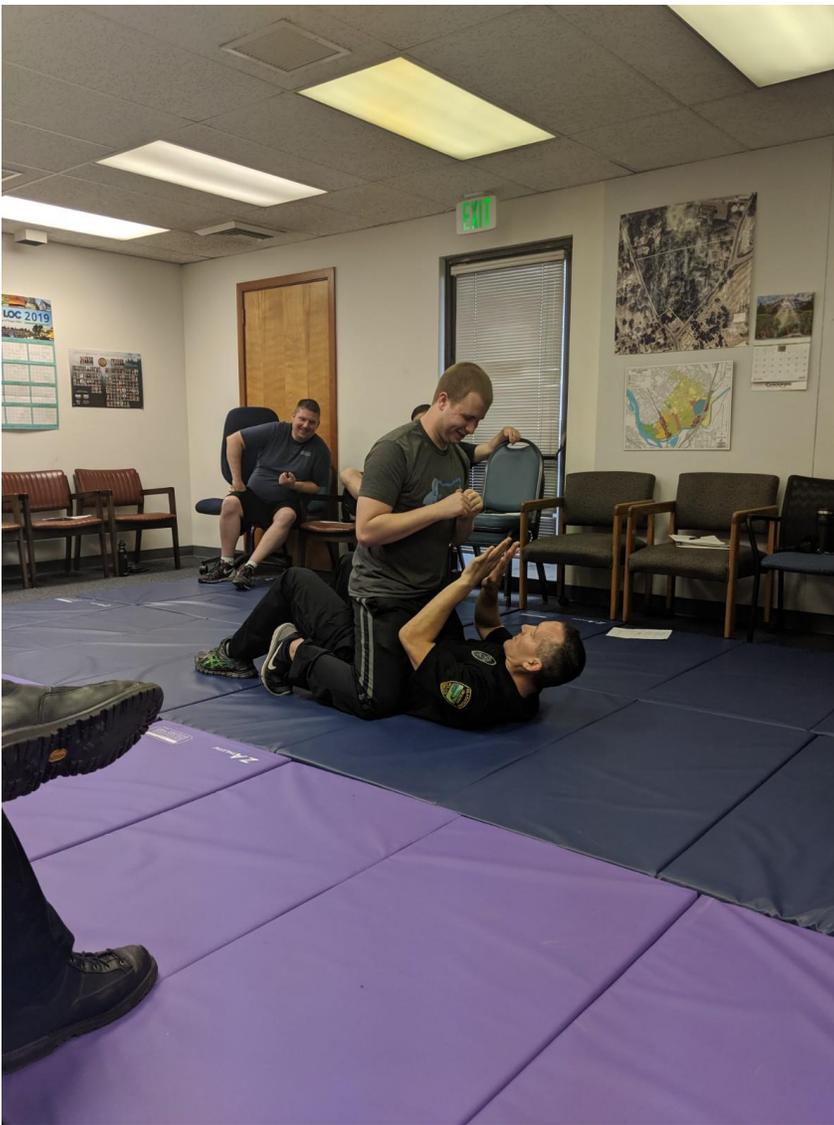
On June 24th, Officers notice a suspicious person on a bike around a bank of mailboxes in the early morning and developed probable cause to stop the subject. Although no probable cause was

developed, a possible pry tool was located. This is another example of proactive policing by uniformed officers that likely prevented multiple crimes.

As follow up on the Attempted Murder Case involving Douglas Staudt, he was recently sentenced to the State Hospital on the Attempted Murder charge and once released from the State Hospital, he will serve a 45-month sentence for Child Pornography.

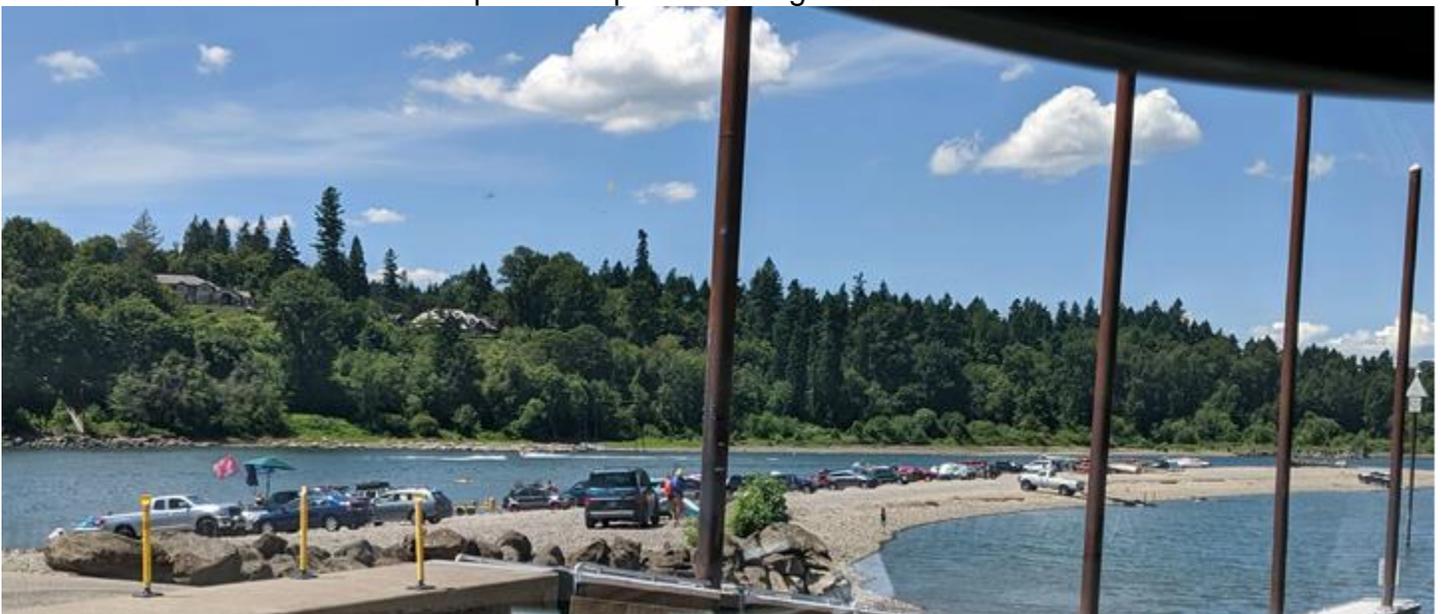
Officer Macfarlane and I attended the Springhill Neighborhood Watch meeting where the Gladstone Fire Marshal did a presentation. Yes if you're wondering, I look a little confused in this picture 😊





The police department finished up their final session of Defensive Tactics Training where Detective Lee Gilliam was the instructor. In the photo shows detective Gilliam demonstrating how to defend yourself while being attacked and how to overcome the position he is in.

The waterways in Gladstone have been getting busier and busier as the weather gets warmer. Officer Macfarlane was able to capture this picture during his shift.



Officer Dustin Olson and partner, K9 Officer Nanuk, completed their first year together. They both found success in their first year and will continue to work together to increase their skills and efficiency.

Statistics for the year:

- K9 Nanuk was deployed 48 times resulting in 7 captures:
- 18 Tracks
- 9 Building searches
- 14 High risk arrest/High risk traffic stops
- 4 Article searches (1 Crime scene located, 2 articles located)
- 3 Area searches
- 7 Public Demos

Officer Olson and Officer Nanuk participated in the Washington County K9 Trials for the first time and although they did not compete as well as they would have liked, they are working hard to bring home the trophy next year.



Code Enforcement:

Code Enforcement stats were lower than normal months; however, some good work was done throughout the month.

5	Abandoned Vehicles.
9	Follow ups
15	Ordinance Violation Calls for service
12	Parking Complaints
1	Assist Fire – CPR Call

5 New cases this month.

25	Lobby contacts
75	Phone contacts

2 complaint submissions in June utilizing the fillable form online.

I have provided photo samples below of what Code Enforcement has been doing over the last month.



Before



After



Before



After



Before



After



Before



After

Gladstone Fire Department

Monthly Report: June 2019

Report Date: July 3, 2019
To: City Administrator Jacque Betz
Cc: City Council
From: Fire Chief Rick Huffman

As we approach the 4th of July and the summer months, the Fire Department has been preparing for warm weather, wildland fires, large crowds and longer days. Wildfire is not just in the forested areas and parks. Many homes have overgrown vegetation and landscaping that can spread small fires into homes very quickly. Your firefighters have annual requirements for training on wildland fires from state and federal fire agencies that not only benefit them on large regional fires, but fires in the city limits of Gladstone.

Response Data for June 2019:

There were 136 responses by Gladstone Firefighters for the month of June. This number includes all responses; those that were initially dispatched as emergencies (then downgraded) and non-emergency calls for assistance. Any response is worthy of being noted as it has a risk associated to our firefighters and equipment.

There were 119 reportable emergency responses for June, 2019. Standard of Cover goal = 80% fractile.

Reminder: The Oregon State reporting system (Fire Bridge Elite) is the program used to collect this information. As noted in the standard of cover, record management and call data accuracy is vital. The idiosyncrasies of this system and how we enter the records is being reviewed to ensure the data is accurate. The results reported here are to reflect a trend and may not be exact. There are also many variables that affect responses and I am available to answer your questions.

May Code 3 EMS Responses = 93

Turnout Time: 78% of May EMS responses met the adopted turnout time of 1:30 minutes.

Response Time: 65% of May EMS responses met the adopted response time of 5:30 minutes.

May Code 3 Fire and Rescue Responses = 26

Turnout Time: 69% of May Fire/Rescue responses met the adopted turnout time of 2:00 minutes.

Response Time: 65% of May Fire/Rescue responses met the adopted response time of 6:00.

Definitions:

- **80% Fractile Goal:** Gladstone Fire will achieve adopted turnout goal 80% of the time.
- **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 traveling to the incident.
- **Response Time:** Response time equals the combination of Turnout Time and Travel Time.

Active Shooter & multiple casualty preparedness

Unfortunately, continued active shooter events across the nation have prompted me to increase our capabilities to respond to these type of emergencies. Fortunately, this equipment and training is beneficial at many other emergency and disaster scenes. In addition to increasing the fire department's ability to treat and manage multiple victims, we have collaborated with Police Chief John Schmerber and Detective Lee Gilliam to improve emergency medical equipment available to each Gladstone Police Officer.

Part of our increased preparedness is to offer emergency training to all City employees that includes emergency procedures for active shooter, fires and other emergencies. It also includes the national Stop the Bleed certification course to give everyone the ability to save a life by controlling severe bleeding.



Training Officer Tighe Vroman and Firefighter Zak Buchanan build new emergency medical kits for Gladstone Police Officers

Monthly reports from your Fire Department Staff:

Community Risk Reduction - From Asst. Chief/Fire Marshal Mike Funk:

Review business for Planning Commission-

- Attended planning commission meeting to provide comment for staff presenting plans to expand First Tee program at Rivergreens Golf course.
- Review and approve vendor plans for upcoming community festival.

Meetings

- Attended meeting with surrounding local Fire Marshals. Discussion included best business practices and how we can assist each other sharing how we perform our jobs on a day to day basis.

Business Inspections and development proposal reviews

- Sent email to Clackamas County building dept. confirming final approval for construction at Nissan dealership.
- Performed a business inspection at St. Stephens church with the assistance of Jonathon Jones from the State Fire Marshal Office.
- Reviewed layout of the proposed new building at the First Tee golf course. Presented the design team options to meet fire code requirements for building access per Oregon Fire Code.
- Attended 8th grade recognition ceremony to ensure safe seating and exits. Inspection of the dance and party area being used following the event.
- Attended the high school graduation event. Inspected for aisles and seating. Also provided emergency medical standby in the event of any issues from the high heat present at the



time of the event. Event took place outdoors during weather reaching mid-nineties during the event.

- Meet with Jason (congregation chair) at St. Stephen church to go over fire inspection report.

Education events

- Thanks to B-shift that provided a station tour to Somerset Lodge residents wishing to tour the fire station.
- Produce article for city newsletter about Seasonal crews performing fire hydrant maintenance.
- Hosted 5 classes of Gladstone Kindergarten kids to tour the fire station. Huge thanks to C-shift for greeting the kids and providing a great tour.
- Ordered free fire prevention supplies from the State Fire Marshal office.
- Funk was the guest speaker for the Springhill homeowners assoc. on June 4th

Miscellaneous:

- Substantial time spent working with new fire bridge “Elite” program. Our “Paid on Call” and “Hourly” wages are not working well with the Tyler system at this time.
- Produced copies of current budget values for the officers to review for upcoming end of biennium budget.
- Placed a large order for fire prevention supplies for upcoming Community Festival.
- Received and filled request for a home safety evaluation. Homeowner Tom P. needed assistance on where to locate new fire alarms to be fire safe.
- Raised the flag at the June 29th Car show to start the event.



From Deputy Chief Randy Hopperstad:

Logistics: Squad 390 is being scheduled for a warranty repair on the D.E.F. system pre heater during the week of July 8-12. Spent considerable time shuffling vehicles to and from maintenance and Sandy Ford for repairs and preventive maintenance. All front line apparatus has now had its yearly preventative service and is in ready condition. Received supplies for the next group of members coming on board and placed in stock.

Meetings: Attended monthly meeting of the Fire Defense Board followed by C-800 fire user board at Molalla Fire Dist. Attended C-800 user board at CCOM and introduced our new Chief to the Boards. I also attended both AM and PM monthly business and safety meetings. Attended Command Staff meeting in conference room at City Hall. I also took part in the City sponsored distracted driver class.

Building Maintenance: Weather permitting I am going to try to paint our container at Meldrum bar park this month and prepare our second container to be moved there as well. Contacted Facilities to request a bid to separate the dish washer from the tap out switch. Bid has not been received as of yet.

From Training and EMS Officer Tighe Vroman:

Significant advances were made in June to improve our multiple casualty response supplies and equipment. Specific training and updates on triage and immediate medical care will begin in July.

Meldrum Bar Training Site: Additional work has been completed at our temporary training site at Meldrum Bar park. Containers and concrete props will allow us to provide some of the training for new firefighters in Gladstone and reduce the time crews spend outside of the city for this type of training.



Gladstone Fire Recruit Testing and Academy planning: With great help from Nancy McDonald at Human Resources, recruit candidates are being selected to move forward with the process to become Paid-On Call firefighters. Planning is underway to begin a recruit academy in August.

From Shift Captains:

A Shift: Captain Patrick Brost

Notable Calls: on June 25th, 2019 at 10:26 pm – Engine 391 was dispatched to assist Clackamas County with a residential structure fire. E-391 crew used attack lines to help extinguish the fire and many valuable lessons were learned and shared during an after action report presented by Chief Huffman during our fire officer meeting.



B Shift: Captain Kirk Stempel

SPECIAL OPERATIONS - TECH RESCUE

On June 5th, our training day included Surface Water Rescue. We practiced skills that included victim rescue, swimming through current, and rope deployment. With warm days, it is imperative that we continue to sharpen our skills for when a rescue situation should occur.



AO Zak Buchanan attended a week long rope rescue class where he learned low angle and high angle rescues along with rappelling. In this class, he also was taught different patient loads along with a focus on responder safety.

On June 11th, Eng. Leibner spent the day with the Clackamas County Water Rescue Consortium (CCWRC) training on the Clackamas River near Carver Park. This training was extremely valuable as this area has seen many drownings in



the past and it is very important to understand the hydrologic importance of this area.

On June 21st, Lt. Cerda attended a dive drill along with Lake Oswego Fire and Clackamas County Sheriff. This was their annual deep dive and obstacle course, that gave participants stronger skills to be able to complete tasks when called upon.

PIO

Continued updates and changes to the Gladstone Fire Department website. Many changes coming to our social media accounts so stay tuned for updates. Working on PSA's with local media outlets stressing water safety.

RESPONSE

On June 11th, B Shift responded along with Clackamas Fire D1 on a car fire along the side I205. On arrival, not only was the car fully involved, but it had also extended into the grass nearby. Fire was quickly extinguished by both departments and no injuries were reported.



Public Relations

On June 19th, B Shift, along with Captain Vroman, had the wonderful opportunity to talk to a group of folks from Somerset Retirement. It was a great opportunity to show off our station and the equipment we use, as well as talking about what we do. There were tons of questions from each and everyone of them.



On June 29th, B Shift had the honor of raising the flag over the 1st annual downtown Portland Avenue Car Show. It was very special being asked to be part of this event.



C Shift: Richard Newton

On C-shift there was a lot of events going on during the month. One of the events which occurred on C-shift was five fire station tours, with four of them being the kindergarten classes from GCCF (Gladstone Center for Children and Families). Gladstone Fire Department (GFD) assisted with lowering the POW flag and raising the American flag at Latus Motors. It has been a busy month with GFD running 136 calls.



City of Gladstone Staff Report

Report Date: July 2, 2018
Meeting Date: July 10, 2018
To: City Council

From: Jacque M. Betz, City Administrator

AGENDA ITEM

Consider authorizing the extension of an intergovernmental agreement (IGA) for Clackamas County to provide temporary Library Director Services until September 30, 2019.

History/Background

In July 2018, the Gladstone City Council and the Clackamas County Board of Commissioners approved an IGA for the County to provide temporary Library Director Services. Section 1 Effective Date, currently states the agreement expires June 30, 2019. However, the City and County are still negotiating a different IGA to transfer City employees over to the County and both parties desire to extend our current arrangement for Library Director Services until September 30, 2019.

Proposal

- ✓ Under the effective date in Section 1 amend the extension of the termination date of the Agreement to September 30, 2019.
- ✓ Under Section 2, Consideration, of the Agreement amend it to provide additional compensation for the extended term of the Agreement. For the period of July 1, 2019 through September 30, 2019, the City will pay the County the sum of \$18,123.25, which sum represents half of salary and benefits of the current Oak Lodge Library Director, Mitzi Olson, during the extended term of the Agreement. The City shall make payment to the County within thirty (30) days of execution of this Amendment.

Options

- The City Council could choose not to extend the agreement and direct the City Administrator to recruit a temporary Library Director until September 30, 2019.

Cost Impact

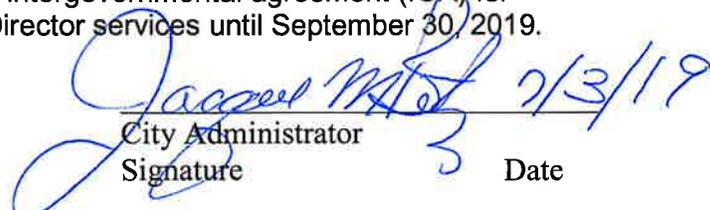
- The City will pay the County \$18,123.25. This figure represents half of salary and benefits of current Oak Lodge Library Director, Mitzi Olson. Funding is available in the City of Gladstone Library biennium budget.

Recommended Staff Action

Staff recommends authorizing the extension of an intergovernmental agreement (IGA) for Clackamas County to provide temporary Library Director services until September 30, 2019.

Department Head
Signature

Date


City Administrator
Signature

Date

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
BETWEEN CLACKAMAS COUNTY
AND THE CITY OF GLADSTONE**

THIS AMENDMENT (“Amendment”) is entered into by and between Clackamas County (“County”), a political subdivision of the State of Oregon, and the City of Gladstone (“City”) and shall become a part of that Intergovernmental Agreement entered between the parties on July 17, 2018 (the “Agreement”).

RECITALS

WHEREAS, authority is conferred upon local governments under ORS 190.010 to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform;

WHEREAS, the parties desire to extend the effective date of the Agreement and to provide additional compensation for the County to provide temporary library director services on behalf of the City during the extended term of the Agreement;

NOW, THEREFORE, in consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to amend the Agreement as follows:

1. **Effective Date.** Section 1, Effective Date, of the Agreement is hereby amended to extend the termination date of the Agreement from July 13, 2018 to September 30, 2019.
2. **Consideration.** Section 2, Consideration, of the Agreement is hereby amended to provide additional compensation for the extended term of the Agreement. For the period of July 1, 2019 through September 30, 2019, the City will pay the County the sum of \$18,123.25, which sum represents half of salary and benefits of the current Oak Lodge Library Director, Mitzi Olson, during the extended term of the Agreement. The City shall make payment to the County within thirty (30) days of execution of this Amendment.

Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect. By signature below, the parties agree to this Amendment, effective upon the date of the last signature below.

IN WITNESS HEREOF, the Parties have executed this Amendment by the date set forth opposite their names below.

Clackamas County

City of Gladstone

Chair, Board of County Commissioners

By: _____
Its: _____

Date

Date

City of Gladstone Staff Report

Report Date: July 2, 2019
Meeting Date: July 8, 2019
To: City Council
From: Cathy Brucker, Interim Finance Director

AGENDA ITEM

Consider approval of Resolution No. 1164, a resolution authorizing a budget increase in the 2019-2021 Biennial Budget for the Self Contained Breathing Apparatus (SCBA) Equipment for the Fire Department.

History/Background

The City Council of the City of Gladstone, adopted Resolution No. 1162 for the 2019-2021 biennium budget on June 11, 2019, in the amount of \$53,760,620.

In the previous biennial budget, 2017-2019, the Fire Department had secured a federal grant to purchase 28 complete self-contained breathing apparatus units (SCBA), 28 spare cylinders and 40 individual issued face masks, for purchase and reimbursement within the 2018-19 fiscal year. The City had planned to piggy-back off of the City of Portland Fire Department's specifications and contract, with full anticipation that the transaction would be completed by June 30th, 2019.

However, the City of Portland still has not released their information for purchase. The vendor offered to match the quoted price, but was not able to fulfill the order by June 30th, 2019, and the equipment is now anticipated to be received in August, 2019. Also, the performance period for the grant expires on August 29th, 2019, so it is imperative we move forward with this purchase.

Proposal

Due to the year-end timing issues, the grant resource and appropriation were not included in the recently adopted biennial budget for 2019-2021.

In order to stay in legal compliance, the General Fund/Fire Grants and SCBA Equipment Reserve will need to be increased by \$191,620, for a total biennial budget of \$53,952,240.

This increase is permitted for specific purpose grants and gifts under the "unforeseen occurrence" provision of ORS 294.338(3).

Options

- Do not increase resources and appropriations as needed, and not complete the purchase of the SCBA's.

Cost Impact

- There are no additional cost impacts due to the nature of the adjustment. Costs are offset equally within both revenues and expenditures. The necessary grant match of \$9,580 will be absorbed within the existing Fire Department budget per Chief Huffman.

Recommended Staff Action

Staff recommends approval of Resolution No. 1164 as presented with the following motion:

"I make a motion to approve Resolution No. 1164 of the City of Gladstone, Oregon adopting a budget increase of \$191,620, for the biennium years 2019-2021 for the purchase of the Self Contained Breathing Apparatus Equipment".

			
Department Head Signature	Date	City Administrator Signature	Date

RESOLUTION NO. 1164

CITY OF GLADSTONE, OREGON

A Resolution of the City Council of the City of Gladstone, Oregon, making an increase in the 2019-2021 Biennial Budget for the 2019-2020 Fiscal Year

WHEREAS, the Council of the City of Gladstone adopted Resolution No. 1162 for the 2019-2021 Biennium Budget on June 11, 2019, in the amount of \$53,760,620, and

WHEREAS, in 2018 the City of Gladstone Fire Department received a federal grant for 28 Self Contained Breathing Apparatus Units (SCBA’s), with intent to purchase by June 30, 2019, however was unable to complete by that fiscal deadline, and

WHEREAS, due to the end of fiscal year timing issues, the 2019–2021 Biennial Budget does not reflect the necessary resource and appropriation to complete this acquisition, and

WHEREAS, ORS 294.38(3) allows the increase by resolution of the resources and appropriations resulting from specific purpose grants and gifts, under the unforeseen occurrence provision,

NOW, THEREFORE, BE IT RESOLVED that the following amounts are added to the 2019-2021 Biennial Budget to facilitate the purchase of the SCBA units within the grant performance period, expiring August 29, 2019, and will increase the 2019-2021 Biennial Budget to \$53,952,240:

	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
<u>General Fund</u>			
Resources:			
Fire Grants	\$140,000	\$191,620	\$331,620
Appropriations:			
Turn-Outs & SCBA Reserve	\$ -	\$191,620	\$191,620

Resolution No. 1164 is effective July 9, 2019.

This Resolution is adopted by the Gladstone City Council and approved by the Mayor this 9th day of July, 2019.

Tamara Stempel, Mayor

Tami Bannick



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: July 2, 2019
Meeting Date: July 9, 2019
To: Gladstone City Council
From: Jacque Betz, City Administrator

Agenda Item

Consider entering into an intergovernmental agreement (IGA) between Water Environmental Services (WES), the City of Oregon City, and the City of Gladstone, related to the Tri-City Good Neighbor Program.

History/Background

In the spirit of governmental collaboration, Clackamas County's Water Environment Services (WES) are partnering with the cities of Gladstone and Oregon City to advance environmental restoration, economic development and community improvement opportunities in what is currently known as the Tri-City wastewater recovery region. The outcome of this partnership is to build a greater community together, through strategically agreed upon projects that support our economy, ecology, and the community.

Goals:

- ✓ Connect communities of Oregon City and Gladstone through improved recreational opportunities, such as pathways, parks and trails.
- ✓ Enhance fish and wildlife habitat and riparian areas.
- ✓ Create opportunities for collaboration and leveraging resources
- ✓ Enhance public knowledge on wastewater treatment and what it can do to protect water quality through education and special projects.

Proposal

Attached is a draft IGA, that was the subject of a work session between WES, Oregon City, and Gladstone on May 21, 2019. Also included in your packet (Exhibit A) is a copy of the PowerPoint presented at the work session.

In the IGA, WES agrees to establish a "Good Neighbor Fund" and deposit \$250,000 each year beginning July 1, 2019 for 10 years. The funds will be split based on the number of Equivalent Dwelling Unit (EDU)'s from each participating city, with the initial split being 80% funds to Oregon City and 20% to Gladstone, which, for Gladstone equates to approximately \$50,000 annually. This percentage will be updated annually based on the EDU's from each city.

Proposed Gladstone projects have been identified from the City's recently adopted Parks Master Plan and would utilize the Parks and Recreation Board to meet the public involvement criteria.

Potential Gladstone Projects include (but not limited to):

- Connect trail under 99E Bridge to Clackamas Blvd.
- Realign trail between orchard and boat launch at Meldrum Bar Park.
- Install wildlife viewing area with signs at Dahl Beach.
- Repair trail and remove stairs at Cross Park.
- Stabilize bank to prevent erosion at Cross Park.
- ADA compliance at several parks.
- Fitness Court at Charles Ames Park.
- Trolley Trail Bridge replacement.

The IGA is effective when executed and expires June 30, 2029. Additionally, any party may terminate their participation upon 30 days' notice without effecting the other party's participation.

Options

- Provide resources for parks is an adopted goal in the City of Gladstone's current Strategic Plan however, the City Council could choose not to enter into and IGA to receive the funds.

Cost Impact

- WES agrees to establish a Good Neighbor Fund and deposit at least \$250,000 into the fund each fiscal year on July 1 beginning in 2019. The funds will be distributed to the Cities shortly thereafter, with the distribution split based on the number of (EDUs) for each City. The initial split being 80% of funds to Oregon City and 20% to Gladstone. This percentage will be updated annually based on the EDUs from each City.
- The City of Gladstone would set up a dedicated fund in the parks budget to receive revenues; specifically called the *Good Neighbor Program*. Beginning July 1, 2019, the City is estimated to receive \$50,000

Recommended Staff Action

Staff recommends that the City Council approves the intergovernmental agreement (IGA) between Water Environmental Services (WES), the City of Oregon City, and the City of Gladstone, related to the Tri-City Good Neighbor Program.

Department Head
Signature

Date



City Administrator
Signature

7/3/19
Date

**INTERGOVERNMENTAL AGREEMENT
BETWEEN WATER ENVIRONMENT SERVICES,
THE CITY OF OREGON CITY, AND
THE CITY OF GLADSTONE
RELATED TO THE TRI-CITY GOOD NEIGHBOR PROGRAM**

THIS INTERGOVERNMENTAL AGREEMENT (this “Agreement”) is entered into and between **Water Environment Services** (“WES”), an intergovernmental entity formed pursuant to ORS Chapter 190, the **City of Oregon City** (“Oregon City”), an Oregon municipality, and the **City of Gladstone** (“Gladstone”), an Oregon municipality, collectively referred to as the “Parties” and each as “Party.” Oregon City and Gladstone will be collectively referred to as the “Cities.”

RECITALS

This Agreement is made pursuant to Oregon Revised Statutes Chapter 190.010, which confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.

Since 1986, WES has been the wastewater treatment services provider for the cities of Oregon City and Gladstone, and the Tri-City Resource Recovery Facility (“TCRRF”) is located in Oregon City and directly across the river from Gladstone. WES desires for the TCRRF to be a positive impact on multiple aspects of the host communities beyond just resource recovery. In the spirit of governmental collaboration, Oregon City and Gladstone are partnering with WES to advance environmental restoration, economic development and community improvement opportunities in the TCRRF neighborhood area as defined on Exhibit A attached hereto (the “Good Neighbor Area”). The outcome of this partnership is to build greater community together through strategically agreed upon projects that support our economy, ecology, and the community with funding provided by WES (“Good Neighbor Program”).

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

TERMS

1. **Term.** This Agreement shall be effective upon execution, and shall expire upon June 30, 2029. The Parties shall review this Agreement every five (5) years, with any changes incorporated in a signed writing executed by all Parties.
2. **Good Neighbor Fund.**
 - A. WES agrees to establish a fund (“Good Neighbor Fund”) and, for the duration of this Agreement, deposit at least **Two Hundred and Fifty Thousand Dollars** (\$250,000) into the Good Neighbor Fund each fiscal year on July 1, beginning on July 1, 2019. The Good Neighbor Fund shall be available for use by the Cities to advance environmental restoration, economic development and community improvement opportunities in the Good Neighbor Area.
 - B. The funds will be distributed to the Cities shortly thereafter, with the distribution split based on the number of EDU’s from each participating city. The initial split being 80% of funds to Oregon City and 20% to Gladstone. This percentage will be updated annually based on the EDU’s from each city.

- C. Projects eligible to receive Good Neighbor Fund monies must have at least one of the following purposes (“Fund Approved Purpose”):
- i. Connect communities of Oregon City and Gladstone through improved recreational opportunities, such as pathways, parks and trails.
 - ii. Enhance fish and wildlife habitat and riparian areas.
 - iii. Create opportunities for collaboration and leveraging resources between the two cities and/or WES relating to another approved purpose hereunder.
 - iv. Enhance public knowledge on wastewater treatment and surface water management and what they can do to protect water quality through education and special projects.
- D. It is the intention of the parties that the amount of the WES contribution to the Good Neighbor Fund shall adjust annually to reflect the growth in the number of connections in the communities who host the TCRRF. For the 2020-2021 Fiscal Year and thereafter, the amount contributed into the Good Neighbor Fund for distribution shall be equal to the greater of (i) \$1 per EDU per month for connections served by WES in both Gladstone and Oregon City, or (ii) \$250,000.

3. **Obligations of the Cities.**

- A. Coordination amongst the Cities. The Cities agree to each manage their own funds and project list in accordance with the terms of this Agreement.
- B. Project Development; Public Involvement. The Cities agree to establish a process for developing and prioritizing projects and/or efforts to be undertaken with the Good Neighbor Fund. The Cities will ensure there is an opportunity for citizen involvement or feedback throughout the project development and/or prioritization process.
- C. Establishment of Separate Program Account; Unused Funds. The Cities agree to each create a separate program account for deposit of Good Neighbor Fund monies and will ensure that projects align with terms outlined in this Agreement. The Cities agree not to use Good Neighbor Fund monies for general government purposes. The Cities will carry forward any funds not expended during a budget year to the following year; however, any Good Neighbor Fund monies not spent within three years of their transfer to the Cities will be returned to WES, unless agreed to in advance for longer-term projects.
- D. Annual Report. By April 1 of each year, the Cities will provide a written report to WES summarizing the work performed under the Good Neighbor Program for the year, including the revenues and expenditures of the Good Neighbor Fund monies and the balance carried forward, if any.
- E. Promotion of Program. The Cities agree to publish information about the program, including the goals, projects, annual reports and relevant contact information on each of their websites, and to include WES signage on projects supported by the Good Neighbor Fund. The Cities agree to coordinate with WES on the development of a shared branding icon and appropriate signage for each project.
- F. Records. The Cities agree to maintain complete and accurate records related to the administration of the Good Neighbor Program consistent with the requirements of Oregon Public Records Law and all funds expended and carried forward, and will make these records available to WES for inspection, auditing and copying in compliance with Section 9(D) below.

4. **Representations and Warranties.**

- A. Cities' Representations and Warranties. Each of the Cities represents and warrants to WES that the Cities have the power and authority to enter into and perform under this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of the Cities enforceable in accordance with its terms.
- B. WES Representations and Warranties. WES represents and warrants to the Cities has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of WES enforceable in accordance with its terms.
- C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

5. **Termination.**

- A. Any party may terminate their participation in this Agreement at any time upon thirty (30) days' notice to the other parties.
- B. WES, Oregon City, or Gladstone may terminate this Agreement in the event of a breach of the Agreement by another Party. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. WES, Oregon City, or Gladstone shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination

6. **Indemnification.** The Cities each agree to indemnify, hold harmless and defend WES and Clackamas County, and their officers, elected officials, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the Cities or the Cities' employees, subcontractors, or agents. However, neither the Cities nor any attorney engaged by the Cities shall defend the claim in the name of WES or County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Clackamas County Counsel's Office authority to act as legal counsel for WES or County, nor shall the Cities settle any claim on behalf of WES or County without the approval of the Clackamas County Counsel's Office. WES or County may, at its election and expense, assume its own defense and settlement.

7. **Insurance.** The Parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law.

8. **Notices; Contacts.** Legal notice provided under this Agreement shall be delivered personally, by email or by certified mail to the individuals identified below. Any communication or notice so addressed and mailed shall be deemed to be given upon receipt. Any communication or notice sent by electronic mail to an address indicated herein is deemed to be received 2 hours after the time sent (as recorded on the device from which the sender sent the email), unless the sender receives an automated message that the email has not been delivered. Any communication or notice by personal delivery shall be deemed to be given when actually delivered. Either Party may change the Party contact information, or the invoice or payment addresses by giving prior written notice thereof to the other Party at its then current notice address.

Gregory Geist, Director, or his designee will act as liaison for the WES.

Contact Information:

150 Beavercreek Road, 4th Floor
Oregon City, OR 97045

Copy to:
County Counsel
2051 Kaen Rd
Oregon City, OR 97045
Attn: Amanda Keller

Tony Konkol, City Manager, or his designee will act as liaison for Oregon City.

Contact Information:

Jacque Betz, or her designee will act as liaison for Gladstone.

Contact Information:

City of Gladstone
525 Portland Avenue
Gladstone, OR 97027
betz@ci.gladstone.or.us

9. **General Provisions**

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of WES without giving effect to the conflict of law provisions thereof. Any claim between WES and the Cities that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the WES of any form of defense or immunity, whether sovereign

immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. The Cities, by execution of this Agreement, hereby consent to the in personam jurisdiction of the courts referenced in this section.

- B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by a Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by another Party.
- D. **Access to Records.** The Cities shall retain, maintain, and keep accessible all records relevant to this Agreement (“Records”) for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. The Cities shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, the Cities shall permit WES’ authorized representatives access to the Records at reasonable times and places for purposes of examining and copying.
- E. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- F. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- G. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind any Party unless in writing and signed by the Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of any Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- H. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

- I. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of another Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- J. **No Third-Party Beneficiary.** Oregon City, Gladstone and WES are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- K. **Subcontract and Assignment.** The Cities shall not assign or transfer any of their interests in this Agreement by operation of law or otherwise, without obtaining prior written approval from WES, which shall be granted or denied in WES' sole and absolute discretion. WES' consent to any subcontract shall not relieve the Cities of any of their duties or obligations under this Agreement.
- L. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- M. **Survival.** All provisions in sections 6, 8, and 9 shall survive the termination of this Agreement.
- N. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- O. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- P. **Force Majeure.** Neither the Cities nor WES shall be held responsible for delay or default caused by events outside of the Cities' or WES' reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, the Cities shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- Q. **Confidentiality.** The Cities acknowledge that they and their employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by the Cities or their employees or agents in the performance of this Agreement shall be deemed confidential information of WES ("Confidential Information"). The Cities agree to hold Confidential Information in strict confidence, using at least the same degree of care that the Cities use in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.

[Signature Page Follows]

IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

Water Environment Services

City of Oregon City

Chair, Board of County Commissioners

Date

Date

Approved as to Form:

City of Gladstone

County Counsel Date

Jacque M. Betz, City Administrator

Date

EXHIBIT "A"

May 21, 2019

**Working Together:
Tri-City Good Neighbor Fund**

Greg Geist, WES Director



Who we are. What we do. Why we matter.



Environment

- Healthy Waterways
- Clean Water

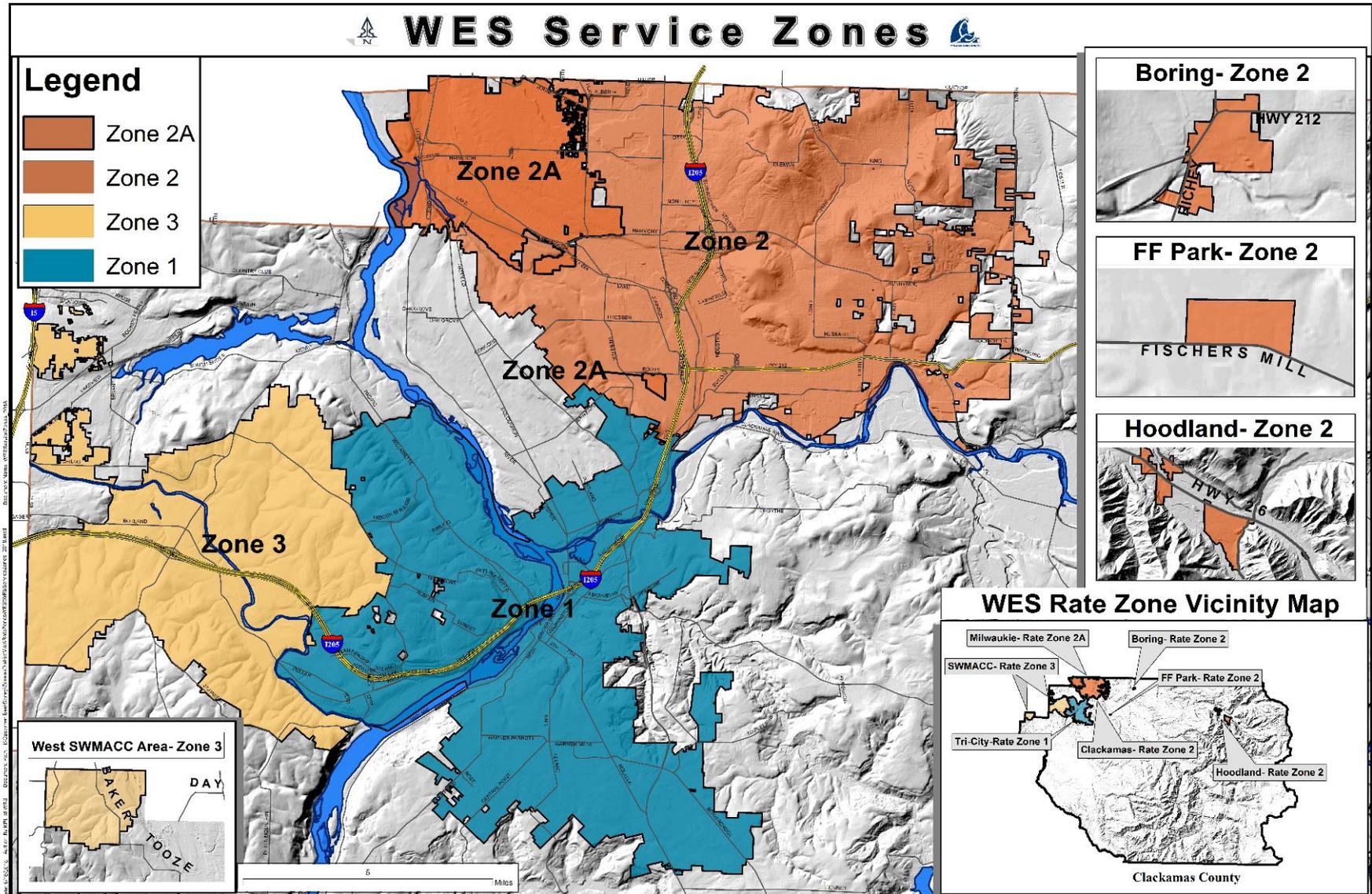
Social

- Healthy & Safe Communities
- Engaged Public
- Affordability

Economics

- Thriving Cities
- Competitive Business and Industry

Who we serve



Working Together: Kellogg Good Neighbor Fund



Working Together: Tri-City Good Neighbor Fund



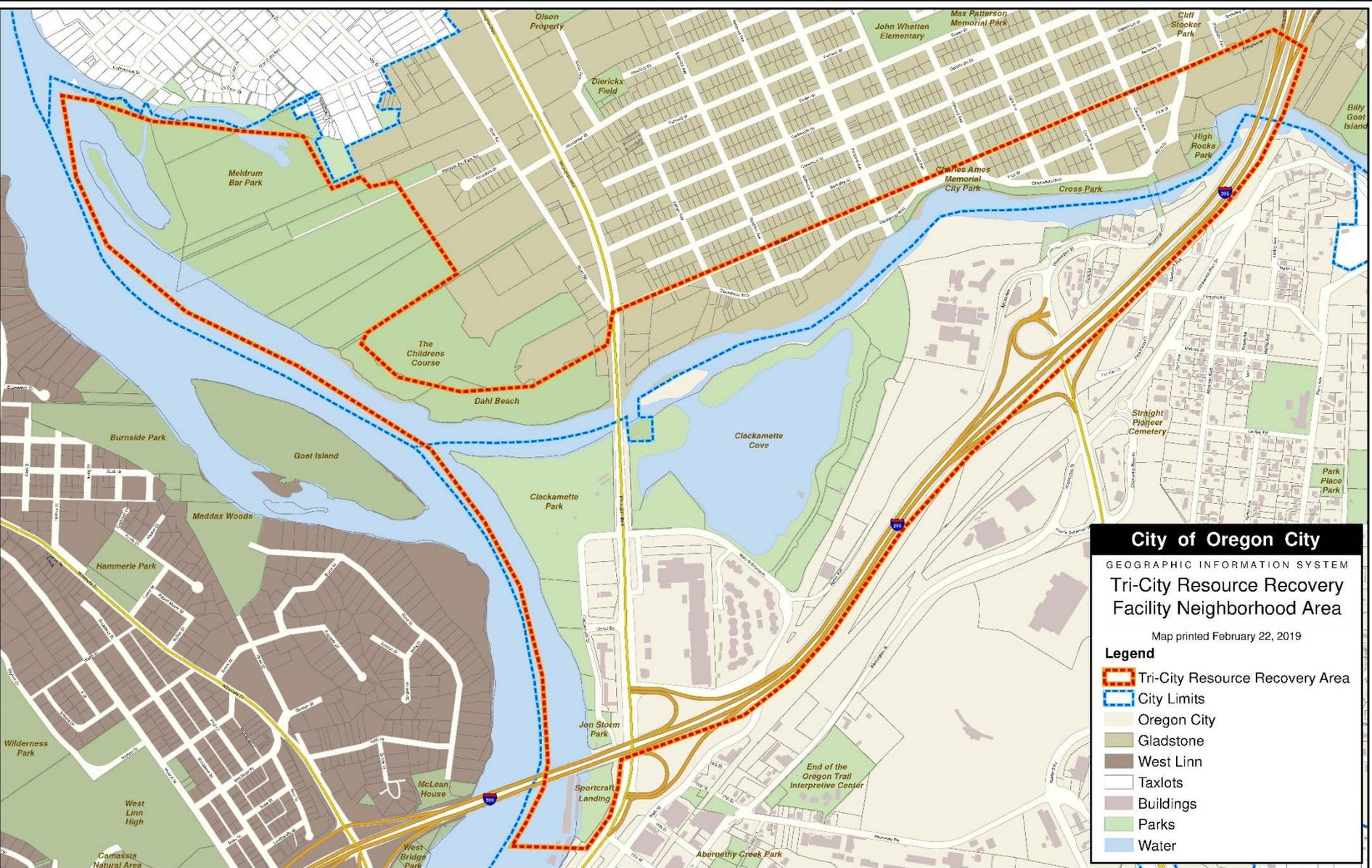


Exhibit A



1 inch = 1,100 feet



The City of Oregon City makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, or surveying purposes. Notification of

City of Oregon City
 P.O. Box 3040
 625 Center St
 Oregon City, OR 97045
 503-657-0891 phone
 503-657-6629 fax
www.orcity.org



Tri-City Good Neighbor Fund

- » WES agrees to establish a fund and, for the duration of this Agreement, deposit **Two Hundred and Fifty Thousand Dollars** (\$250,000) into the Good Neighbor Fund each fiscal year on July 1, beginning on July 1, 2019.
- » The Good Neighbor Fund shall be available for use by the Cities to advance environmental restoration, economic development and community improvement opportunities in the Good Neighbor Area.
- » The funds will be split based on the number of EDU's from each participating city, with the initial split being 80% of funds to Oregon City and 20% to Gladstone. This percentage will be updated annually based on the EDU's from each city.

Good Neighbor Fund Project Eligibility

Eligible projects include one or more of the following:

- » Recreational improvements such as pathways, parks and trails
- » Enhancement of fish and wild habitat and riparian areas
- » Public education related to wastewater treatment and surface water management



Gladstone Project Examples

- » Connect trail under 99E Bridge to Clackamas Blvd.
- » Realign trail between orchard and boat launch at Meldrum Bar Park.
- » Install wildlife viewing area with signs at Dahl Beach.
- » Repair trail and remove stairs at Cross Park.
- » Stabilize bank to prevent erosion at Cross Park.
- » ADA compliance at several parks.
- » Fitness Court at Charles Ames Park.
- » Trolley Trail Bridge replacement.



Oregon City Project Examples

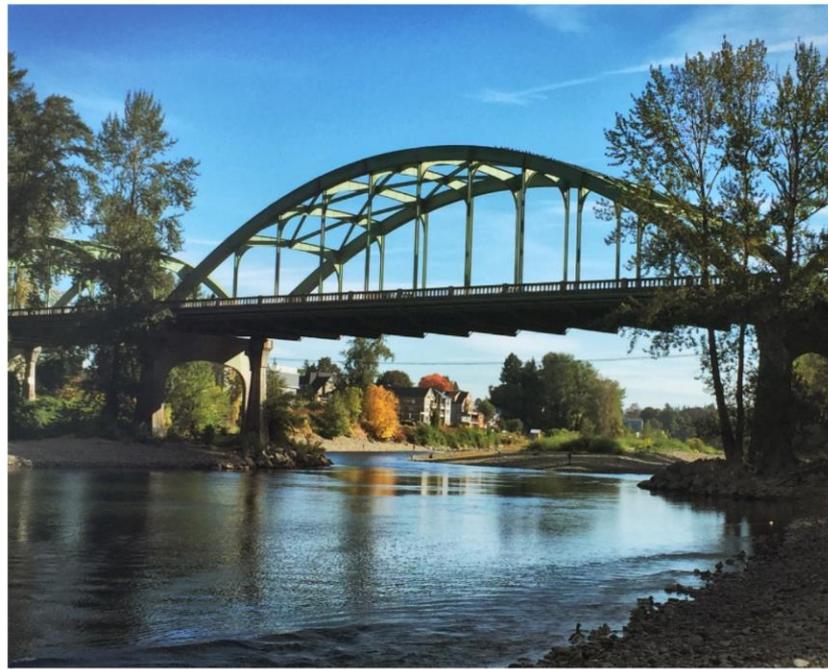
- » Realize North Park Master Planning, including the general area known as Cove Peninsula.
- » Complete maintenance and enhancements on the Washington Street parking lot, Clackamas River Trail, and adjacent natural landscape.
- » Design a parkway conversion of old 82nd Drive (15721-15721 Washington Street Frontage) converting what today includes an expansive paved street into an improved but narrowed shared use travel way including place making improvements.
- » Complete trail maintenance, native plantings, ADA upgrades and interpretive signage along area bike and pedestrian ways within Oregon City's Tri-City Resource Recovery Facility Neighborhood Area.



Agreements

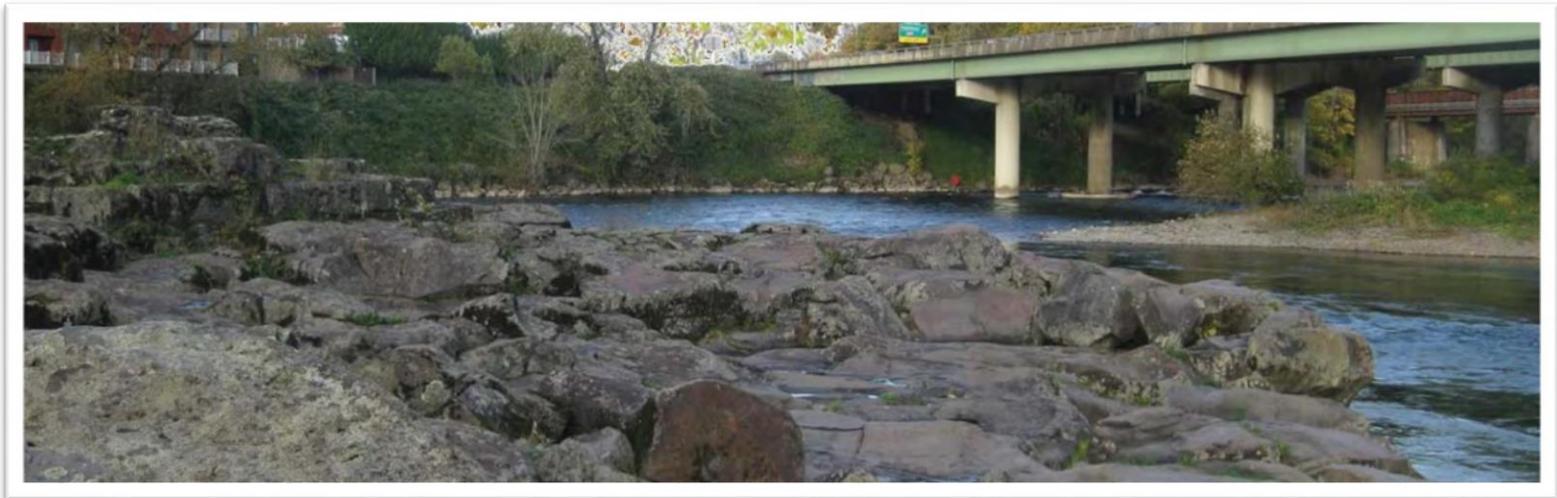
- » Cities manage their own funds and project list.
- » Cities agree to establish a process for developing and prioritizing projects and ensure there is an opportunity for citizen involvement.
- » Cities create a separate program account for deposit of Good Neighbor Fund monies and will carry forward any funds not expended during a budget year to the following year.
- » Cities will provide an annual written report to WES summarizing the work performed under the Good Neighbor Program for the year.
- » Cities agree to publish information about the program, including the goals, projects, annual reports and relevant contact information on each of their websites, and to coordinate with WES on the development a shared branding icon and appropriate signage for each project.
- » Parties review the Good Neighbor Program at a minimum every 5 years.
- » Cities maintain complete and accurate records related to the administration of the Good Neighbor Program consistent with the requirements of Oregon Public Records.

Discussion



Recommendation

- » Staff from Water Environment Services, and the Cities of Oregon City and Gladstone have been working to bring forth a proposal for a Tri-City Good Neighbor Agreement. This joint work session seeks policy direction on the final agreement.



Next Steps



City of Gladstone Staff Report

Report Date: July 2, 2019
Meeting Date: July 9, 2019
To: Gladstone City Council
From: Jacque Betz, City Administrator

AGENDA ITEM

Approval of Gladstone Police Association (GPA) & City of Gladstone Collective Bargaining Agreement 2019-2022.

History/Background

City's negotiations team - Nancy McDonald, Interim Human Resources Director
Greg Fryett, Police Lieutenant

GPA negotiations team – Elizabeth Lemoine, Attorney
Jamil Kassab, Gladstone Police Association President (ended 4/4/19)
Jim MacFarlane, Gladstone Police Association Vice-President

Both teams met in good-faith on February 4, 11, & 19, March 4 and 15, and on April 15 (less Officer Kassab) and participated in negotiations for a successor agreement between the City of Gladstone and the Gladstone Police Association.

The GPA met with their labor attorney on June 24, 2019 and ratified the agreement with the City's wage proposal and approved the 2019-2022 collective bargaining agreement between the City of Gladstone and Gladstone Police Association (GPA).

Proposal

Staff requests City Council review the attached red-lined version of the proposed Agreement and if acceptable, direct staff to execute a final copy of the Agreement with the GPA bargaining team.

Recommended Staff Action

Staff recommends the Council approve this Agreement.

Options

1. City Council deny approval of the Agreement and direct staff to reopen negotiations.

Cost Impact

The methodology applied to the retroactive calculations is the same as used for the previous two implementations (AFSCME and non-represented employees). The total cost for years one and two of the new contract, which includes further movement through the salary ranges and an additional 3.0% cost of living increase per year, is adequately funded in the 2019-2021 Biennial Budget, recently approved by the City Council.

Recommended Staff Action

Staff recommends Approval of Gladstone Police Association (GPA) & City of Gladstone Collective Bargaining Agreement 2019-2022.

Department Head
Signature

Date

 7/3/19
City Administrator
Signature

Date

Attachment: red-lined version of CBA.

RED-LINED VERSION 5/2/2019

COLLECTIVE BARGAINING AGREEMENT

between the

CITY OF GLADSTONE

and

GLADSTONE POLICE ASSOCIATION

July 1, 2019, through June 30, 2022

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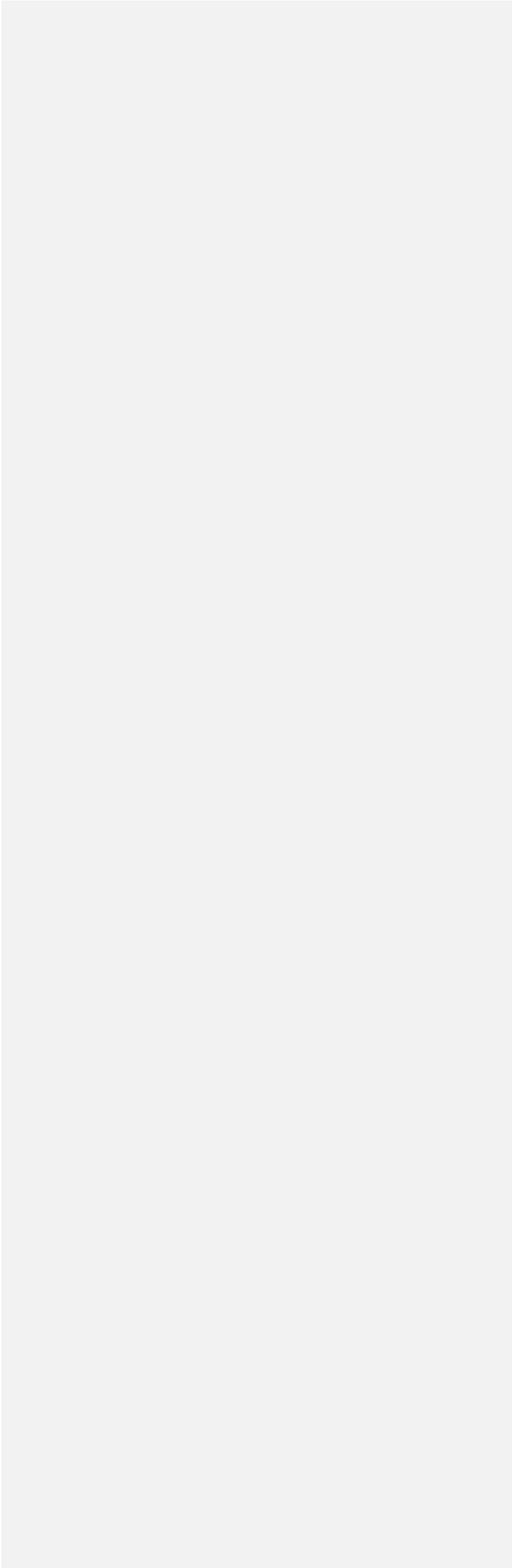
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ARTICLE 1 – PREAMBLE

Section 1. This Collective Bargaining Agreement (hereinafter "the Agreement") is entered into between the City of Gladstone, Oregon (hereinafter "the City") and the Gladstone Police Association (hereinafter "the Association") and sets forth the parties' Agreement with regard to wages, hours, and other conditions of employment. The purpose of this Agreement is to promote efficient operation of the Police Department, harmonious relations between the City and the Association, and the establishment of an equitable and peaceful procedure for the resolution of differences.

ARTICLE 2 – RECOGNITION

Section 1. The City recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and other conditions of employment for all regular full-time and regular part-time employees of the Gladstone Police Department, in the classifications of Police Officer, ~~Municipal Ordinance Specialist~~ Community Service Officer, Property Evidence Technician and Records ~~Clerk~~ Technician, excluding supervisors, confidential employees, and temporary employees.

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Section 2. A temporary employee is defined as a full-time or part-time employee meeting the minimum qualifications for the class of position assigned, not eligible for benefits except those required by State or Federal law and not employed by the City for more than a six (6)-month appointment from the date of hire. Any such employee shall not be eligible for rehire by the Gladstone Police Department as a temporary employee for a six (6)-consecutive month period of time from the date of their last day of employment with the City. In the event of an emergency or staffing crisis, the City and the Association can mutually agree to extend a temporary employee assignment.

A temporary employee in the Records ~~Clerk~~ Technician classification shall not be limited by the 6-month time period, but rather be constrained by work of up to one thousand thirty nine (1039) hours.

Section 3. If a new classification is added to the bargaining unit by the City, the Association shall be provided with the City's proposed rate of pay and a copy of the ~~job~~ position description. That rate shall become permanent unless the Association files written notice of its desire to negotiate the permanent rate within ten (10) calendar days from the date it receives its notification of the classification. If a request for negotiations is filed by the Association, the parties shall begin negotiations within fifteen (15) calendar days. If there is disagreement between the parties as to the exclusion of a new position from the bargaining unit, such issue will be subject to the procedures of the Employment Relations Board.

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ARTICLE 3 – MANAGEMENT RIGHTS

Section 1. The responsibility for management of the City and direction of the various departments rests solely with the City. Subject to the City's obligation to bargain pursuant to ORS 243.650 et seq., and/or except where abridged by specific provisions of this Agreement, the City retains all the customary, usual and exclusive rights, decision-making, prerogatives, functions and authority connected with or in any way incident to its responsibility to manage the affairs of the City or any part of it.

Without limitation, but by way of illustration, except as subject to ORS 243.650 *et. seq.* and/or except where abridged by specific provisions of this Agreement, the exclusive prerogatives, functions and rights of include but are not limited to:

- (a) establishing and directing the activities of the Police Department and its employees;
- (b) determining standards and levels of service and methods of operation, including subcontracting, staffing, and closing, liquidating or establishing an office, branch, operation or facility or combination of facilities, or to relocate, reorganize or combine the work of divisions, officers, branches, operations or facilities for budgetary or other reasons;
- (c) introducing new equipment;
- (d) establishing, revising and implementing standards for hiring, promoting, transferring and laying off employees;
- (e) disciplining and discharging employees for just cause;
- (f) promulgating, developing or retiring policies and procedures;
- (g) determining work schedules; and assigning work.

Management rights and prerogatives, except where abridged by a specific provision of this Agreement, are not subject to the grievance procedure specified in Article 10. The City retains all rights, powers and privileges not expressly specified in this section and not specifically abridged by this Agreement or statute.

ARTICLE 4 – EMPLOYEE RIGHTS

Section 1. Employees shall have the right to form, join and participate in the activities of employee organizations of their own choosing, for the purpose of representation on matters of employee relations. Employees shall also have the right to refuse to join and participate in the activities of any employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by an employee organization because of their exercise of these rights.

Section 2. The Employer shall make this Agreement available electronically ~~in PDF~~ on the City's Intranet and in PDF on the City's website. Each employee shall also have the option to print one (1), 2-sided copy of the Agreement ~~at~~ on a City-owned printer.

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ARTICLE 5 – CONTINUITY OF SERVICES

Section 1. During the term of this Agreement the Association's membership will not participate in any strike against the City under any circumstances. For the purpose of this Agreement, "strike" is defined as any concerted stoppage of work, slow down, speed up, sit-down, absence from work upon any pretense that is not found in fact, or any interference which affects the normal operation of the Police Department.

Section 2. In the event of violation of this provision by the Association or members of the Association, the City may discipline or discharge any employee involved in such activity.

ARTICLE 6 – COMPLETE AGREEMENT/PAST PRACTICE/EXISTING CONDITIONS

Section 1. This Agreement incorporates the sole and complete Agreement between the City and the Association resulting from these negotiations. Both parties agree that the other party has no further obligation during the term of the Agreement to bargain wages, hours or working conditions except as specified below.

Section 2. Standards of employment related to wages, hours, and working conditions that constitute mandatory subjects of bargaining or permissive subjects of bargaining with mandatory impacts and which are the subject of existing past practice as of the date of this Agreement by reason of mutual knowledge, acceptance and repetition based on such mutual knowledge and acceptance shall be continued for the term of this Agreement, unless modified pursuant to Section 4.

Section 3. Nothing in this Agreement, or in this Article, will be construed to prevent the City from initiating any program or change which is not contrary to an express provision of this Agreement or an existing past practice as provided in Section 2 hereof.

Section 4. If the City proposes to change an existing practice that is or impacts a mandatory subject of bargaining, it shall give the Association written notice. Failure to demand to bargain within fourteen (14) calendar days shall constitute a waiver of bargaining, and the City may implement the change, as per ORS 243.698.

Section 5. In case of a disagreement on the parties' obligation to bargain, the parties may appeal to the Employment Relations Board.

ARTICLE 7 – ASSOCIATION BUSINESS

Section 1. Grievances will be investigated on nonworking time of ~~the an~~ Association ~~Executive~~ Officer and the employee involved. However, where such representatives meets with representatives of the City for the purpose of the procedural processing and resolution of grievances, ~~they shall do so it shall be done~~ without loss of pay. The Association's President, ~~or~~ Vice-President, or Secretary/Treasurer, and the employee involved, may process grievances during working time for the purpose of attendance at meetings with a grievant's supervisors concerning the grievance where such discussions do not unreasonably interfere with performance of the Association ~~Executive~~ Officer's or the employee's duties.

Section 2. Association representatives who are certified as such in writing shall be allowed access to employee work locations for the purpose of processing grievances or for contacting members of the Association. Such representatives shall not enter any work location without the consent of the Chief of Police or his designee. Access shall be restricted so as not to interfere with the normal operations of the Police Department or with established security requirements.

Section 3. The City shall allow up to three (3) bargaining unit members to attend contract negotiations during duty hours without loss of pay and while remaining subject to call. The time, date and place for bargaining sessions shall be established by mutual agreement between the parties. Attendance at contract negotiations shall not, under any circumstances, result in the payment or accrual of overtime.

Section 4. The City agrees to furnish and maintain a suitable bulletin board for use by the Association. The Association shall limit its posting of notices and bulletins to this board.

Section 5. On duty employees may attend Association meetings no more often than quarterly and no longer than two (2) hours in duration, but shall be subject to call. City facilities may be used on advance arrangements.

Section 6. At the discretion of the Chief of Police or designee, an employee may be authorized to attend conferences, seminars and/or training central to the purpose of labor relations between the parties without loss of pay. If the Chief or the Chief's designee does not authorize attendance without loss of pay, an employee may use accrued vacation, comp time, holiday time or unpaid leave time to attend at his or her discretion.

ARTICLE 8 – CHECK-OFF AND PAYMENT IN LIEU OF DUES

Section 1. The City will deduct Association dues from the wages of employees when so authorized and directed in writing by the employee on the authorization form provided by the City. Any authorization for Association dues deductions may be canceled by any employee upon written notice to the City and the Association prior to the fifteenth (15) day of each month, to be effective on the first day of the following month.

Section 2. The City agrees to notify the Association of all new hires in the bargaining unit within two (2) weeks after their date of hire, furnishing the Association with the new employee's name, telephone number, date of hire and position for which they were hired.

~~**Section 3.** Any regular employee who is a member of the bargaining unit and has not joined the Association within thirty (30) days of becoming a regular employee, or who has joined within such time and withdrawn from membership after such thirty (30) days, shall have deducted from their pay by the City a monthly service fee in the uniform amount of the payment in lieu of dues to the Association. The payment in lieu of dues shall be segregated by the Association and used on a pro-rata basis solely to defray the cost for its service rendered in negotiating and administering this Agreement. Such deduction shall be made only if accrued earnings are sufficient to cover the payment in lieu of dues after all other authorized payroll deductions have been made.~~

~~**Section 4.** Any individual employee objecting to payment in lieu of dues based on bona fide tenets or teachings of a church or religious body of which such employee is a member is required to inform the City and the Association of his/her objection. The employee will meet with the representatives of the Association and establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equivalent to the above-mentioned payment in lieu of dues to a charitable organization mutually agreed upon by the employee and the Association. The employee shall furnish written proof to the City that such has been accomplished, as appropriate.~~

Section 5. Renumber to Section 3. The Association agrees to indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City as a result of any action taken pursuant to the provisions in this Article.

ARTICLE 9 – DISCIPLINARY ACTION

Section 1. The City reserves the right to discipline any employee, provided that no employee shall be disciplined without just cause. [Probationary employees are not subject to the just cause provisions of this Article for the purpose of imposition of discipline.](#) Disciplinary action may include dismissal, reduction in pay, suspension without pay, or written reprimand. Disciplinary action will normally be progressive in nature, but may be imposed at any level if supported by just cause.

- A. If suspension without pay is the progressive disciplinary action chosen to be administered by the City, the City and the Association, by mutual agreement, may choose to accept a reduction in pay equivalent to the economic impact of the suspension without pay.
- B. The reduction in pay option shall be agreed to in writing and shall set out the amount of reduction, the term of reduction and the limits of the reduction.

Section 2. Requirement for Signed Internal Complaint. Prior to any written report being required of any employee on any complaint against them, a written copy of the complaint shall be furnished to the employee, signed by either the complainant or the supervisor.

Section 3. General Procedures. [The due process provisions of this Article shall apply to disciplinary action involving probationary employees, except for dismissal.](#) Any employee who will be interviewed concerning an act which, if proven, could reasonably result in disciplinary action against them will be afforded the following safeguards:

- A. The employee and the Association will be informed at least twenty-four (24) hours prior to the interview.
- B. Where the employer may impose an economic sanction upon the employee as a result of the underlying incident, the employee and the Association will be informed of the nature of the investigation and allegations and afforded the opportunity to consult with an Association representative.

Where the employee is under investigation for violation of the Controlled Substance Act, or violations which are punishable as felonies or misdemeanors under law, the employee will not be notified if doing so would jeopardize either the criminal or administrative investigation.

The employee shall be allowed the right to have an Association representative present during the interview. The opportunity to consult with the Association representative or to have the Association representative present at the interview shall not delay the interview more than four (4) hours. Minor complaints (incidents for which no greater than an oral reprimand may result) are not subject to this Article.

- C. With the exception of telephone interviews, interviews shall take place at Department facilities, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.
- D. The employer shall make a reasonable good faith effort to conduct these interviews during the employee's regularly scheduled shift. However, where the Chief of Police is a party to any interview, the employer may schedule the interview outside of the employee's regular working hours as long as the appropriate overtime or irregular hours payments are made to the employee. Where an employee is working on a graveyard shift, the interview can be scheduled contiguously to the employee's shift, as long as the appropriate overtime or irregular hours payments are made to the employee.
- E. The employee will be required to answer any questions involving non-criminal matters under investigation and will be afforded all rights and privileges to which they are entitled under the laws of the State of Oregon or the United States of America.
- F. Interviews shall be done under circumstances devoid of intimidation, abuse or coercion.
- G. The employee shall be entitled to such reasonable intermissions as they shall request for personal necessities.
- H. All interviews shall be limited in scope to activities, circumstances, events, conduct or acts which pertain to the incident which is the subject of the investigation. Nothing in this section shall prohibit the employer from questioning the employee about information which is developed during the course of the interview.
- I. If the Department, Association or employee tape records the interview, a copy of the complete interview of the employee, noting all recess periods, shall be furnished, upon request, to all parties. If either party transcribes the recording, a complimentary copy shall be provided to the other party.
- J. Interviews and investigations shall be concluded with no unreasonable delay.
- K. The employee and the Association shall be advised of the results of the investigation and any future action to be taken on the incident.

Section 4. When the Investigation Results in Sustained Allegations:

- A. The employee and the Association, upon request, will be furnished with a copy of the summary report of the investigation.
- B. If the supervisor's decision is to recommend dismissal, reduction in pay, suspension without pay, or written reprimand, the following procedures will be followed:
 - 1. The employee and the Association shall be provided with written notice of the allegations or reasons for the disciplinary action. Said notice shall also inform the employee that they have the right to a hearing concerning the reasons for the disciplinary action prior to the action becoming final.

Written request from the Association for a hearing must be received by the Chief of Police within seven (7) calendar days after said notification. Failure to request a hearing within such period shall constitute a waiver to the right to a hearing.

- 2. A hearing before the Chief of Police or designee shall be scheduled upon written request of the Association within seven (7) calendar days after receipt by the employee and the Association of the notice.
- 3. The employee shall have the right to have a representative present at the hearing.
- 4. At the hearing, the employee and the Association shall have the opportunity to present written and/or oral evidence and/or testimony which may refute or mitigate the reasons for the disciplinary action.
- 5. After the above-referenced hearing, and the completion of any additional investigation by the City as may be deemed appropriate based on the employee's and the Association's response, the Chief of Police or designee shall provide the employee and the Association with a written decision. This written decision shall be provided within thirty (30) calendar days following completion of the hearing.

Section 5. When Disciplinary Action Results.

When the investigation results in a determination of a sustained complaint and disciplinary action, only the findings and the disciplinary order may be placed in the employee's personnel file.

Section 6. For purposes of this Agreement, "just cause" shall be defined as a cause reasonably related to the employee's ability to perform required work including, but not limited to, competence as an employee, violations of work rules, regulations or written policies, and such other factors as are commonly held by arbitrators to comprise just cause. It is recognized by the parties that each situation calling for possible disciplinary action is unique to its particular circumstances and that appropriate disciplinary action will be considered in the context of such circumstances.

Section 7. ~~The due process provisions of this Article shall apply to disciplinary action involving probationary employees, except for dismissal. Probationary employees are not subject to the just cause provisions of this Article for the purpose of imposition of discipline. Moved to appropriate sections within this Article.~~

Section 8. Renumber Section The foregoing procedures are intended to apply only to matters involving written reprimand, suspension without pay, reduction in pay or dismissal and not to matters of routine supervisory counseling or oral reprimand.

ARTICLE 10 – GRIEVANCE PROCEDURE

Section 1. A grievance shall be defined as a disagreement concerning an alleged violation or misapplication of this Agreement affecting an employee and/or the Association. This procedure shall be the exclusive means of resolving disputes arising under this Agreement.

Section 2. The City and the Association desire to adjust grievances informally - both supervisors and employees are expected to resolve problems as they arise. If not resolved informally between the employee and supervisor, the grievance shall be put in writing by the Association, and shall include:

- (a) statement of the grievance and relevant facts;
- (b) provision of the contract violated; and
- (c) remedy sought.

The informal step in the grievance process - Step 1 - may be waived by mutual agreement of the City and the employee and the Association. Grievances involving discipline are initiated at Step 2.

Section 3. Informal Grievance Step. The following steps shall be followed in submitting and processing a grievance, unless waived, as provided for in Section 2 of this Article:

- Step 1** To commence informal resolution of a grievance, the employee and/or the Association shall informally discuss the matter which is in dispute with the employee's supervisor in an attempt to resolve the matter.
- A. For purposes of this section, the appropriate supervisor is defined as the lowest level supervisor/manager delegated authority by the City to deal with the specific problem or concern.
 - B. The parties involved shall meet to discuss the issues involved and attempt to resolve the problem by developing a solution that all parties can support.
 - C. If a solution is reached, it shall be reduced to writing, signed by all parties involved in the discussion, with a copy to the Chief of Police and the Association.

Section 4. Formal Grievance Steps.

Step 2 If the grievance is not settled at Step 1, the employee and the Association shall present the written grievance to the Chief of Police or designee within fourteen (14) calendar days of the occurrence which gave rise to the problem, not including the day of the occurrence. The Chief of Police or designee shall attempt to resolve the grievance and report in writing the decision within fourteen (14) calendar days from the date it is submitted to the Chief of Police, not including the date of presentation.

Step 3 If the grievance is not settled at Step 2, the employee and the Association shall present the grievance to the City Administrator or designee within ten (10) calendar days from the date of the Step 2 response by the Chief of Police or designee, not including the date of receipt. The City Administrator or designee shall attempt to resolve the grievance and report in writing the decision within ten (10) calendar days from the date it is submitted to the City Administrator, not including the date of presentation.

Step 4 If the grievance is not settled at Step 3, the Association shall file a written notice of intent to arbitrate the grievance with the City Administrator within fifteen (15) calendar days of the date the decision of the City Administrator is received, not including the date of receipt. The parties shall request a list of eleven (11) Oregon and/or Washington arbitrators from the Employment Relations Board. If the parties cannot mutually agree to an arbitrator, they will alternately strike names and the last one will be the arbitrator.

Section 5. The arbitrator shall set a hearing date and shall render a decision within thirty (30) calendar days after the conclusion of the hearing. A bench decision may be rendered by the arbitrator if both parties agree, in advance of the hearing, in writing, to a bench decision. The power of the arbitrator shall be limited to interpreting this Agreement, determining if it has been violated, and to resolve the grievance within the terms of this Agreement. The arbitrator has no authority to add to, delete from, amend, modify any terms of this Agreement or make a finding in violation of law. The decision of the arbitrator shall be final and binding on both parties. Each party shall be responsible for costs of presenting its own case to arbitration. Costs incurred in connection with the arbitration hearing will be divided equally, provided that the losing party shall be responsible for the arbitrator's fee and expenses.

Section 6. If at any step of the grievance procedure the grievant fails to comply with the time limits or procedures set forth in this Article, the grievance shall be deemed abandoned and non-arbitrable. If at any step of the grievance procedures the City fails to issue a response within the time limits set forth in this Article the grievance will be advanced to the next step. Time limits referred to in this Article may be waived or extended by mutual agreement in writing.

Section 7. An authorized Association representative and employee(s) who are directly involved in a particular grievance shall be allowed to attend meetings with representatives of the City without loss of regular pay. The Association shall advise the City as to which employee(s) will attend such meetings. It shall be the responsibility of each individual employee to provide advance notice of the meeting to his/her immediate supervisor.

Section 8. The time limits prescribed in this section for the initiation and completion of the grievance procedure may be extended by written agreement of the parties so involved. Likewise, any step in the grievance procedure may be eliminated by written agreement and shall be signed by the City and the Association. All days shall refer to calendar days unless specified otherwise.

Section 9. The grievance procedure shall be considered an opportunity to resolve concerns between the employee, the Association, and the City. No employee shall be disciplined or discriminated against in any way because of the employee's or the Association's proper use of the grievance procedure.

Section 10. All meetings or conferences held under this procedure shall be held in private unless mutually agreed to otherwise. Participation in the private sessions will normally be limited to the individual employee, Association representative, Association Attorney, supervisors, department heads and City representatives involved.

ARTICLE 11 – ASSIGNMENT AND TRANSFER

Section 1. ~~At the discretion of the department,~~ Vacancies in bargaining unit classifications that are to be filled on other than a temporary basis shall be posted on departmental bulletin boards and advertised externally first internally on departmental bulletin boards for at least ten (10) working days. ~~prior to public posting, recruiting and/or filling.~~ Employees wishing to be considered for such posted positions shall submit the application materials required of all applicants. All applicants will continue to retain current status and seniority as an employee of the City.

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Section 2. Employees in the bargaining unit may request reassignment and/or a transfer to another position in the City. Such requests for transfers shall be in writing and shall be submitted to the City Administrator or designee. Such requests for transfer shall not take precedence over those who apply for the position.

Section 3. Employees in the bargaining unit who apply for transfer or promotion to another position in the City shall be considered, if qualified, according to the City's standard criteria developed and administered by the City Administrator Human Resources.

Section 4. Shift assignments and days off will be bid by sworn employees in the bargaining unit based on bargaining unit seniority. Bidding of shift assignments and days off, while assigned to Patrol, will take place once a year, with shift changes every four (4) or six (6) months, depending on the schedule used. Beginning September 1st and closing September 30th, all Officers will:

- (a) Select two (2) of the three (3) four (4) monthshifts, in order of seniority, for the following year. After all Officers have chosen two (2) shifts, the Officers, in order of seniority, shall then pick a third four (4) month shift. This process will continue until all shifts are bid for the following year; or
- (b) Select one (1) of the two (2) six (6) month shifts, in order of seniority, for the following year. After all Officers have chosen one (1) shift, the Officers, in order of seniority, shall then pick a second six (6) month shift.

Employees may request a transfer to a temporary vacancy after the bid process is complete. Temporary vacancies are exempt from the requirements of section 1 of this Article. If the transfer request is granted, any penalty clauses in this Agreement for and as a result of schedule changes are waived. Transfer requests will be considered in order of seniority.

Section 5. Shift assignments, as referenced in Sections 4 and 5, and days off will be based upon bargaining unit seniority subject to the reasonable operating needs of the Department.

ARTICLE 12 – PERFORMANCE EVALUATIONS

Section 1. Regular employees who are eligible for step movement will be evaluated annually. Employees shall receive a copy of their annual evaluation within thirty (30) days of their anniversary date. The employee may submit a statement which will be attached to the evaluation and become a part of their personnel file. The employee shall sign their evaluation, indicating only that they have read the evaluation.

Section 2. Any employee who is dissatisfied with an evaluation may appeal that evaluation to the Chief of Police within fourteen (14) days after receipt of the evaluation. The decision of the Chief of Police may be appealed to the City Administrator. Decisions of the City Administrator regarding the evaluations shall be final.

Section 3. Performance evaluations ~~may~~will still be conducted after the employee has reached the top step.

ARTICLE 13 – PROBATIONARY PERIODS

Section 1. Probationary Period. Initial appointments for sworn employees shall be tentative and subject to a probationary period of the first eighteen (18) consecutive months of City service. Lateral hires may gain regular status between twelve (12) and eighteen (18) consecutive months and shall be so informed through the Chief of Police. The probationary period for civilian employees shall be twelve (12) months.

The employee shall be notified in writing of any extension and the reasons therefore. Any break in service for a period of hours equivalent to one (1) work week or more, within a 7-day period, during the probationary period will result in an automatic extension of the probationary period for an equal amount of time as the break in service.

Section 2. Upon satisfactory completion of twelve (12) months of service from the date of initial hire, full-time and part-time employees whose class is specified on the salary schedule are eligible to advance to the next step.

Section 3. Appeal of Termination. During the probationary period, a probationary employee may be terminated from employment at any time without appeal.

Section 4. Eligibility for Benefits During Probation. For purposes of this contract, a part-time employee shall be defined as an employee who is required to work at least twenty (20) hours per week on a regular basis, excluding those in temporary status. These employees shall accrue benefits based upon a half proration of the benefits listed below. Benefits include leaves under the Agreement plus fifty percent (50%), or seventy-five percent (75%) for three-quarter (3/4) time, of the premium for medical/vision and dental insurance.

Section 5. Completion of Probation. Upon successfully completing the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position as determined normally by performance evaluation, shall gain regular status and shall be so informed through the Chief of Police.

ARTICLE 14 – SENIORITY, LAYOFF AND RECALL

Section 1. Seniority shall be achieved following completion of the employee's probationary period calculated from the date of hire. Accrual of vacation leave will be based upon years of service for the Gladstone Police Department.

Section 2. Seniority shall be terminated if an employee: quits, is discharged, is laid-off and fails to respond to written notice as provided herein, fails to report to work at the termination of a leave of absence, or is retired.

Section 3. The City shall post a seniority list on the work-schedule bulletin board in January each year and provide a copy of the list to the Association at the time of the January posting.

Section 4. If the City should reduce its work force, layoffs shall be made within each job classification on the following basis: Employees will be laid off in inverse order of seniority within their classification. For purposes of determining order of layoff within a classification, seniority shall be based on continuous service, within that classification. Where employees have the same date of hire, seniority will be determined by time of hire.

Section 5. An employee notified of layoff may either accept the layoff, or at the employee's option, elect to displace the least senior employee in a lower classification with a lower pay range as long as the bumping employee has greater seniority as defined in Section 1 and is fully qualified to perform all aspects of the job. An employee who displaces an employee in a classification with a lower salary range for the purpose of avoiding layoff shall be paid at the corresponding rate for the new job. If the employee's salary is above the top of the lower range, the employee will move to the top of the lower range.

Employees laid off for a period of twenty-four (24) months or who decline recall lose all seniority credits and shall be removed from the recall list. Employees recalled within twenty-four (24) months of their date of layoff shall be recalled to their prior classification or a classification with a lower pay range for which they are qualified, on a seniority basis. No new employees shall be hired for a classification until employees laid off from that classification have been notified of an offer to return to work and have accepted and/or declined the offer.

The City shall notify a laid off employee, who is still on the recall list, of a position opening within their prior classification or in a classification with a lower pay range by certified letter, return receipt requested, to their address of record maintained in the employee's personnel file. It shall be the employee's responsibility to ensure that their current address is on file at the time the recall occurs. The employee shall have five (5) days from receipt, or return by the post office, of such notice, to notify the City in writing of their intent to return within fifteen (15) days of the date of receipt of such notice. If the employee fails to so respond to a recall notice within the time herein specified, all rights to recall shall be terminated.

A refusal of recall of one's former classification shall constitute voluntary termination and such employee shall lose their layoff status privileges and their seniority.

ARTICLE 15 – HOURS OF WORK

Section 1. Regular Work Days and Weeks. The normal work day shall consist of eight (8) hours per day on the basis of a five (5)-day week, or ten (10) hours per day on the basis of a four (4)-day week. The normal work week shall be forty (40) hours, consisting of five (5) eight (8)-hour days or four (4) ten (10)-hour days during a seven (7)-day calendar period. The work week shall consist of a seven (7)-day work schedule beginning at 12:01 a.m. Monday and continuing until midnight the following Sunday. All work hours and work days shall be consecutive. However, consecutive work days shall not apply during shift rollovers or when flexing an employee's hours to accommodate that employee attending voluntary training classes.

Section 2. All sworn employees shall be granted a thirty (30)-minute minimum, forty-five minute maximum, compensated meal period during each work shift, to the extent possible and consistent with operational requirements of the Department and shall be subject to call during this meal period. ~~Employees shall be subject to call during the meal period. (* However, the current MOS, Boyle, shall be allowed to continue receiving a paid thirty (30) minute lunch and be available for call.)~~

The Community Service Officer shall be granted a thirty (30) minute compensated meal period during each work shift and shall be subject to call during this meal period.

Other civilian employees shall be granted a minimum thirty (30) minute, maximum 60 minute uncompensated meal time during each work shift.

~~Civilian employees shall be granted one (1) hour of uncompensated lunch time.~~

Section 3. All employees shall be granted two (2) paid fifteen (15)-minute interruptible rest periods each day, to the extent possible and consistent with operating requirements of the Department.

Section 4. Each employee shall be assigned a regular shift, for a period consistent with the selected shift rotations which may be modified without penalty by mutual agreement between the City and the employee(s) involved. Employees will normally be given seven (7) days' advance notice of any change in their regular hours of work or work schedule. Notice is defined as placing a posting of the work schedule electronically. The work schedule will be available for viewing at a minimum of four (4) weeks advance from 1201 AM Monday of the current week. However, if there is a change in schedule which is posted during an employee's scheduled time off which would result in less than seven (7) days notice of the change upon return to their next regularly scheduled shift, the employee will be notified by telephone message or other actual notification.

Probationary employees are exempt from the seven (7) days' advance notice provision of this Section until the probationary employee is released to solo status.

Employees whose schedules are changed on less than seven (7) days' notice will be paid overtime for time worked on less than seven (7) days' notice, except in an emergency when the schedule change is unknown seven (7) days in advance of the change, and except in the case of schedule changes by mutual agreement as provided herein. In no event will overtime pay be duplicated under any other provision of this Agreement.

Section 5. Employees on a 4-day/10-hour work schedule may be placed on a 5-day/8-hour work schedule for any week that the employee is scheduled to receive training of one (1) day of eight (8) hours or more in duration, without penalty, provided that seven (7) days' notice is given per Section 4. This section is relative to training only, based upon implementing a 4/10 shift(s). If prior notice, as per this Section, cannot reasonably be given, the employee and the supervisor may mutually agree to the work schedule change.

Section 6. Employees shall be in attendance at work in accordance with provisions of these rules regarding hours of work, holidays, and leaves of absence. Any unauthorized absence of an employee from duty may be deemed to be an absence without pay and may be cause for disciplinary action up to and including dismissal.

Section 7. Court Release.

- A. An employee who is required by the City to work sixteen (16) or more hours in any twenty-four (24) hour work day, because of a court appearance, and who is scheduled to work a work shift in the next twenty-four (24) hour work day, from the start of the sixteen (16) hours, shall be guaranteed at least eight (8) hours off before being required to return to active duty status. The employee shall be allowed to use their paid leave time to allow for the eight (8) hours off before returning to work.
- B. Prior to working sixteen (16) or more hours in any twenty-four (24) hour work day, the employee shall make the on-duty [or on-call](#) shift sergeant aware that the employee believes their current work assignment may result in the employee working sixteen (16) or more hours in the twenty-four (24) hour work day.
- C. In order to effectuate Section A above, following is an example to demonstrate how the employee will be allowed to use his/her leave time
 - 1. A Graveyard shift employee works 1930 to 0530 (10 hours worked). The Graveyard shift employee is required to be in Court from 0830 to 1430 (6 hours worked).
 - 2. A total of 16 hours is worked within 24 hours, so to get 8 hours off from 1430 to 2230, the employee is not due back to work until 2230 and the employee will be allowed to use his/her paid leave time for hours from 1930 to 2230 as Court induced safety leave and the employee will work from 2230 until 0530.

Section 8. Shift Trading. Shift trades between employees of the same job classification may be allowed under the following circumstances:

- A. The proposed trade is within the same pay period,
- B. The proposed trade will not result in either employee working consecutive shifts,
- C. The trade is approved by a supervisor, and
- D. Each employee agrees the trade will not create overtime, as provided for by the FLSA, except for mandatory overtime.

ARTICLE 16 – OVERTIME/COMPENSATORY TIME

Section 1.

- A. Where on-duty officers are willing to work overtime, overtime work will be assigned on a seniority basis.
- B. ~~When no on-duty officer is willing to work the overtime the City will attempt to call in early, by order of seniority, officers who are scheduled to work the next shift.~~ When no on-duty officer is willing to work the overtime, the City shall conduct a digital scheduling software program text blast extending the overtime hours to officers. Officers will have a reasonable amount of time (20 minutes under most circumstances) to voluntarily respond to the on-duty/on-call Sergeant and commit to the hours on a seniority basis. When no off-duty officer is willing to work the overtime, or no call has been received in 20 minutes, the least senior officer on-duty may be ordered to work the overtime and/or the City can attempt to call-in early, by order of least seniority, officers who are scheduled to work the next shift. It is also understood and agreed that the City may divide the overtime hours between the least senior officer on-shift and the least senior officer scheduled to work the next shift unless the most senior officer of the two chooses to work the total overtime hours and the total hours worked would not exceed 16 hours in a 24-hour period (see Article 16, Section 1 (D)).
- C. In cases other than a holdover or an early call-in, where the City needs officers to work overtime it shall do so on a voluntary basis by ~~utilizing a general overtime sign up sheet.~~ posting the overtime as available on the digital scheduling software. Officers with the most seniority will be given priority for each overtime slot.
- D. If no full-time regular officers voluntarily sign-up to cover overtime requirements, and after it has been posted as available on the digital scheduling software for 2 days, a Sergeant may elect to work the overtime themselves, or shall assign regular full-time officers, on the basis of inverse seniority and schedule availability, to do the work, providing that the employee will not be required to work more than sixteen (16) hours in a twenty-four (24)-hour period, and employees will be allowed at least eight (8) hours between work assignments. Reserve officers shall not be used to deny overtime to regular full-time officers.

Section 2. Time and one-half the employee's regular rate shall be paid for authorized work in excess of:

- A. Eight (8) hours per workday if a 5-8 schedule, or ten (10) hours per workday if a 4-10 schedule; or
- B. Forty (40) hours in a workweek; or

- C. Work incident to a schedule change on less than seven (7) days' notice pursuant to Article 15, Section 4;

Overtime shall be calculated to the nearest quarter hour.

Part-time employees shall be eligible for overtime when they work more than forty (40) hours in any work week. All employees are eligible for overtime for work during a holiday as described by Article 24.

Section 3. Commanding officers in charge of a division, or supervisors in charge of a shift, are the only employees authorized to require or authorize overtime by employees.

Section 4. An employee may elect to be compensated for overtime worked in cash, or by accruing compensatory time off. Compensatory time shall be earned at one and one-half (1 1/2) times the overtime hours worked but shall not exceed a maximum of ninety (90) hours. Accrued compensatory time in excess of ninety (90) hours shall be paid at one and one-half (1 1/2) times the employee's regular rate of pay.

Section 5.

- A. Scheduling of comp time shall be done on a seniority basis provided that time off requests are submitted at least one (1) month before each shift change for the upcoming schedule. Any time off requests submitted less than one (1) month before each shift change shall be done on a first-come, first-served basis. If a supervisor receives two (2) or more requests for time off at the same time, then resolution of the conflicting time off shall be based on seniority.
- B. Comp time requests shall be granted in conformance with the Fair Labor Standards Act (FLSA) or controlling court decisions.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation equal to the employee's regular hourly rate received by the employee at the time of termination.

Section 6. Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

ARTICLE 17 – CALLBACK

Section 1. Employees who report for their regular shifts shall be compensated for a minimum of three (3) hours of work or pay unless given advance notice not to report. Employees who are required to report for work outside their regular shift will be paid a minimum of three (3) hours at one and one-half (1 1/2) times their regular rate unless the callback is within two (2) hours of their regular shift, in which event the pay will be for a minimum of two (2) hours.

Employees required to attend meetings or training outside their regular shift shall be compensated for a minimum of three (3) hours of work, unless the training or meeting is annexed to the beginning or an ending of the employee's regular shift. In that case, the employee shall be compensated for actual hours worked. Voluntary attendance at meetings or training outside their regular hours of work shall not be subject to call back pay.

Section 2. Callback for Court Appearance.

- A. For the purposes of this Article, Court Appearance means an employee of the Police Department is subpoenaed or required to appear in a criminal or civil proceeding arising out of the performance of his official duties, outside the employee's regular shift hours. The employee shall receive overtime for a minimum of three (3) hours or actual court time, whichever is greater.

Employees, when they are subpoenaed to appear for a civil proceeding not arising from the performance of their official department duties, are eligible to use compensatory time and vacation leave. Overtime is not authorized for these appearances.

- B. Compensation for court appearance starts thirty (30) minutes before the stated reporting time for the court appearance. Upon advance notification from the employee, the supervisor may authorize additional time for court appearances inside or outside of Clackamas County.

Section 3. More than one (1) callback or court appearance within the applicable minimum shall be considered a single callback. Any time worked beyond the minimum will be applied as added time. Subsequent court appearances or callbacks within the same day, scheduled with more than the applicable time interval in-between court callbacks shall be paid with no minimum time allotment.

Section 4. Employees who are on off-duty status, shall not be required to do work beyond the completion of the court appearance.

Section 5. In an emergency situation, employees working over sixteen (16) hours in a twenty-four (24)-hour period, will be given the option to take eight (8) hours off prior to the start of their next scheduled shift. In such event, any portion of the eight (8) hours that overlaps with the beginning of the employee's next shift will be considered paid leave time with no deductions made from the employee's leave time. If employees are directed to work their next scheduled shift, they shall be paid at the rate of time and one-half (1 ½) for such portion of the shift which falls within the eight (8) hours of time off. If the sixteen (16)-hour emergency situation occurs during the last workday of the employee's regular workweek, the provisions of this Section shall not apply.

Section 6. All witness fees paid to an employee who is receiving compensation covering the same time and expense covered by said fees shall be turned over to their supervisor.

ARTICLE 18 – SALARIES

Section 1. Salary Matrix Schedule Appendix A, effective and retroactive to January 1, 2019 incorporates the results of the 2018 Classification & Compensation Study prepared for all employees of the City of Gladstone.

For employees in the Gladstone Police Association new base pay ranges have been identified for all existing classifications.

Employee in these classifications will be moved from their current pay range and step to their classification's new pay range and to the step closest to or above their current base pay.

- A. Effective ~~and retroactive to~~ July 1, ~~2016-2019~~ the salary ~~matrix-schedule~~ in Appendix A shall be increased by ~~two and three quarters percent (2.75%)~~ three percent (3%).
- B. Effective July 1, ~~2017-2020~~ the salary ~~matrix-schedule~~ in Appendix A shall be increased by ~~two percent (2%)~~ three percent (3%).
- C. Effective July 1, ~~2018-2021~~ the salary ~~matrix-schedule~~ in Appendix A shall be increased by ~~two percent (2%)~~ three percent (3%).

Section 2. Temporary Fringe Benefits. Regular part-time employees temporarily assigned for more than one (1) month to regular full-time status shall receive, during such temporary assignment, holiday, vacation and sick leave benefits to the same extent as provided to regular full-time employees. These fringe benefits are provided in addition to any City retirement contribution and any salary adjustments.

Section 3. Regular Pay Day. The City will provide the Association notice and an opportunity to bargain any changes in the regular pay day.

Section 4. Errors in Compensation. When mistakes are made by the City in paying an employee which amounts to greater than five percent (5%) less than the amount of money that is due, the City shall pay the employee the additional money due within three (3) business days after the City has been notified in writing by the employee of such deficient payment. If the underpayment is five percent (5%) or less the City shall pay the employee the additional money due at the next regular paycheck. When mistakes are made, by paying an employee more than the amount of money than is due, the City will deduct the overpayment from the employee's next regular paycheck, to a maximum of \$500 per paycheck until paid in full.

Section 5. Incorporation of Appendix A. Wage rates for employees covered by this Agreement shall be in accordance with the salary ~~matrix-schedule~~ set forth in Appendix A, which by this reference is hereby incorporated and made a part of this Agreement.

Section 6. Placement on the Salary Schedule. Upon initial appointment to a ~~position classification~~, the employee shall normally receive ~~the minimum salary step 1 for the class in the salary range for the classification into which the employee was hired, to which the position is assigned.~~ However, in cases when unusual difficulty in filling a vacancy is experienced, or when the appointee is exceptionally qualified, the employee may be placed at a ~~salary step~~ greater than ~~the minimum, step 1~~ but not more than the ~~maximum, step 7 in the pay range~~ for that classification. ~~When hiring a lateral Police Officer, the appointee is still subject to a probationary period as described in Article 13, but he/she will be placed in the Police Officer salary range.~~

Section 7. Progression Through the Schedule. Full-time and part-time employees whose classification is specified on the salary schedule are eligible to advance to the next step at one (1)-year intervals on the anniversary date of the employee. Step increases shall be granted only upon achievement of a satisfactory rating or higher on the evaluation. Step increases may be delayed based upon an unsatisfactory job performance. Such cause must be stipulated in writing and presented to the employee at least thirty (30) days prior to the eligibility date. The notice shall set forth the basis for the withholding of the increase, what action must be taken to obtain the increase, and the date on which the employee will next be eligible for consideration for a step increase. Such step increase shall not be delayed or withheld for more than six (6) months. Performance evaluations ~~may will~~ still be conducted after the employee has reached the top step.

Section 8. Career Recognition. ~~Employees represented by the~~ Association members (including the records clerk(s)) shall receive one percent (1%) of their base pay added to base pay after ten (10) years of service. After fifteen (15) years of service, an employee will receive a total of two and one-half percent (2.5%) added to base pay.

Section 9. Senior Officers. ~~After completion to the City of Gladstone of eight (8) years of service, and after~~

- ~~A. Successful completion of the OIC DPSST approved training course, and~~
- ~~B. With receiving an overall rating of "P" or "E" on the most recent past two performance evaluations, and~~
- ~~C. With no disciplinary matters in their personnel file for the most recent two-years, employees in the classification of Police Officer shall upon request be identified as a Senior Officer. Senior Officers shall have their base pay increased by an amount equal to three percent (3%).~~

~~If after becoming a Senior Officer, the employee receives an overall rating of "D" on their two most recent performance evaluations, or receives an overall rating of "N" on their most recent performance evaluation, or receives discipline as defined in Article 9, section 1, the employee will lose Senior Officer status and the base pay increase. The employee may re-apply after two (2) years if the employee again meets the criteria.~~

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- A. Designation as a Senior Officer requires completion of eight (8) years of service with the City of Gladstone as a police officer or 15 years of police officer experience and completion of the initial probationary period with the City of Gladstone (and)
- B. Employee shall make written request to the Chief of Police (and)
- C. Successfully complete a DPSST approved Basic Sergeants Academy. (and)
- D. Have an overall rating of "P" or "E" on the most recent past two performance evaluations (and)
- E. Have no disciplinary matters pending, or in their personnel file for the most recent two years.
- F. If after becoming a Senior Officer, the employee receives an overall rating of "D" on their two most recent performance evaluations, or receives an overall rating of "N" on their most recent performance evaluation, or receives discipline as defined in Article 9, section 1, the employee will lose Senior Officer status and the base pay increase. The employee may re-apply after two (2) years of the employee again meets the criteria.
- G. Senior officers shall have their base pay increased by an amount equal to three (3) percent
- H. Officers may be designated as an acting supervisor by the Police Chief, when there is absence of a Sergeant or other supervisor (Lieutenant, Chief etc.). In the event that the designation of acting supervisor is for more than 30 days, the employee will be designated as Acting Sergeant and shall receive the first step Sergeant's Pay in lieu of the five (5) percent or whichever is greater.
- I. Nothing in his Agreement requires the City to designate an employee as acting OIC.

The Chief of Police or his/her designee will assign each Senior Officer a major collateral duty.

ARTICLE 19 – PROFICIENCY AND PREMIUM PAY

Section 1. Proficiency Pay. This pay shall be based upon certification standards maintained by the Department of Public Safety Standards and Training (DPSST). All sworn personnel in the Police Department shall be eligible to receive proficiency pay. The amount of proficiency pay provided by the City shall be as follows:

- A. Possession of a DPSST Intermediate Certificate shall qualify the employee for a 4% pay increase of their base pay.
- B. Completing at least one (1) year at the intermediate level and possession of a DPSST Advanced Certificate shall qualify the employee for an additional 4%, for a total of a 8% pay increase of their base pay.

For Sworn officers, the proficiency pay is based upon Step 5 of the salary range assigned to the Police Officer classification.

Section 2. Premium Pay.

- A. Officers who are assigned in writing to serve as a Field Training Officer (FTO) shall receive five percent (5%) incentive pay based upon their base salary for the time spent in the actual training of new regular officers. Time spent in training Reserve officers is not eligible for incentive pay.
- B. Officers who are assigned in writing as Detectives and Motorcycle Officers are entitled to an additional five percent (5%) of their base salary for the duration of the assignment.
- C. Any employee demonstrating oral proficiency in the Spanish language or oral proficiency in any other language as designated by the Chief of Police shall qualify for an additional three percent (3%) computed on their base salary. This proficiency shall be determined by a standard set by the ~~Chief of Police~~ the City's Human Resources representative.
- D. When officers are assigned in writing to serve as School Resource Officers with liaison duties to the School District, they shall receive an additional five percent (5%) computed on their base salary.
- E. Officers assigned in writing to serve as the canine handler shall receive an additional five percent (5%) of their base salary for the duration of the assignment. The parties agree that this additional five percent (5%) payment combined with a reduced on-duty working schedule covers both the additional duties as a canine handler and adequately compensates the canine handler for off-duty hours spent by the canine handler for routine care, feeding and grooming of their assigned canine.
- F. All compensation, salaries and premium pay shall be paid beginning the first day of the assignment. ~~regardless of the existence of a six (6) month probationary period.~~
- G. For purposes of this Article, "base salary" is calculated based on the officer's current range, step, classification and longevity.

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ARTICLE 20 – OFFICER IN CHARGE RENUMBER ARTICLES

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Section 1. Uniformed Officers.

- A. ~~In the absence of a supervisor, the Senior Officer shall function as "Officer in Charge" (OIC) with no additional compensation.~~
- B. ~~The Chief or designee may, at the City's discretion, designate an officer to serve as OIC when a supervisor or Senior Officer is not present to supervise during his or her regularly scheduled shift when the absence exceeds one (1) week's work.~~
- C. ~~If the supervisor or senior officer is not present to supervise for a period of thirty (30) calendar days or longer, the Chief or his designee may appoint an Acting Sergeant.~~
- D. ~~An officer designed as an OIC shall perform all the job duties assigned to a sergeant with the exception of disciplinary duties.~~

Section 2. Compensation. ~~The designated OIC shall receive an additional five percent (5%) of their base salary for the time they serve in that capacity following the designation. Acting Sergeants shall receive first step Sergeant's pay.~~

Section 3. ~~Any changes necessitated in the OIC's or Acting Sergeant's regular shift or regular work week will not be subject to the penalty provisions of Hours of Work, Overtime/Compensatory Time and Callback.~~

ARTICLE 21 – INSURANCE

Section 1. City will make available to employees in the bargaining unit and their dependents medical, dental, vision benefits and prescription drug insurance coverage. The employee shall pay any amount above the City's contribution through payroll deduction.

Section 2. The City and the employee shall split the cost of insurance premiums with the City paying ninety percent (90%) of the premium cost and the employee paying ten percent (10%) of the cost.

Employees selecting the Regence Co-Pay Plan B [or Kaiser, Plan B](#) will receive a monthly VEBA contribution paid by the City. Employees will be responsible for signing up for the VEBA and managing costs and reimbursements. The monthly VEBA contributions for Co-Pay Plan B are as follows:

Employee Only	\$500.00 annually
Employee + Child	\$1,000.00 annually
Employee + Children	\$1,500.00 annually
Employee + Spouse	\$1,000.00 annually
Employee + Family	\$1,500.00 annually

Section 3. Joint Insurance Committee. The City will establish a joint Employer/Employee Medical Insurance Committee for the purpose of monitoring the current insurance program. The committee shall be a standing committee convened as necessary by ~~the Personnel Director~~ [Human Resources](#). The committee shall establish its own rules and timetable for meetings and will make a recommendation on the insurance program to the City Administrator. The committee will be composed of employee representatives from each department. The Gladstone Police Association shall be entitled to appoint up two (2) representatives to this committee.

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Section 4. Other Insurance. The City shall provide a ten thousand dollar (\$10,000) life insurance policy and occupational disability insurance to all employees at no cost to the employee [in addition to the statutorily required \\$10,000 life insurance policy for sworn law enforcement personnel](#). Long-term disability insurance will be provided to employees upon eligibility for insurance pursuant to Section 1, at no cost to the employee.

Section 5. Employees shall become eligible for insurance benefits the first of the month ~~thirty (30) days after being hired. If employees are hired on the first working day of the month, they are eligible for insurance the first of the following month.~~

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Section 6. Section 125 Plan. The City offers an IRC Section 125 plan for use by employees.

Section 7. ~~The parties anticipate City County Insurance will discontinue Kaiser Co-Pay Plan A on December 31, 2017. If this does occur, the parties will meet to bargain the impacts of such a change no later than June 20, 2017.~~

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ARTICLE 22 – TORT CLAIMS LIABILITY

Section 1. The City shall indemnify and defend employees against claims and judgments incurred in, or arising out of, the performance of their official duties, subject to the limitations of the Oregon Tort Claims Act, ORS 30.260 to ORS 30.300.

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ARTICLE 23 – RETIREMENT

Section 1. Retirement Benefits. All eligible employees will be enrolled in PERS and/or OPSRP upon completion of requirements for membership as determined by the system. Employees who are not currently enrolled in the City retirement plan of November 30, 1998, shall be enrolled in PERS and/or OPSRP upon meeting eligibility requirements.

For the term of the Agreement, the City shall pay the employee's share of the PERS and/or OPSRP contribution to the program.

Section 2. Sick Leave Conversion Upon Retirement. Upon retirement, fifty percent (50%) of an employee's unused accumulated sick leave shall be applied as provided for under ORS 238.350 and regulations established by PERS in the form of increased retirement benefits. For the purposes of this Article, "unused accumulated sick leave" shall be capped at a maximum of nine hundred forty (940) hours; accrual greater than this maximum shall be subject to forfeiture.

Section 3. Deferred Compensation. In addition to the City's funded retirement program, two (2) optional deferred compensation programs, which are entirely funded by employees, are available. Eligible employees may authorize a monthly salary deduction for contribution to deferred compensation programs provided through the City.

ARTICLE 24 – HOLIDAYS

Section 1. Holiday Accrual. Employees shall receive eighty-eight (88) hours of holiday leave in lieu of all holidays listed below, plus an additional eight (8) hours. In total, employees receive ninety-six (96) hours each year. Holidays accrue at the rate of eight (8) hours per month. Holiday hours shall not accrue in excess of one hundred twenty (120) hours. Hours in excess of one hundred twenty (120) hours shall be paid.

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Floating Holiday in Lieu of the Friday after Thanksgiving	4th Friday in November
Floating Holiday in lieu of Christmas Eve	December 24
Christmas Day	December 25

Holiday hours are floating holidays and may be taken as such. Holiday leave shall be utilized in the same manner as vacation leave, and shall be approved or denied on the same basis.

Non-sworn employees [and officers assigned as Detective and School Resource Officer](#) shall take holiday time off on the date the holiday is observed unless otherwise authorized by the Chief.

Section 2. Payment for Holiday Balance at Termination. Employees shall be compensated for accrued but unused floating holidays at termination of employment at the employee's final hourly rate.

Section 3. Day Observed. When one of the above holidays falls on a Saturday, the previous Friday shall be observed as the holiday; when one of the above holidays falls on a Sunday, the following Monday shall be observed as the holiday.

Section 4. Holiday Premium. Sworn employees assigned to patrol shall receive time and one-half (1-1/2) compensation for hours worked on July 4, Thanksgiving Day or Christmas Day. Sworn employees otherwise entitled to overtime for hours worked on one of the listed holidays do not receive any additional compensation.

Non-sworn employees shall receive time and one-half (1 ½) overtime compensation if required to work on any holiday.

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Holiday premium shall not be paid on the day after Thanksgiving or Christmas Eve, which are either taken off as a Floating Holiday or are considered a normal operational work day for all employees.

Section 5.Four-Ten. For an employee working a 4/10 plan, a paid day off shall constitute a ten (10) hour day. Therefore, to account for an entire paid day off, ten (10) hours of the employee leave time shall be utilized by the employee.

ARTICLE 25 – VACATION LEAVE

Section 1. Eligibility. All ~~regular full-time~~ employees shall accrue vacation leave monthly from the beginning date of their ~~full-time~~ employment. However, ~~full-time~~ employees shall only be able to use vacation leave after completion of six (6) months of service. An ~~full-time~~ employee who terminates employment prior to completion of six (6) months shall not be compensated for accrued vacation.

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Section 2. Accrual Rates. For all ~~regular~~ full-time employees, vacation leave shall accrue monthly in accordance with the schedule below based on the number of years of full time employment. For part-time employees, vacation leave shall accrue monthly at one-half (1/2) the accrual rate applicable to full-time employees for .5 FTE and at three quarters (3/4) the accrual rate applicable to full-time employees for .75 FTE and shall be based on the number of years of part-time employment.

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Less than 5 years	6.67 hours/month
5 or more years, but less than 10 years	10.00 hours/month
10 or more years, but less than 15 years	11.33 hours/month
15 or more years, but less than 20 years	15.33 hours/month
20 or more years	15.33 hours/month <i>plus</i> .67 hour/month for each additional year of service, not to exceed a maximum of 16.67 hours/month accrual rate.

Vacation leave can accrue from year to year with a maximum accrual limit of three hundred twenty (320) hours. Employees will be provided notice of accrued vacation balances on a month-to-month basis. Upon written request and approval of the City Administrator, vacation leave may accumulate beyond three hundred twenty (320) hours.

Section 3. Sell Back. Any employee may sell back to the City up to fifty (50) hours of accrued vacation time during any fiscal year, limited to the following conditions:

- A. Vacation reimbursement shall occur only once during any fiscal year for each employee, regardless of how many days are used;
- B. ~~The Chief of Police or designee~~ Human Resources shall receive thirty (30) days' prior written notice from any employee requesting vacation reimbursement;
- C. In combination with Section (A), an employee must maintain an account balance of eighty (80) hours after the sell back to the City.
- D. Employees will not be permitted to sell back any portion of leave that exceeds the maximum cap of 320 hours.

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Section 4. Vacation Pay at Termination. If the employee has completed six (6) months of City service before terminating employment, then the employee or the employee's heirs shall receive cash compensation for accrued vacation leave. Employees will be paid at their regular rate of pay for accrued but unused vacation upon separation from the City.

Section 5. Scheduling of vacation for the following calendar year shall be on a seniority basis. The vacation bid process will commence on October 1 of each year (the day after the shift bid process ends). Time off requests for the following calendar year shall be submitted by October 15. All time off requests made during the process shall be approved or denied by November 15. Any time off requests submitted after October 15 shall be done on a first-come, first-served basis. If a supervisor receives two (2) or more time off requests at the same time, then resolution of the conflicting time off requests shall be based on seniority.

Vacation time requests shall not be denied arbitrarily. Scheduled vacation time may be amended to allow the Department to meet emergency situations (staffing shortages due to sick leave usage do not constitute an emergency). However, where such changes are initiated, the City will explore other alternatives where non-refundable funds are involved.

Section 6. Upon written notification to the Chief of Police, a regular employee may donate accrued but unused vacation hours to another employee under the following conditions:

- A. the donation is truly voluntary;
- B. the donating employee receives no payment for the donated time; and
- C. the employee to whom the time is being donated has exhausted all accrued vacation, holiday ~~and sick leave~~ and comp time.
- D. Probationary employees are not entitled to donate or receive vacation hours until six (6) months of employment.

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Section 7. Usage. The Chief of Police or designee shall authorize vacation leave before an employee ~~is~~ absent from work; otherwise the absence will constitute leave without pay.

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Section 8. Time off requests shall be approved or denied, in writing, within thirty (30) calendar days of their submission or by November 15 if the request is pursuant to Section 5 above. Failure by the City to provide a written response to a time off request by that date shall be deemed an automatic approval of the request.

ARTICLE 26 – SICK LEAVE

Section 1. Eligibility for Accrual. All regular full-time employees shall accrue sick leave (with pay) monthly at a rate of eight (8) hours for each calendar month of City service and all part-time employees shall earn sick leave (with pay) monthly at a rate of four (4) hours [for employees who work .5 FTE](#), or at a rate of six (6) hours for employees who work .75 FTE or greater but less than full-time, for each calendar month of service. Sick leave shall accrue from the date of employment, but may not be used until after one (1) full month of employment. Sick leave accumulation will be capped at nine hundred forty (940) hours.

Section 2. Authorized Reasons for Sick Leave with Pay. Employees are eligible for sick leave for the following reasons:

- A. Occupational or personal illness or physical disability.
- B. Quarantine of an employee by a health care provider for non-occupation related disability or illness.
- C. Personal health care provider appointments.
- D. Attendance upon members of the employee's immediate family: (spouse, same sex domestic partner, parent, parent-in-law, biological, adopted or foster child, step-children, "in loco parentis" relationships, de facto parent (a person with whom an employee has developed a parental relationship in the absence of a biological or adoptive parent), grandparent, grandchild, where the employee's presence is required because of the serious health condition of the family member or to transport a member of the immediate family to a medical facility for treatment.
- E. Other leaves in which use of accrued sick leave is mandated by Federal or State law.
- F. Parental Leave shall be granted in accordance with OFLA and FMLA.
- G. Within in the first year of placement of a child with the employee for adoption or foster care.

Section 3. Sick Leave Deduction. Sick leave shall be deducted based on every hour absent from work or fraction thereof to the nearest fifteen (15) minutes.

Section 4. Abuse. Abuse of sick leave may be cause for disciplinary action up to and including dismissal, to the extent permitted by law. Where the City determines that questions exist concerning the bona fide nature of the request for sick leave, it may require a written statement from a health care provider that the employee's condition prevented them from appearing for work. If the City is dissatisfied with the report of illness, the City may require a medical exam from a doctor selected by the City and reimburse the employee for the cost of their copay, if any or any other costs of the appointment not paid for by insurance.

Section 5. Certification of Illness. The City may require a health care provider's approval for an employee to return to work after an absence in excess of the employee's regularly scheduled work week. In the event the usage of sick leave establishes an objectively clear pattern of misuse, the employee shall be put on notice and the time restrictions of this section shall be waived for future requirement of a health care provider's approval for an employee to return to work for absences that fall within the pattern of misuse.

Section 6. Notice Requirements. An employee shall report or designate someone else to report absence due to sick leave to an immediate supervisor or sergeant prior to the time the employee is expected to report for work.

Employees are expected to inform their supervisor of any anticipated medical treatment so that the department may plan for the employee's absence.

An employee's supervisor shall have the authority to send an employee home on sick leave if the employee exhibits signs and/or symptoms of illness and either cannot perform duties accurately or endangers the health of others. If the employee does not have sufficient sick leave to cover the absence, vacation or compensatory leave may be docked. If there is not enough vacation or compensatory leave to cover the absence, the employee will be authorized time off without pay.

Section 7. Authorization. Upon an employee's return to work, the employee shall complete an approved absence report and submit it to the employee's supervisor for his/her signature.

Section 8. When an employee is absent from work because of an on-the-job injury, the employee shall notify the City which system of time loss payments the employee chooses to receive (i.e. (A) or (B)). Time off will not be charged to sick leave except as provided below. The employee may select one of the following options:

- A. The employee may elect to receive only his/her workers' compensation payments and no sick leave will be deducted during the period covered by the workers' compensation payments; or
- B. The employee may voluntarily turn in their first and all subsequent workers' compensation payments and will, in turn, receive their regular paychecks and benefits.
 - 1. For the first twelve (12) months, no sick leave will be permanently deducted from the employee's accruals when the employee turns their workers' compensation payments over to the City. The City will restore the sick leave balance, temporarily deducted, after receipt of the employee's workers' compensation check.

2. After the expiration of twelve (12) months, only that portion of sick leave needed to make-up for the difference between the workers' compensation payments and the employee's regular paycheck will be permanently deducted from the employee's accruals when the employee turns their workers' compensation payments over to the City. The City will restore the sick leave balance, temporarily deducted, after receipt of the employee's workers' compensation check.

Section 9. Unused sick leave shall not be paid to the employee upon termination, whether voluntary or involuntary, except in the manner prescribed in ORS 238.350.

ARTICLE 27 – OTHER LEAVES

Unless otherwise stated, all leaves from work with pay as described in this Section, shall not be deducted from unused vacation leave, sick leave or overtime if approved by the employee's supervisor prior to such leave.

Section 1. Bereavement Leave. In the event of a death in the employee's immediate family, a regular full-time employee may be granted leave of absence with pay not to exceed one (1) workweek and a part-time employee may be granted leave of absence with pay on a pro rata basis. Immediate family for the purposes of this Section shall be defined as spouse, same-sex domestic partner, child, parent, sibling, parent-in-law, son or daughter-in-law, grandparent, grandchild, step and half relations.

Additional bereavement leave may be authorized by the Chief of Police, or designee, for either a time extension or for relationships not listed in this section. The Association waives the right to file a grievance over the decision of the Chief of Police, or designee, regarding additional bereavement leave.

Section 2. Funeral Participation. When an employee serves as a pallbearer, or in some other way participates in a funeral ceremony, he may be granted a reasonable time off to perform such duty through the use of accrued vacation or compensatory leave.

Section 3. Jury Duty. When a regular full- or part-time employee is called for jury duty, or is subpoenaed to serve as a witness arising out of the course and scope of their duties, during the employee's regular work hours, the employee's salary, unused vacation or accrued overtime shall not be deducted during such absence. However, the employee is required to transfer to the City any compensation received, except travel reimbursement, for the performance of such duty. If an employee is excused from jury duty prior to the end of the normal workday, the employee shall report to the City for completion of that workday at the discretion of the supervisor. An employee not reporting for completion of the workday or not transferring any compensation for jury or witness duty, shall constitute adequate reason for the City not paying the employee for the time absent from work and may be subject to discipline.

Section 4. Military Leave. Military leave will be granted in accordance with State and Federal law.

Section 5. Personal Leave.

- A. In the sole discretion of the City, an employee may be granted a leave of absence without pay not to exceed one hundred eighty (180) calendar days if the City finds there is reasonable justification to grant such leave and if it does not unduly interfere with the normal operations of the Police Department. Requests for leave of absence without pay shall be in writing. Such requests shall be directed to the Chief of Police who shall make a written recommendation to the City Administrator. The City may interrupt or terminate such leave by thirty (30) days written notice by Certified Mail to the address given by the employee on their written application for such leave to the City Administrator. The employee shall respond within ten (10) days of the mailing of the certified notice or be subject to disciplinary action, including discharge. Such leave shall not be approved for the purpose of accepting employment outside the service of the City. Employees on leave of absence without pay shall not accrue vacation or sick leave during the absence. Employees on approved personal leave shall prepay their own health care premiums, if desired, on a monthly basis. The leave shall not prejudice an employee's seniority accrued to the date of leave.
- B. **Reinstatement.** At the conclusion of the leave, an employee will be reinstated to the employee's former job. If the employee's former job has been eliminated, he or she will be entitled to be reinstated to an available equivalent position.

Section 6. Inclement Weather. During periods of inclement weather employees who arrive late or leave early are required to utilize accrued vacation and/or comp time. When accrued vacation and/or compensatory time is not available, then salary will be deducted at an hourly rate equal to the number of hours absent.

Section 7. Leave for birth, adoption or placement of a foster child, or to care for family members' or the employee's own serious health condition, will be administered in accordance with the provisions of the Oregon Family Leave Act (OFLA) and the Federal Medical Leave Act (FMLA). Employees utilizing leave under this Section for birth, adoption or placement of a foster child shall be allowed to use any form of earned, paid leave (vacation, compensatory time or sick leave). Employees utilizing leave under this section to care for family members or the employee's own serious health condition shall exhaust all paid sick leave benefits before using other types of earned paid leave.

Section 8. Leave requests will be administered in accordance with any applicable Federal or State laws. Leaves under this Article will run concurrently where permitted by law.

ARTICLE 28 – UNIFORMS, EQUIPMENT AND PRACTICE AMMUNITION

Section 1. Employees who are required to wear uniforms shall be furnished such uniforms by the City of Gladstone. These employees, upon completion of their field officer training program become qualified to receive, and shall receive a two hundred fifty dollar (\$250) reimbursement allowance for footwear duty gear maintenance, and clothing cleaning on July 1 of each year,

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If the City requires ~~the Records Clerk~~ a non-sworn employee to wear a modified uniform upon completion of the employee's probationary period the employee becomes qualified to receive and shall receive, a one hundred twenty-five (\$125) reimbursement for uniform maintenance and cleaning on July 1 of each year.

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These allowances are not intended to apply to required equipment damaged in the line of duty as such items shall be replaced or repaired by the City. If the required item damaged was a personal selection and not departmentally issued, financially the City may use discretion to make a reasonable replacement but is not required to replace the exact item although it may choose to do so.

Section 2. Sworn employees assigned to plainclothes duty on a full-time basis will be allowed to wear regular clothes appropriate for the functions being performed and shall be entitled to a clothing allowance of three hundred seventy-five (\$375) per year payable upon appointment and annually thereafter.

Section 3. Upon sworn employee request, and subject to approval of the training supervisor, the City shall provide a reasonable number of rounds of practice ammunition at the beginning of each month.

Section 4. The City shall purchase an off-duty membership for each Police Officer selecting the option of the Public Safety Training Center.

A maximum of two (2) boxes of ammunition per Police Officer per month will be provided for weapons authorized by the Department. GPD targets are available at no charge to the employee from the Department.

Officers choosing to participate in the off-duty Police Officer membership program agree that time and travel compensation is not authorized. The only authorized expenditures are mentioned above. The PSTC off-duty Police Officer membership is optional. Those officers selecting this membership will not be eligible for any previously agreed upon ammunition/firearm benefits under the provisions of Section 3 of this Article.

ARTICLE 29 – EDUCATIONAL OPPORTUNITIES

Section 1. Education and Training Courses. It shall be the policy of the City to encourage employees to continue education especially related to the employee's duties and responsibilities. The Chief of Police or designee may assign an employee to attend and pay for training courses related to his/her duties and responsibilities provided that scheduling can be arranged ~~conveniently~~subject to the operating needs of the department. When the Chief of Police or designee grants approval prior to employee attendance during the employee's regular work hours, the City shall provide leave from work with pay ~~and shall reimburse the employee for training expenses~~.

Training courses which are generally not work related and offered only during regular work hours may be approved by the Chief of Police or designee provided that absence from work can be arranged ~~conveniently~~subject to the operating needs of the department, including rescheduling the employee's work hours while meeting the needs of the department. For training courses generally not work related, the City may pay for a portion of tuition proportionate to the degree that the course is work related, as determined by the City ~~Administrator~~, and the employee shall be financially responsible for the cost of written material required for such training. If the City purchases any such material, it shall become City property.

Section 2. Travel Allowances. When employees are required to travel outside the City on City business, reimbursement for expenses incurred, based on receipts for such expenses as appropriate, shall be determined as follows:

- A. Prior to traveling outside the City, the employee shall obtain approval from the employee's supervisor for the trip, mode of travel, estimated meal costs and any overnight lodging expenses.
- B. Travel on official business outside the City by a single individual should be via public carrier or City-owned vehicle. City vehicles shall not be used for private purposes, as specified in the City Personnel Rules unless authorized by the Chief of Police or designee. The Chief of Police or designee shall approve any request for the City to pay for a trip by air carrier. If the employee is authorized to use a private vehicle, mileage shall be paid at the per mile rate established by the Internal Revenue Service. This rate shall compensate the employee for all reasonable ~~travel~~ vehicle expense and insurance.

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- C. ~~Employee's will be presented a per diem check, based upon [the GSA fiscal year per diem rate schedule for](#) their area of travel, prior to their leaving for their trip. This per diem check will cover all meals, including a tip of up to 15%, and incidental expenses of the employee but is not intended to include the purchase of any alcohol. No receipts are required. Reimbursement for meals while on official trips shall only be for reasonable and actual expense incurred during the performance of official duty as a City employee for City benefit as determined by the employee's supervisor. Employees shall minimize meal expenses. Reimbursement shall exclude any meal expenses for family members.~~
- D. ~~The City's practice is to pre-pay the employee's cost of lodging. Employees shall minimize overnight lodging expenses. If a family member is accompanying the employee, the employee is responsible for paying any up-charges incurred because of the additional guest. For overnight lodging that includes accommodation for family members, reimbursement shall be limited to the single occupancy rate charged by the business providing overnight lodging. When able, the City will pre-pay lodging expenses.~~
- E. Employees shall request ~~approval of the City Administrator City Council approval~~ for any reimbursement of travel and housing relocation expenses due to employment by the City.
- F. Determination of whether travel time is considered as hours of work shall be determined pursuant to the FLSA or controlling court cases.

ARTICLE 30 – OUTSIDE EMPLOYMENT

No full-time employee shall accept outside employment from another employer, whether part-time, temporary or permanent without prior written approval from the Chief of Police. Each change in outside employment shall require separate approval. The Chief of Police may revoke outside employment as reasonably deemed necessary. Employees shall make a reasonable effort to notify the Department in writing of any changes, including discontinuance, of outside employment.

To be approved, outside employment must:

- A. be compatible and in no way detract from the performance of the employee's City work;
- B. not conflict with the interests of the City or be a discredit to the City; and
- C. normally not occur while on City-paid sick leave, disability or workers' compensation leave, without consent of the Chief.

No City equipment, supply, or material shall be used by an employee when working outside of City employment without the written authorization of the Police Chief or designee.

ARTICLE 31 – MISCELLANEOUS

Section 1. Policy. The City shall furnish the Association President with copies of all policy changes affecting the City Personnel Rules, and Police Policy and Procedure Manual.

Section 2. Fitness Club Membership. All employee's of the Police Department are eligible to receive reimbursement for their individual All Club membership fee at a 24-Hour Fitness Facility. Reimbursement will be processed upon presentation to the City of a receipt or proof of the employee's monthly or annual payment.

Section 23. Use of Force Situations.

- A. **Deadly Force.** Employees involved in the use of deadly force situations shall be allowed to consult with an Association representative or Attorney prior to being required to give an oral or written statement about the use of force. Such right to consult with a representative or with counsel shall not unduly delay the giving of the statement for more than twenty-four (24) hours.
- B. **Traumatic Incidents – Debriefing.** In all cases where any employee has been seriously injured, dies, or is directly involved in a traumatic incident while in the performance of their duty, all employees directly involved shall have the opportunity to undergo a traumatic incident debriefing. The City shall have the authority to require an involved employee to undergo debriefing. The term “directly involved” means those employees who had a direct involvement in the initial traumatic incident. Such debriefing will be for the benefit of the employee. The debriefing shall be confidential and shall not be divulged to the Department in any Department investigation of the incident. In addition, these meetings shall be covered by the psychotherapist/patient privilege and information disclosed in these meetings shall not be attainable or useable by the City for any purpose.

The City shall obtain the professional services of a traumatic incident debriefer for traumatic incident debriefings. The cost for the debriefing shall be borne by the City. The City has sole discretion concerning the payment for subsequent debriefings.

C. **Critical Incident Leave:** Employees involved in a traumatic incident and/or involved in the debriefing process may be placed on critical incident leave. The length of the critical incident leave shall be determined by the City after consultation with the debriefer, or physician/psychologist concerning their findings and recommendations with respect to the employee's fitness for duty. For purposes of this section, Critical Incident Leave is defined as time off for, or reassignment of an employee, without loss of pay or benefits to the employee.

ARTICLE 32 – PERSONNEL FILES

Section 1. ~~The City Administrator or designee~~ Human Resources shall maintain an official personnel ~~file~~record for each employee. Personnel ~~records~~ files shall be maintained in a locked, secured area, not open or accessible to the public. If any adverse document is proven materially incorrect, it shall be removed from the personnel ~~file~~record.

Section 2. A copy of any written document pertaining to discipline, grievances or complaints, placed in an employee's personnel file which the employee has not already received shall be furnished to the employee within seven (7) calendar days after it is placed in the personnel file. The employee may respond in writing, within thirty (30) calendar days, to any information with which the employee disagrees, and such response shall be placed in the employee's personnel file. Materials received prior to the date of employment shall not be subject to the provisions of this Article.

Section 3. Upon reasonable notice, an employee or representative with written permission of the employee shall have the right to inspect the employee's personnel record and receive a copy of information in compliance with ORS 652.750(2).

Section 4. Employees shall be entitled to submit for attachment to material critical of the employee a written explanation or opinion. This material shall be included in the personnel ~~record~~ file and maintained so long as the critical materials remain in the personnel ~~record~~file.

Section 5. Except as provided in this Article, no portion of any employee's personnel file shall be transmitted outside ~~the department of~~ Human Resources without giving the employee notice, or as required by law, or as required in connection with the presentation of evidence in a pending case.

Section 6. Upon request by the employee, all records related to any discipline of a written reprimand, grievances or unfounded complaints shall be removed from an employee's personnel file and held in a separate secure file after three (3) years, in accordance with OAR 166-200-0090(4) and (7), provided no similar disciplinary action has been taken; in which case, the documents shall be removed three (3) years from the most recent disciplinary action. Documents removed, under this Section, can be used by the City to defend against a claim of disparate treatment and/or non-progressive discipline.

Section 7. Public Records Requests. As soon as practical, the City shall notify any affected employee and the Association, in writing, of any public records request (PRR) made about the affected employee.

ARTICLE 33 – SAVINGS CLAUSE

In the event any words or sections of this Agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employment Relations Board, by statute or constitutional amendment, or by inability of the employer or the employees to perform to the terms of the Agreement, then upon request by either party the invalid words or sections of the Collective Bargaining Agreement shall be reopened for negotiation. The balance of the Agreement shall remain in full force and effect. In the absence of a negotiated agreement, either party may initiate binding arbitration per Article 10, Section 4, Step 4, et seq.

ARTICLE 34 – CLOSURE

Section 1. Pursuant to their statutory obligations to bargain in good faith, the City and the Association have met in full and free discussion concerning matters of employment relations as defined by ORS 243.650 et. seq.

Section 2. This Agreement is subject to amendment, alteration or addition only by subsequent written agreement between, and executed by, the City and Police Association where mutually agreeable.

ARTICLE 35 – TERM OF AGREEMENT

Section 1. This Agreement shall be effective upon execution and shall remain in full force and effect until June 30, ~~2019~~ 2022, and shall continue in effect during the period of negotiations until a successor agreement is signed.

Unless expressly stated otherwise in this Agreement, no provisions of the Agreement are effective retroactively.

Section 2. This Agreement shall automatically be renewed from year to year thereafter unless either party shall notify the other, in writing, by December 1, ~~2018~~ 2021, that it wishes to modify the Agreement.

GLADSTONE POLICE ASSOCIATION

CITY OF GLADSTONE

~~Sean Boyle~~ Jim Macfarlane
Association Vice -President

~~Eric Swanson~~ Jacque M. Betz
City Administrator

~~Eric Graves~~ Elizabeth Lemoine
Association Vice President
Legal Representative

~~Jeff Jolley~~ Nancy A. McDonald
Chief of Police Interim Human
Resources Director

Date

Date

APPENDIX A – SALARIES SEE ATTACHED 1/1/2019 SALARY SCHEDULE AND CURRENT EMPLOYEE STEP PLACEMENT

7/1/16 – 2.75% Cost of Living Adjustment

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Records Clerk	3118	3276	3457	3626	3809
Municipal Ordinance Specialist	3450	3622	3802	3995	4195
Police Officer	4443	4676	4908	5152	5413

7/1/17 – 2.00% Cost of Living Adjustment

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Records Clerk	3184	3341	3526	3699	3885
Municipal Ordinance Specialist	3519	3694	3878	4075	4279
Police Officer	4532	4770	5007	5255	5521

7/1/18 – 2.00% Cost of Living Adjustment

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Records Clerk	3244	3408	3596	3773	3963
Municipal Ordinance Specialist	3590	3768	3955	4156	4365
Police Officer	4622	4865	5107	5360	5632

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APPENDIX "A"	CITY OF GLADSTONE MONTHLY SALARY SCHEDULE	GLADSTONE POLICE EFFECTIVE	OFFICER'S JANUARY 1, 2019	ASSOCIATION				
RANGE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
17-GPA	Records Clerk Clerk <u>Technician</u>	3704	3889	4084	4288	4502		
18-GPA	Property Evidence Tech	3889	4084	4288	4502	4727		
19-GPA	Vacant	4084	4288	4502	4727	4964		
20-GPA	Community Service Officer	4288	4502	4727	4964	5212		
21-GPA	Vacant	4502	4727	4964	5212	5472		
22-GPA	Police Officer	4727	4964	5212	5472	5746	6033	6335

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City of Gladstone Staff Report

Report Date: June 19, 2019
Meeting Date: July 9, 2019
To: Gladstone City Council
From: John Schmerber, Chief of Police

AGENDA ITEM

Consider approving an Intergovernmental Agreement between the City of Gladstone and Metro's Regional Illegal Dumping (RID) patrol program.

History/Background

The City of Gladstone held an Inter-Governmental Agreement (IGA) with Metro where Metro's Regional Illegal Dumping (RID) Patrol program would provide labor and disposal of trash resulting from camping impacts on public lands. The IGA between Metro and the City of Gladstone expired June 30, 2011. The City of Gladstone is seeking approval to renew the IGA with Metro.

Proposal

The Regional Illegal Dumping Patrol (RID Patrol) is a division of Metro and offers clean up services for illegal dumping on public property. These services are limited to public property such as city parks, city streets, public alley ways and right of way, and public parking lots. Included in the services provided by RID is the cleanup of homeless or transient camps. In order for the City of Gladstone to take advantage of the services of RID, an Intergovernmental Agreement must be made between the City of Gladstone and Metro/RID Patrol.

Metro requires that any jurisdiction seeking services from RID follow the guidelines of the clean up as outlined in ORS 203.077 and ORS 203.079. These two Oregon Revised Statutes require local governments to develop policy for removal of camps along with procedures which include notification of removal and the involvement of social services. The Gladstone Police Department has developed an internal policy that includes all elements as outlined in the Oregon Revised Statutes.

Options

Do not enter into an intergovernmental agreement with Metro.

Cost Impact

The only cost associated with the IGA is Metro may request that the local government provide a drop box if needed to complete the cleanup. This request rarely occurs but you should be aware of such a request.

Recommended Staff Action

Please consider staff recommendation to enter into an Intergovernmental Agreement with Metro/RID Patrol.



Department Head
Signature

Date



City Administrator
Signature

Date

7/3/19

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made pursuant to the authority found in ORS 190.003-190.030 between City of Gladstone (hereinafter the AGENCY) and METRO.

RECITALS

WHEREAS, the AGENCY is a political subdivision of the state of Oregon and is a unit of local government authorized to enter into intergovernmental agreements pursuant to ORS 190.010, et seq; and

WHEREAS, METRO is a municipal corporation formed and operating under ORS Chapter 268 and the Metro Charter, and is a unit of local government authorized to enter into intergovernmental agreements pursuant to ORS 190.003-190.030; and

WHEREAS, the AGENCY desires to contract with METRO to remove (clean up) solid waste at camping sites established by homeless individuals on public property (campsite), to be performed by inmate work crews supervised and provided under contract to METRO by the Multnomah County Sheriff's Office (MCSO) and the Oregon Department of Corrections (ODOC); and

WHEREAS, METRO, through the MCSO and ODOC inmate work crews, is able and prepared to provide the services required by the AGENCY under the terms and conditions set forth in this Agreement; therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth below, and pursuant to the provisions of ORS 190.003-190.030, the parties agree to be bound as follows:

CLEAN UP OF CAMPSITES

- 1. The following representatives of the AGENCY are authorized to submit written requests to METRO for METRO to clean up campsites:

Name: Jacque M Betz

Signature: _____

Phone: 503-557-2767

Email: Betz@ci.gladstone.or.us

Name: John Schmerber

Signature: _____

Phone: 503-557-2764

Email: jschmerber@gladstoneoregon.us

Name: Jim Whynot

Signature: _____

Phone: 503-656-7957

Email: Whynot@ci.gladstone.or.us

The following representative of the AGENCY is authorized to add to or change the names of persons authorized to submit written requests to METRO for METRO to clean up campsites:

Name: Jacque M Betz

Email: betz@ci.gladstone.or.us

2. The AGENCY must post notice of the impending cleanup and follow all other procedures set forth in ORS 203.077, 203.079, and 377.653 before METRO arrives to clean up a campsite. If the quantity of solid waste at a site is substantial, METRO may, at its own discretion, require the AGENCY to provide one or more drop boxes at the site at the AGENCY'S expense in order for the cleanup to proceed. If a drop box is necessary, METRO will notify the AGENCY about the drop box requirement after the AGENCY submits the required form and schedules the cleanup date.
3. The AGENCY must submit all requests for METRO to clean up campsites in writing, using forms provided by METRO and substantially similar to Exhibit A to this Agreement. The AGENCY must submit the forms to METRO's Solid Waste Compliance and Cleanup Division no less than three days prior to the posting date to ensure METRO availability on the proposed cleanup date.
4. The AGENCY is responsible for assuring that campsites are vacated prior to the scheduled METRO cleanups. The AGENCY is responsible for determining and identifying what qualifies as "personal property" at the campsite as that term is defined in ORS 203.079.
5. METRO will clean up campsites as requested by the AGENCY provided that the AGENCY makes a written request under Paragraph 3 of this Agreement and provides all information METRO requires. A representative from the AGENCY must be present at the time of the cleanup unless other arrangements are agreed upon by both METRO and the AGENCY. If a representative is not present, METRO has no obligation to proceed with the cleanup at the campsite. At the time of the cleanup, METRO will collect all items the AGENCY identifies as personal property and deliver them to the AGENCY for storage at the following location (see ORS 203.079(1)(d)).

Gladstone Public Works

18595 Portland Avenue

Gladstone, OR 97027

6. METRO may determine that the conditions at a campsite are too unsafe to complete the cleanup.
 - (a) The cleanup of campsites containing known or suspected hazardous materials is beyond the scope, skill, training, and experience of the MCSO supervised inmate work crews that are contracted by METRO to clean up campsites. METRO-contracted inmate work crews will not clean up any campsite where known or suspected hazardous materials are present. In the event a METRO-contracted inmate work crew discovers

known or suspected hazardous materials at a campsite, the work crew supervisor must immediately cease cleaning up until the appropriate hazardous materials authority inspects the site and declares or makes it safe.

- (b) METRO will not clean up campsites in which METRO determines, in its sole discretion, that conditions are unsafe. If a METRO-contracted inmate work crew discovers unsafe conditions at a campsite (including without limitation, difficult terrain, traffic safety issues, or the presence of homeless individuals), the work crew will immediately cease cleaning up until the site is inspected and the work crew supervisor determines that the site is safe to clean up.
- (c) METRO will promptly notify the AGENCY of any campsite that METRO determines is too unsafe to clean up.

CONTRACT COSTS

- 7. METRO is responsible for the costs it incurs in the performance of its responsibilities described in Paragraph 5 of this Agreement and for all other costs related to this Agreement that METRO directly incurs. The AGENCY is responsible for all costs it incurs in the performance of its responsibilities of this Agreement and for all other costs related to this Agreement that the AGENCY directly incurs.

INDEMNIFICATION AND LIABILITY

- 8. Up to the limits of the Oregon Tort Claims Act and subject to limitations in the Oregon Constitution, the AGENCY agrees to indemnify, defend, and hold harmless METRO and METRO's officers, employees, contractors, and agents from all claims, suits, actions, and expenses of any nature resulting from, arising out of, or regarding:
 - (a) the acts, errors, or omissions of the AGENCY and its officers, employees, inmate work crews and agents, and METRO and its officers, employees, contractors and agents, acting pursuant to the terms of this Agreement; and
 - (b) any actual, alleged, or implied failure of the AGENCY, METRO, and the AGENCY's and METRO's officers, employees, or agents, to comply with the provisions of ORS 203.077 and 203.079, specifically including, but not limited to, a failure to properly post a removal notice or to accurately identify personal property at a campsite.

DISPUTE RESOLUTION

- 9. If a claim, controversy, or dispute arises out of this Agreement, the complaining party must give written notification to the other party of the nature of the claim and the remedy requested within 10 days of the incident that forms the basis of the dispute.

- 10. The laws of the state of Oregon govern this Agreement. The parties agree to resolve all

claims, controversies or disputes that arise out of this Agreement by arbitration in accordance with the arbitration rules of the Arbitration Service of Portland. The arbitration must take place in Portland, Oregon, unless the Parties mutually agree to another location. Any judgment upon the award rendered pursuant to the arbitration may be entered in any court having jurisdiction thereof.

CONTRACT ADMINISTRATION

- 11. METRO designates its Property and Environmental Services Department Director or designee to represent METRO in all matters pertaining to this Agreement.
- 12. Except as provided in paragraphs 3 and 6(c), any notice or notices provided for by this Agreement or by law to be given or served upon either party must be given or served by certified letter, deposited in the U.S. mail, postage prepaid, and addressed to:

For the AGENCY

For METRO

Warren Johnson
Interim, Solid Waste Compliance and Cleanup
Director
METRO
600 NE Grand Avenue
Portland, OR 97232

CONTRACT TERM, MODIFICATION, TERMINATION AND OTHER STANDARD PROVISIONS

- 13. This Agreement is effective beginning on the day it is fully executed by both parties and continues in effect through June 30, 2021, unless extended by written amendments signed by authorized representatives of both parties.
- 14. Either party to this Agreement may terminate the Agreement for any reason or no reason at all by giving the other party not less than 30 days written notice.
- 15. This Agreement constitutes the entire agreement between the parties. This Agreement may only be amended by written agreement of the parties. Any amendment to this Agreement becomes effective after it is signed by authorized representatives of both METRO and the AGENCY.
- 16. All terms and conditions necessary to be inserted into public contracts in the state of Oregon are hereby incorporated as if such provisions were a part of this Agreement. Specifically, it is a condition of this Agreement that the AGENCY and all employers working under this Agreement are subject employers that will comply with ORS 656.017.
- 17. The AGENCY may not assign, delegate, or subcontract any of its responsibilities under this Agreement without prior written consent from METRO.

18. If a court of competent jurisdiction determines that any provision of this Agreement is invalid or unenforceable, the remainder of the Agreement is valid and enforceable to the full extent of the law.

19. This Agreement does not vest in any third party any rights, nor is it enforceable by any third party in any legal, equitable, or administrative proceeding whatsoever.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on the date written below.

AGENCY: _____

METRO

By: _____

By: _____

Roy Brower, Interim Director
Property and Environmental Services

Date: _____

Date: _____

By: _____

Date: _____

APPROVED AS TO FORM:
AGENCY Attorney

APPROVED AS TO FORM:
Metro Attorney

By: _____

By: _____

Shane Abma
Senior Metro Attorney

Date: _____

Date: _____



UNLAWFUL CAMPSITE CLEANUP REQUEST & APPROVAL FORM

The top part of this form must be completed by the agency requesting the cleanup and submitted to Barb Leslie of Metro (barb.leslie@oregonmetro.gov, fax 503-813-7544) at least three business days prior to the requested cleanup date. All sections of the form must be completed. Contact Barb Leslie with questions at 503-797-1835

CLEANUP REQUEST

Name of agency making this request _____

Date _____

Provide a detailed description of the location of the camp to be cleaned up including physical address.

Public Property Yes No Under Hwy Bridge Yes No

Is the site presently occupied by campers? Yes No

Proposed date of posting _____

Proposed date of the cleanup _____

Describe any services or equipment (e.g. the number and size of any drop boxes or trucks), if any, being provided by the requesting agency.

Agency contract and phone number to ask questions about cleanup.

Name and cell number of officer or agency contact who will be at site when cleanup crew arrives and during cleanup.

In requesting this cleanup, I certify that the agency I represent will meet all of the obligations set forth in its Intergovernmental Agreement with Metro for the cleanup of unlawful campsites.

Print name and title of person authorized by IGA to request a cleanup

Signature of authorized person _____

Phone _____

METRO APPROVAL FOR CLEAN-UP

ODOT Property Yes No

Denied: Approved: A cleanup is scheduled for _____

Comments: _____

Name _____

Date _____

SR:bjl

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City of Gladstone Staff Report

Report Date : July 2, 2019
Meeting Date : July 9, 2019
To : City Council
From : John Schmerber, Chief of Police

AGENDA ITEM:

Consider repealing the adoption of the Public Policy on Policing for The City of Gladstone.

History/Background:

On January 12, 2010, the City Council adopted the "Public Policy on Policing for The City of Gladstone". As part of my organizational review, I reviewed this document and have some concerns. Because of my concerns I recommend the City Council repeal Public Policy on Policing. This staff report outlines my beliefs and concerns.

Some parts of the policy obligate the Gladstone Police Department (GPD) to take actions that are tied to very subjective standards that are difficult to measure. For instance, Principle #1 commits GPD to "regularly measure citizen satisfaction with Gladstone's police services" and to "make decisions consistent with community values."

I want GPD decisions to reflect the broad interests of Gladstone's residents and community members and for Gladstone residents and community members to be satisfied with GPD's services. GPD works daily attempting to meet the needs and providing quality professional service to our community and will always strive to adhere to our obligation to provide services in accordance with the law.

Other sections of the policy require GPD to develop additional policies, including policies allowing officers "appropriate discretion" to work with the community "within the bounds of defined community values and sound management practices." This too is a subjective standard and would lead to the existence of a separate policy document.

GPD has a policy that addresses many of the priorities identified in the 2010 document. In 2017, the City of Gladstone Police Department adopted a robust and defensible document called the Gladstone Police Department Policy Manual. The manual is authored by a company called Lexipol. This company provides services to multiple agencies in the United States. They provide a legal team that watches and gathers information from around the country regarding case law, best practices and recommendations on process. Further, Lexipol has attorneys that specialize in state laws and monitor legislative agendas for changes that would affect local agencies. As soon as something relative to law enforcement changes that could affect our liability, they send out immediate changes and updates. On things less time sensitive we get updates at

minimum every year. This is also true of best practices gleaned from lessons learned. If we have any questions about a particular policy or a proposed change, we can work with the city attorney, the city administrator or city council, as appropriate, to address them and make any changes we feel are warranted.

Because we currently rely on the Lexipol policy manual to guide the GPD's operations and services, having more than one policy manual addressing GPD is at the very least cumbersome and causes concern in the expectations that officers would need to review several documents when confronted with question of policy. In the past, I understand we had three separate policy manuals in the department and have worked hard to clean them all up and, using Lexipol, combine all of the best practices into one manual.

Finally, as GPD moves forward with our strategic planning to re-set the direction of the police department, the inclusion of both internal staff and members of our community will help us define even more what is important for Gladstone when shaping the culture of the organization. The values of Gladstone will be present in that plan.

Proposal:

Staff recommends that the City Council repeal the adoption of the 2010 Public Policy on Policing for the City of Gladstone.

Options:

1. If certain aspects of the policy remain important to a majority of the Council, they can be merged into our future Strategic Plan.
2. Council could appoint an ad-hoc committee to review the document and bring back recommendations to Council.

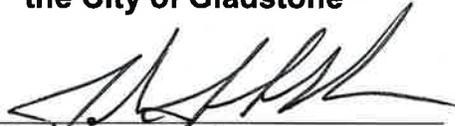
Cost Impact:

No anticipated cost impact

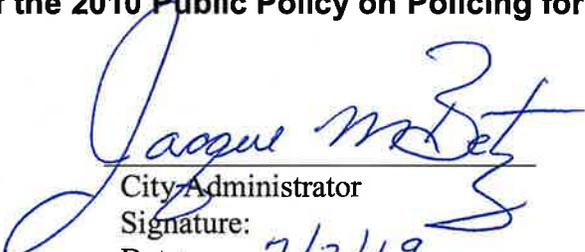
Recommended Staff Action:

Staff recommends Council approval by making the following motion:

"I make a motion to repeal the adoption of the 2010 Public Policy on Policing for the City of Gladstone"



Department Head
Signature:
Date:



City Administrator
Signature:
Date: 7/3/19

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

JUNE 2019 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 6/1/2019
 - Food Pantry – Stocking
 - Affordable Housing Meeting

- 6/3/2019
 - Agenda Meeting with Jacque
 - Clackamas County Coordinating Committee Executive Meeting

- 6/4/2019
 - Affordable Housing – Developer Meeting

- 6/5/2019
 - Food Pantry - Stocking

- 6/6/2019
 - Local Public Safety Coordinating Committee Meeting
 - Citizen Meeting

- 6/8/2019
 - Food Pantry
 - Meldrum Bar Park Tour with Parks Board Rep

- 6/11/2019
 - City Council

- 6/12/2019
 - Food Pantry - Stocking

- 6/13/2019
 - Clackamas County Mayors and Managers Meeting
 - Historical Society Meeting
 - Investment and Innovation Grant Workshop

- 6/14/2019
 - Clackamas County Coordinating Committee Retreat

- 6/15/2019
 - Clackamas County Coordinating Committee Retreat

- 6/16/2019
 - Citizen Meeting

- 6/18/2019
 - Food Pantry Gathering/Annual Event
 - Affordable Housing Meeting
 - Pollinator Twilight Tuesday

- 6/19/2019
 - Food Pantry
 - Coffee with a Councilor

- 6/20/2019
 - Our Housing Our Community Meeting
 - Affordable Housing Meeting

- 6/22/2019
 - Water Trees at the Gladstone Nature Park

- 6/24/2019
 - Meeting with Jacque, Matt and Jim Whynot
 - Citizen Meeting
- 6/25/2019
 - Meeting for Halloween Event
- 6/26/2019
 - Food Pantry
 - Trails Fair
- 6/27/2019
 - Food Pantry – Shift Leader
- 6/29/2019
 - Food Pantry – Shift Leader
 - Willamette Falls Trust Panel

NOTES

COUNCILOR TRACY TODD

JUNE 2019 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

6/1/19	Met with citizen regarding concerns about parking restrictions.
6/6/19	Monthly meeting with CA Jacque Betz
6/6/19	Gladstone Community Festival Parade Coordinator meeting
6/11/19	City Council- Regular Meeting
6/24/19	Gladstone Community Festival Meeting
6/25/19	Contact with citizen regarding memorial at Max Patterson Park
6/27/19	Gladstone Community Festival Parade Coordinator meeting

NOTES

Received Messages, Read Memos & Attachments and Made Response to Jacque Betz, Tami Bannick, Haley Kratz and Other Staff as Appropriate

COUNCILOR MATT TRACY

JUNE 2019 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

6/14/2019-6/15/2019 Clackamas County Coordinating Committee (C4) Retreat

06/10/2019 Parks Board Meeting

6/19/2019 Coffee with a Councilor and the Mayor

6/27/2019 NCCWC Board of Directors Meeting

NOTES

Various meetings with citizens and business members in the community.