

**GLADSTONE CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
December 10, 2019 – 6:30 PM**

6:30 p.m.

CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS OR CORRECTIONS

CONSENT AGENDA:

1. Approval of November 12, 2019 Regular Meeting Minutes
2. Approval of October Bank Balances
3. Budget Report for Period ending 10-31-2019
4. Approval of October Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for November 2019
7. Approve an amendment to the Sanitary Sewer Treatment Agreement between the City of Gladstone and Oak Lodge Water Services District, which extend the agreement by six months, to July 31, 2020.
8. Approve a contract extension for Linda Belooof as the Gladstone Municipal Judge.

CORRESPONDENCE – none

REGULAR AGENDA:

9. AUTHORIZE THE CITY ADMINISTRATOR’S SPENDING AUTHORITY TO REPLACE FIRE APPARATUS

Consider authorizing the City Administrator’s spending authority in the amount of \$616,953 to purchase a fully-funded Fire Engine; a Peirce Velocity Pumper Replace, per the Gladstone Fire Department Fire Apparatus Replacement Plan.

10. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

- a. Audit Committee (1 application received for two positions)
- b. Budget Committee (1 application received for three positions)
- c. Library Advisory Board (1 application received for two positions)
- d. Park and Recreation Advisory Board (4 applications received for three positions)
- e. Planning Commission (4 applications received for three positions)
- f. Senior Center Advisory Board (2 applications received for two positions)
- g. Traffic Safety Advisory Board (3 applications received for three positions)

11. SERVICES FOR DEVELOPMENT OF GLADSTONE TOURISM BRAND AND STRATEGY

Consider authorizing the City Administrator to enter into a professional services agreement with Rotator for the development of a Gladstone Tourism Brand and Strategy.

12. CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

PRESENTATION: Metro – Councilor Christine Lewis

BUSINESS CARRIED FORWARD –

BUSINESS FROM THE AUDIENCE

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

BUSINESS FROM THE COUNCIL - Council Monthly Activity Reports Preliminary City Council Agenda Planning Document

ADJOURN

Upcoming Meeting Dates:

- January 14, 2020 – Regular City Council Meeting, 6:30 pm, Gladstone City Council Chambers
- January 25, 2020 – City Council/Department Heads Annual Retreat, 9:00 a.m. to 1:00 p.m., Gladstone Senior Center
- January 28, 2020 – Volunteer Orientation/Ethics Training, 6:00 pm, Gladstone City Council Chambers.

December

CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of November 12, 2019

Meeting was called to order at 6:30 PM.

ROLL CALL:

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

ABSENT:

None

STAFF:

Jacque Betz, City Administrator; Tami Bannick, City Recorder; Jim Whynot, Public Works Director; Cathy Brucker, Interim Finance Director; Ashley Driscoll, City Attorney

Mayor Stempel went over the meeting agenda.

PRESENTATION – WATER ENVIRONMENT SERVICES (WES) ANNUAL REPORT:

Greg Geist, WES Director, gave an overview of what they do and presented their inaugural annual report. They have 105 employees. They are governed by the Board of County Commissioners and they have an advisory committee of 17 members. Their mission is to protect public health and the environment, provide the infrastructure to support economic development, and educate the public about clean water while keeping rates as low as possible. He went over their service area. They have a \$230 million five-year capital improvement plan to rehabilitate some of the old equipment and to accommodate growth. He went over the rates/fees. They have over 350 miles of pipes and five waste water treatment plants that they take care of. Their new 1.3 million gallon anaerobic digester is under construction – it should come online at the end of next year.

When the 82nd Drive bridge project is complete it will be able to withstand a magnitude 9.0 earthquake, which is more seismically sound than the 99E or I-205 bridges. They expect to reopen the bridge the first week of February.

In the Good Neighbor Agreement between WES and the cities of Gladstone and Oregon City they set aside \$150,000/year (\$100,000 goes to Oregon City and \$50,000 goes to Gladstone based on the customer base) to be used for projects that the cities identify that are consistent with clean water, healthy communities, transportation, infrastructure, etc. He showed the area where those funds are envisioned to be used. They are in the middle of a \$23 million upgrade to the Kellogg facility. They also improved odor control. They recently completed a flagship stormwater treatment wetland facility – the Carli Creek Project in the Clackamas industrial area near the Clackamas River. They restored 1,700 feet of creek and put in a 15 acre wetland treatment system. That was a \$4 million project.

They have a watershed grant program – it's approximately \$300,000/year and they work with a lot of partners throughout the community to leverage those dollars into good water quality projects on the ground or education related projects.

They partnered with SOLVE this year on waterway clean-ups that included High Rocks (1,700 volunteers collected 11,000 pounds of trash and 6,000 cigarette butts).

They are undergoing an extensive review of their rules/standards. They will have a draft out in January of 2020.

Inflow/Infiltration is a regional issue. They don't want to have to build treatment plant infrastructure to treat rain water and ground water that gets into the system via leaky pipes. They are looking at over twenty years a \$600 million investment in the collective collection systems. If they don't work together it would tack on another \$120 million building wet weather treatment at the treatment plant. They have a technical working group of the public works directors of the cities, including Jim Whynot, as well as engineering staff from WES.

Councilor Tracy said the Carli Creek restoration project is amazing. He feels it was worth the money and that it does a lot for that part of the river. Mr. Geist said that PGE funded \$380,000 of that project through their grant program. They have their sights set on another project – the Three Creeks area adjacent to the Harmony Campus of Clackamas Community College/across the highway from Costco. Mayor Stempel wanted to stress how wonderful it is to have WES at the table and a collaborative arrangement. The group is looking at this regionally and wanting to help each other.

AGENDA ADDITIONS OR CORRECTIONS:

None.

CONSENT AGENDA:

1. Approval of October 8, 2019 Regular Meeting Minutes
2. Approval of September Bank Balances
3. Budget Report for Period ending 9-30-19
4. Approval of September Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for October 2019
7. Resolution 1167 – Adopting City of Gladstone Representation in Updates to the Clackamas County Multi-Jurisdictional National Hazards Mitigation Plan
8. Resolution 1168 – Department of Land Conservation and Development (DLCD) Affordable Housing Technical Assistance Grant Funds

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

CORRESPONDENCE:

Councilor Neace read the following:

“I would like to state that Bill Osburn does not represent the citizens of Gladstone. The people have spoken when we voted for you and chose not to elect him. His agenda and voice are his own. It's unfair to every one of us when City resources, which we all pay, are abused and wasted. Using the media to manipulate facts, targeting people for character assassination, pitting neighbors against neighbors, those are his tools. His legacy to our community is dissention and persecution. This M.O. alienates and discourages participation in events, applying for volunteer or elected positions, and other community action. It's time to stop going to the press accusing our own because in so doing it takes us all down. No more time wasted on bogus accusations which are nothing but obstacles to progress. Taking focus away from current projects all under the pretense of doing it for the people. The drama needs to stop. We need healing from damage this behavior has done to our community. We need people with the ability to collaborate and listen with open minds without attacking or tearing each other down. We need to hear from and listen to those bringing creative solutions to the table and those who treat our Council and City staff with respect. We can use non-violent communication and create a positive environment in Gladstone. I believe this is the best way to move forward and uphold the goals of a vibrant, livable community. These are simply my opinions.”

Mayor Stempel went over the procedures for the meeting/audience participation. She 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.

REGULAR AGENDA

9. INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN CLACKAMAS COUNTY AND THE CITY OF GLADSTONE REGARDING THE NEW GLADSTONE LIBRARY:

The following documents will be considered:

- A. Library Construction and Operation Intergovernmental Agreement (IGA) between Clackamas County and the City of Gladstone and the following exhibits:
 - Exhibits 1 & 2 – Oak Lodge Library Service Area and Gladstone Library Service Area Maps
 - Exhibit 3 – Concept Option 1
 - Exhibit 4 – Intergovernmental Agreement between Clackamas County and the City of Gladstone, and AFSCME Council 75, Local 350-03 (Gladstone)
 - Exhibit 5 – Property Description
 -
- B. Library Facilities Agreement for use of the current library building

Ms. Betz said they are asking the Council to consider adoption of two IGA's with Clackamas County. The IGAs outline the responsibilities of both the City and the County in implementing the settlement agreement between Clackamas County and the City of Gladstone. She went over the background/timeline of the settlement agreement and project.

Ms. Driscoll went over the key provisions in the IGAs. The process took seven months. Gladstone will transfer operation and control of the library over to Clackamas County. The current employees will transfer over and become Clackamas County employees. The City also transfers all assets that are in the building. The County will be assuming all construction costs for the 6,000 square foot library building in Gladstone. The City will be paying a prorated \$200,000 general fund payment for this year and starting on December 1st they will be transferring the District revenues over to the County. Gladstone will be providing the parcel for the new library – the site of the current City Hall building. The cost of demolishing the building will be split between the City and County. Ms. Driscoll went over the timeline agreement. The County committed to a timeline and they would be allowed up to six months of one-month extensions. If it gets excessive there will be penalties (starting with \$5,000/month). They agreed to decouple the projects if the Oak Lodge Library is unable to select a location by July of 2020. The current Gladstone Library Board will dissolve within a year. The City will have proportionate representation on the Board of Trustees Library Board as well as representation on LDAC. Ms. Driscoll went over the scenarios if either party terminates this agreement before or after Clackamas County closes on any debt.

Gladstone is allowing the County to use the current library during construction. The County will take over maintenance of the building to an extent.

Councilor Tracy asked if they decouple the projects they will still be moving forward in the meantime – he is correct. Mayor Stempel said she is confident that the timeline will be moved up. Ms. Betz said when they first started the construction costs were estimated at \$300/square foot and now they are up to \$500/square foot, which is approximately \$3 million – Clackamas County is fully committed to funding that gap.

Councilor Neace asked if the County had to pay any penalties on the first six months of extensions – they do not. Ms. Driscoll said it was part of the negotiations and they felt it was reasonable. Ms. Betz said that when Clackamas County did their presentation to the Gladstone Library Board and the City Council recently they said that construction would be May 2022 to the summer of 2023.

Councilor Reisner said there was a robust discussion about this at the last Library Board meeting. Several members had concerns regarding the timeline and also fair/equal representation. They approved the agreement so that things can move forward. They asked him to remind everybody that there will be no additional taxes associated with this project.

Councilor Tracy said there is a general misunderstanding regarding the \$200,000. These monies would be expended anyway for operation whether we own the library or someone else does. Ms. Betz said the current library property is not part of this agreement after the new building is up – the City retains ownership of the current library property. They believe the current parking requirements will fit within our current code.

PUBLIC COMMENTS:

Michael Milch thanked Ms. Betz and Don Krupp for drafting the initial concept for the settlement as well as the City Councilors and County Commissioners who helped enact it. He also thanked the staff from Clackamas County. He encouraged the Council to endorse and support this IGA and put it into action so that we can make use of the good work that's gone on and put this into play. He hopes we can replace the local Library Board with a Community Services Advisory Committee that would advise the City Council on matters related not only to the library but all the other similar services for literacy and development and human improvement in our community.

Les Poole said his concerns are that if things don't work out that Gladstone doesn't get burned. He supports the idea of redeveloping the City Hall building. He has concerns that we have never had a resolution decreeing that the library is here now. He wants to make sure the public knows what we're getting into. He said because the property "up there" was condemned for parks and a library he has concerns that there may be legal issues/ramifications. He doesn't want this to come back and bite us.

Steve Johnson said he is not clear on how our library operations are funded today. He said it appears that we are 100% funded by our service area from the Library District. Ms. Betz said that the City has always subsidized the money that comes in from the County to operate a library. He said he submitted a plan that is less expensive and faster – he asked the Council to take that seriously.

Bill Osburn said the community wants a library. He is hoping that the Council supports this IGA. He believes it is beneficial to everybody. He feels that moving forward with this partnership with the County is our best choice.

Susan Liston, member of the Gladstone Library Foundation, said that cooperation between two government entities, sharing resources, and working together serves everyone. The County said they would pay to build a new library and will pay an escalation in building costs between now and when we build. The new library will extend services to more people. She feels the library is a valuable resource to children as well as adults.

Beverly Chase, Gladstone Library Foundation President, shared some statistics: 756 children signed up for the summer reading program this year. The Foundation has financially supported the summer reading program through the proceeds from their book sale. Between 200 and 300 children have attended the preschool literacy morning programs since the first of the year. There are 5,689 registered borrowers in the library. The library houses 46,018 books. There were 804 internet sessions during the month of September alone and 9,151 since the first of January. 15,308 total circulation going in and out of our library in September alone and 227,393 since January. Between 3,000 and 5,000 people visit our library each month which equals almost 50% of our local population. The teen programs have 30 to 40 participants each month. They believe they made the right choice by going with Opsis Architecture as the design team. With the partnership of the County we can have a jewel of the library that the citizens of Gladstone deserve. She hopes the Council will approve the IGA.

Glenda Shearer said when she moved to Gladstone ten years ago they heard rumors of a new library and she is sad that it has taken this long to get to this point. She implored the Council to pass this IGA. Daphne Shearer said she loves libraries and she feels this town would like another library.

Mindy Garlington said she wants the library built. She doesn't feel that the allowance for delays in completion of the construction are a big deal. She said that whatever the cost of our libraries – the price is cheap compared to that of an ignorant nation or that of an ignorant Gladstone. She said the people have spoken – they have voted for it multiple times.

Kevin Johnson had a question regarding language that is going to be put into the contract that hasn't been written yet. Ms. Driscoll said there is no other contract that hasn't been written. Mr. Johnson asked if the \$200,000 is going to pay for the operations of the Gladstone Library. Ms. Driscoll said there are no restrictions – we are providing the \$200,000 to the County to bridge the gap for library operations. Mr. Johnson said that over twenty years that \$200,000 totals \$5.3 million and Oak Lodge isn't contributing anything.

Councilor Reisner made a motion to approve the Library Construction and Operation Intergovernmental Agreement between Clackamas County and the City of Gladstone with Exhibits 1 through 5 and also the Library Facilities Agreement for use of the current library building. Motion was seconded by Councilor Tracy.

Discussion: Councilor Reisner said it's time to move on and he thanked Mr. Williams and Ms. Zentner for their work on this.

Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

10. CLACKAMAS COUNTY LIBRARY DISTRICT TASK FORCE:

Ms. Betz said that Clackamas County is in the process of forming a Library District Task Force – it was commissioned by the Board of County Commissioners to examine, discuss, and make

recommendations on various issues facing the member library cities. This is an eighteen-month process. She and the Library Director will be involved and the Library Board would like Michael Milch to be appointed to this committee and they reserve the right to choose another member in the future. If the Library Board dissolves before they are able to make a second recommendation the new combined board that Gladstone service area members are on will be the ones making that appointment. Staff approves the appointment of Michael Milch.

Councilor Neace made a motion to accept the appointment of Michael Milch to the Clackamas County Library District Task Force. Motion was seconded by Councilors Todd and Reisner. Motion passed unanimously.

11. RESOLUTION 1169 – A RESOLUTION ADOPTING A REVISED MASTER FEE SCHEDULE AND REPEALING RESOLUTION 1163:

Ms. Betz said this is a resolution to update the Master Fee Schedule – it will go into effect January 2020. Utility rates are included in this. Mr. Whynot gave a summary. The revised Master Fee Schedule reflects Option B as directed by Council at the last meeting and approximately 60% of the citizens recommended doing more than the minimum, which pointed at Option B as well. Option B would equal an increase of \$17.27/month for a typical single-family home (25% increase). \$10.08 of that would be going toward the sewer. The City has a mutual agreement order of DEQ to fix its infrastructure in the next five years to stop overflowing raw sewage into the Clackamas River. \$1 of that would be going into the storm water fund. \$6.19 goes for the water system. Approximately 55% of the accounts actually pay for more water than they are using – with the rate restructuring they are setting a base meter charge. They have been experiencing issues with meter tampering so they are putting a \$250 meter tampering charge in the Master Fee Schedule. They increased the right-of-way rights by 3%. They got rid of the Tri-Cities Service District and Clackamas County Sewer District – they are now Water Environment Services (WES).

Ms. Brucker went over the options for funding a major infrastructure type of borrowing. Typically it would be a general obligation debt, voter approved, and would increase the property taxes of all the people that are within the designated boundaries for that election. It offers the lowest rates as far as interest goes and the term is roughly equivalent to or less than the life of the improvement that you're financing. Revenue bonds are normally not subject to voter approval, but they're very stiff as far as qualifying for something like that. It's usually a 1.25% amount of coverage of net revenue. There are a lot of ancillary costs in securing that type of financing. There is also a double-barreled general obligation issue – which is a hybrid of the two. It is voter-approved, but it's structured to where the intention is to pay with utility revenues but if the revenues didn't cover the debt service the City would be able to levy property tax necessary to meet that debt service. They are required to contract with either a municipal or financial advisor or an underwriter to proceed with even accumulating the information or having them run financial scenarios, etc. Ms. Brucker went over the differences between an underwriter versus a municipal/financial advisor. Councilor Reisner asked about borrowing from the State – Ms. Brucker said they did not look into that. Ms. Betz said she is hoping to discuss this further during the Department Head/City Council retreat in January.

Councilor Tracy asked if the City budget is reviewed/audited by an independent third party at any time. Ms. Brucker said it is very strictly regulated and auditors review it every year (Marina & Company). The budget is also certified by the County.

Councilor Todd asked if it was possible to move money from various funds into the infrastructure – Ms. Brucker said they are different funds/departments/types and they have to follow the budget

rules. Any changes to the budget are brought to the Council and it is all public record. All revenues and all appropriations must balance to zero.

PUBLIC COMMENTS:

Angela Riley said that now that she understands this more she would like to go with Option C as soon as possible to get the infrastructure fixed. She said if there is a way to support a fund to assist senior citizens/people on fixed incomes with the cost increases she thinks that would be great.

Kevin Johnson said there will be people who don't want this increase – he feels that is the stupid mentality that got us where we are today. He said you can't fix anything or maintain anything if you don't raise the rates. The longer we wait the worse it's going to get. He feels there should be an ordinance/resolution that says the rates should increase automatically on a yearly basis.

Bill Osburn said we all want clean water, contained sewage, and clean rivers – we simply disagree on some of the steps to get us there. He has issues with how manipulative or deceitful some of the information the City has provided is – some of the numbers are artificially inflated. He said the survey came back with option A as the highest pick – instead, they combined B & C and stated over 60% chose more than the minimum, although true, it's misleading and there was no Option D; not to increase rates. He said one Councilor made a post accusing the residents of such delusional stupidity that they actually think they are doing good as they question the more superior intellect of others – he hopes that person apologizes to the people of Gladstone. He asked that the Council respect the choice of those they have taken an oath to represent and he asked for no rate increase now. If they choose to ignore that he asks that they choose Option A as the residents picked that in the limited options survey. He is sure they will ignore anyone who has spoken up with this point of view but he hopes they will prove him wrong. He pointed out that Gladstone is the only city around that has a right-of-way fee or privilege tax and passes it on in their sewer rates. He feels people should be allowed the option to pay more to help people who need help. He wanted to clarify that his use of "gross profit" in a social media post – he explained it as the amount you took in versus the amount you have to pay for those utilities for the sewer and water. There is a mark-up already.

Kelley Chaney said the tone of Mr. Osburn's comments and the substance is the reason the Council is sitting up there and he is not. She said Gladstone has spoken – they voted for the Councilors, they trust them, and they trust them on the library and the sewer. She feels this needs to move forward and we need to get this fixed.

Councilor Tracy made a motion to approve Resolution 1169, adopting a revised Master Fee Schedule and repealing Resolution 1163. Motion was seconded by Councilor Todd. Ms. Bannick took a roll call vote: Councilor Ripley – no. Councilor Neace – no. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed (5-2).

12. RESOLUTION 1170 – ESTABLISHING POLICY REGARDING MEDIA IN EXECUTIVE SESSIONS:

Ms. Betz said this establishes who is recognized as a news media organization in the print media and the television media. They looked at neighboring cities' policies – they focus on local media organizations that they generally do business with. The print media organizations that are established with Gladstone are The Oregonian and The Clackamas Review. Television media organizations are KATU, KGW, KOIN, and KPTV. There will be a process where someone who is not on these lists can fill out a form and provide proper documentation in order to be allowed to

attend an executive session. There is a correction on page 12-6 in the resolution, under section D, it says: “the request for permission shall be on a form provided by the Council. The person requesting permission to attend an executive session must complete and sign the requested form”. They would like it to then say: “The City requests the form be filled out within 24 hours before the date of an executive session”; eliminating that it must be submitted.

Councilor Reisner said he has an issue with the definition of news on page 12-4 – he said many times the information provided is not very factual – so he can’t support this. It was agreed to strike the word “factual”.

Councilor Tracy asked if they were to meet in an executive session and were discussing personnel issues and someone was attending that session that doesn’t necessarily follow the journalistic creed does the City not incur a liability if information that should be confidential be introduced into the community through a blog or social media entry? Ms. Driscoll said it depends. They could make an argument that the City did not disclose that information in a way that would incur liability. Councilor Tracy said if they were in a real estate negotiation and that information was divulged they could run a financial risk. Ms. Driscoll agreed. Mayor Stempel said there are no real consequences for someone who leaks that information. She said they have tried every way to minimize the executive sessions that they have, but sometimes they are necessary and it is important that they keep that confidentiality. Councilor Todd said there is a script that’s read during executive sessions that says you cannot tell anyone what was discussed. Michael Milch asked if they could add KPBS television/radio to the list of media. It was agreed to do so.

PUBLIC COMMENTS:

Bill Osburn said he appreciates that there are less executive sessions. He said he has asked the Council to implement policies in the past with no results. His complaints made against Councilors for violating the law or trust and their oaths have been ignored. He said this policy is a result of them being under investigation by the Oregon Government Ethics Commission for violating ORS 192.066. He said this policy may put the Council in violation of Oregon law again. He advises them to evaluate this policy better. He said his motivation in filing the complaint wasn’t to get even or out of anger – it’s just that he had limited options and something had to be done to get things happening. He thinks that other policies need to be adopted so that when complaints come in against the Council that we have a policy.

Kelley Chaney said that executive sessions are not nefarious; they are necessary and just because you complain about them or you don’t like them doesn’t mean you have to file law suits or complaints. These distractions keep the Council from doing the work they are committed to do. If the Council is having to defend themselves on every decision they make it is going to suck up all of their time and it costs taxpayer money for attorney fees. She said other people agree but they were afraid to attend the meeting and speak up. There are many people who are signing a memo of support. They would like the voters to be respected beginning with the dismissal/withdrawal of the State Oregon Ethics complaint filed against each and every Council member before us.

Mayor Stempel noted that the Council is paying for the attorneys personally and she is taking time off from her job so she can defend herself and the rest of the Council.

Councilor Mersereau made a motion to approve Resolution 1170, establishing a policy regarding media in executive sessions with the amendment of 1A, striking the word “factual” and adding

OPB/KPBS to the media organizations. Motion was seconded by Councilor Neace. Motion passed unanimously.

13. ORDINANCE 1497 – ADDING CHAPTER 5.55 TO THE GLADSTONE MUNICIPAL CODE (GMC), TITLED BUSINESS FOOD WASTE REQUIREMENTS:

This is the second reading of this ordinance. Ms. Betz had nothing further to add.

Councilor Tracy recused himself again.

Councilor Todd made a motion to adopt Ordinance 1497, creating the Gladstone Municipal Code (GMC) Chapter 5.55 Business Food Waste Requirements. Motion was seconded by Councilor Ripley. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Reisner – no. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed (5-1).

BUSINESS CARRIED FORWARD:

None.

BUSINESS FROM THE AUDIENCE:

Mindy Garlington said on October 24th she and some other residents of Gladstone attended the Women in Leadership and Management Awards luncheon where they watched Mayor Stempel receive an award for public servant of the year from the City of Gladstone.

Glenda Shearer asked why an anonymous letter is allowed to be read. She said everyone else who spoke at the meeting filled out a form with their name, address, and what topic they were going to address. Mayor Stempel said it is correspondence and it came in at the last minute – they didn't have a chance to photocopy it and include it in the packet and that is why it was read. Ms. Shearer asked if correspondence should be about a specific agenda item. Mayor Stempel said they get correspondence regarding just about anything. Ms. Shearer said she is really concerned about this and feels that it's furthering discord in our community. She feels that if someone has things they need to say they need to come to the meeting and share it. Ms. Driscoll said it's a policy of the City. She said if it became an issue in the future the City might decide to do things differently. Ms. Shearer would like that to be considered.

Susan Liston said she was just speaking with a friend of hers about how safe they feel in Gladstone and how wonderful it is to get to streets where people drive the speed limit.

BUSINESS FROM THE COUNCIL:

Councilor Todd:

She said she underestimated how she would feel about having the library project go through – it brought tears to her eyes. She has lived here for 49 years and the summer reading program was always important to her and her kids. She's very happy this happened.

Councilor Reisner:

He said a few months ago they discussed Park Rules, revisited the fines and penalties attached to them, and handed it off to staff. He asked what the status was. Chief Schmerber said he spoke with the City Attorney, he is going to review them, he has worked with Bill Osburn on this project and they decided to hold it over until the first of the year because of everything else that's going on now.

Councilor Reisner thanked the veterans for their service to the community and country.

He wished everyone a happy Thanksgiving.

Councilor Neace:

She said her heart is with the library and has been – she just wanted to make sure that we weren't going to extend it out and nothing was going to get in the way of delaying it.

Councilor Tracy:

He said he agrees with Ms. Shearer's comments regarding anonymous correspondence being read and is uncomfortable with it as well. He said they are politicians and they have to have thick skin – they get attacked all the time. He said he will talk to the Mayor and other Councilors regarding the policy. He also doesn't want to live in a town where people are feeling like they're going to be threatened by law suits because they speak up. He said Mr. Osburn is a politician and he also needs to grow a thick skin.

Mayor Stempel:

She wants the people who fiercely fought for the creation of the new library to know that they are appreciated.

She said that no one represents the City Council or the staff except the City Council and the staff. There are people in the community saying that they represent them and they don't.

She said there is outright incorrect information being pushed out via social media. They are trying to get the correct and factual information out in the best way possible. She asked that if anyone has questions or concerns to please reach out to them or staff.

She thanked everyone who helped with the Halloween celebration – it was awesome. It was bigger and better than last year. They have already started planning next year's celebration and if you want to help let her know.

The Gladstone holiday tree lighting is on November 29th from 6 – 8 P.M. at the Senior Center. There will be cookies, caroling, crafts, etc. Everyone is invited. There will be new snowflake decorations on Main Street this year.

Councilor Mersereau:

He said that when the library is built they are going to have a vacant library and parking lot. He said the library building is currently worth approximately \$780,000. Council could consider putting that against the cost of the infrastructure.

ADJOURN:

Meeting was adjourned at 8:57 P.M.

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

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder



		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	3,730,000.00	3,730,000.00	0.00	0.00	-3,730,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	3,730,000.00	3,730,000.00	0.00	0.00	-3,730,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
100-000-310010	CURRENT YEAR TAXES	8,609,105.00	8,609,105.00	0.00	0.00	-8,609,105.00	0.00 %
100-000-310050	PRIOR YEAR TAXES	300,000.00	300,000.00	5,401.97	12,073.81	-287,926.19	4.02 %
100-000-311030	LIBRARY DISTRICT REVENUE	743,142.00	743,142.00	0.00	0.00	-743,142.00	0.00 %
100-000-314045	TRANSIENT LODGING TAX	305,000.00	305,000.00	16,449.31	55,211.50	-249,788.50	18.10 %
	RptType: 3100 - LOCAL TAXES Total:	9,957,247.00	9,957,247.00	21,851.28	67,285.31	-9,889,961.69	0.68 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	305,000.00	305,000.00	0.00	0.00	-305,000.00	0.00 %
100-000-311010	ALCOHOL TAX REVENUE	450,846.00	450,846.00	19,412.49	36,044.82	-414,801.18	7.99 %
100-000-311015	MARIJUANA TAX	99,457.00	99,457.00	15,645.44	15,645.44	-83,811.56	15.73 %
100-000-311020	CIGARETTE TAX REVENUE	28,155.00	28,155.00	1,110.79	3,647.65	-24,507.35	12.96 %
	RptType: 3110 - STATE SHARED TAXES Total:	883,458.00	883,458.00	36,168.72	55,337.91	-828,120.09	6.26 %
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	250,000.00	250,000.00	32,608.09	32,608.09	-217,391.91	13.04 %
100-000-312025	PGE FRANCHISE FEES	800,000.00	800,000.00	0.00	0.00	-800,000.00	0.00 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	340,000.00	340,000.00	0.00	0.00	-340,000.00	0.00 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	360,000.00	360,000.00	0.00	0.00	-360,000.00	0.00 %
100-000-312050	RIGHT OF WAY FEES-TELECOM	0.00	0.00	0.00	1,857.78	1,857.78	0.00 %
100-000-312055	RIGHT OF WAY - OTHER	0.00	0.00	5,336.89	5,336.89	5,336.89	0.00 %
100-000-312060	ROW LICENSE & APP. FEES	0.00	0.00	0.00	250.00	250.00	0.00 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	1,750,000.00	1,750,000.00	37,944.98	40,052.76	-1,709,947.24	2.29 %
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	184,000.00	184,000.00	815.00	2,560.00	-181,440.00	1.39 %
100-000-313015	LIQUOR LICENSE RENEWALS	2,000.00	2,000.00	0.00	35.00	-1,965.00	1.75 %
100-000-313020	ALARM PERMITS	8,000.00	8,000.00	400.00	2,525.00	-5,475.00	31.56 %
	RptType: 3130 - LICENSES AND PERMITS Total:	194,000.00	194,000.00	1,215.00	5,120.00	-188,880.00	2.64 %
RptType: 3140 - CHARGES FOR SERVICES							
100-000-314010	RECREATION FEES	6,000.00	6,000.00	0.00	992.16	-5,007.84	16.54 %
100-000-314015	SENIOR CENTER BUILDING RENTAL FE...	8,500.00	8,500.00	-40.00	2,281.25	-6,218.75	26.84 %
100-000-314020	PLANNING APPLICATION FEES	70,000.00	70,000.00	2,236.00	2,236.00	-67,764.00	3.19 %
100-000-314025	SOCIAL SERVICES CONTRACT	75,000.00	75,000.00	2,751.97	8,744.79	-66,255.21	11.66 %
100-000-314030	LIEN SEARCH FEES	12,000.00	12,000.00	540.00	1,800.00	-10,200.00	15.00 %
100-000-314040	ALL OTHER LIBRARY RECEIPTS	16,000.00	16,000.00	1,479.42	5,484.90	-10,515.10	34.28 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	187,500.00	187,500.00	6,967.39	21,539.10	-165,960.90	11.49 %
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	7,836.00	101,947.00	101,947.00	0.00 %
100-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,033.00	2,033.00	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	7,836.00	103,980.00	103,980.00	0.00 %
RptType: 3150 - GRANTS							
100-000-315030	POLICE GRANTS	0.00	0.00	1,125.00	1,125.00	1,125.00	0.00 %
100-000-315040	FIRE GRANTS	140,000.00	331,620.00	0.00	191,620.00	-140,000.00	57.78 %
100-000-315050	READY TO READ/STATE AID LIBRARY	2,950.00	2,950.00	0.00	0.00	-2,950.00	0.00 %
100-000-315055	MARINE BOARD MAINTENANCE GRA...	0.00	0.00	0.00	5,400.00	5,400.00	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-000-315065	WES/GOOD NEIGHBOR GRANT	0.00	0.00	0.00	50,000.00	50,000.00	0.00 %
	RptType: 3150 - GRANTS Total:	142,950.00	334,570.00	1,125.00	248,145.00	-86,425.00	74.17 %
	RptType: 3260 - FINES AND FORFEITURES						
100-000-326010	COURT FINES & FORFEITURES	775,000.00	775,000.00	23,042.49	92,185.80	-682,814.20	11.89 %
	RptType: 3260 - FINES AND FORFEITURES Total:	775,000.00	775,000.00	23,042.49	92,185.80	-682,814.20	11.89 %
	RptType: 3301 - INTEREST						
100-000-330100	INTEREST	250,000.00	250,000.00	19,606.49	85,770.43	-164,229.57	34.31 %
	RptType: 3301 - INTEREST Total:	250,000.00	250,000.00	19,606.49	85,770.43	-164,229.57	34.31 %
	RptType: 3600 - MISCELLANEOUS						
100-000-360000	ALL OTHER GF RECEIPTS	70,000.00	70,000.00	5,730.42	9,579.59	-60,420.41	13.69 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	1,433.75	1,433.75	-8,566.25	14.34 %
100-000-361041	LIBRARY FOUNDATION - FUNDED PR...	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
100-000-362210	SENIOR CENTER BEQUESTS	0.00	0.00	0.00	35,668.00	35,668.00	0.00 %
100-000-362212	TRAM TRIPS	17,000.00	17,000.00	556.00	2,987.72	-14,012.28	17.57 %
100-000-362213	MEAL CHARGES	33,000.00	33,000.00	950.35	3,996.73	-29,003.27	12.11 %
100-000-362214	MEDICAID FUNDS	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	145,000.00	145,000.00	8,670.52	53,665.79	-91,334.21	37.01 %
	RptType: 3700 - OTHER						
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	0.00	374.87	-29,625.13	1.25 %
	RptType: 3700 - OTHER Total:	30,000.00	30,000.00	0.00	374.87	-29,625.13	1.25 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	18,045,155.00	18,236,775.00	164,427.87	773,456.97	-17,463,318.03	4.24 %
	Department: 910 - TRANSFER IN						
	RptType: 3990 - TRANSFERS IN						
100-910-399205	TRANSFER IN FROM STREET FUND	81,935.00	81,935.00	0.00	0.00	-81,935.00	0.00 %
100-910-399228	TRANSFER IN FROM POLICE LEVY	24,316.00	24,316.00	0.00	0.00	-24,316.00	0.00 %
100-910-399229	TRANSFER IN FROM FIRE LEVY	4,863.00	4,863.00	0.00	0.00	-4,863.00	0.00 %
100-910-399390	TRANSFER IN FROM URBAN RENEWAL	490,862.00	490,862.00	1,800,000.00	2,002,709.00	1,511,847.00	408.00 %
100-910-399730	TRANSFER IN FROM SEWER FUND	60,748.00	60,748.00	0.00	0.00	-60,748.00	0.00 %
100-910-399740	TRANSFER IN FROM WATER FUND	65,903.00	65,903.00	0.00	0.00	-65,903.00	0.00 %
100-910-399750	TRANSFER IN FROM STORM WATER	60,748.00	60,748.00	0.00	0.00	-60,748.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	789,375.00	789,375.00	1,800,000.00	2,002,709.00	1,213,334.00	253.71 %
	Department: 910 - TRANSFER IN Total:	789,375.00	789,375.00	1,800,000.00	2,002,709.00	1,213,334.00	253.71 %
	Revenue Total:	18,834,530.00	19,026,150.00	1,964,427.87	2,776,165.97	-16,249,984.03	14.59 %
	Expense						
	Department: 121 - ADMIN						
	RptCategory: 40 - PERSONNEL SERVICES						
100-121-431010	CITY ADMINISTRATOR	284,124.00	284,124.00	11,594.00	46,376.00	237,748.00	16.32 %
100-121-431020	CITY RECRDR/HR MGR	293,480.00	293,480.00	10,006.00	44,029.00	249,451.00	15.00 %
100-121-431030	FINANCE DIRECTOR (.80)	202,297.00	202,297.00	0.00	0.00	202,297.00	0.00 %
100-121-431070	OFFICE ASSISTANT	121,764.00	121,764.00	4,875.00	19,500.00	102,264.00	16.01 %
100-121-431500	ACCOUNTING CLERK	204,110.00	204,110.00	7,176.46	27,311.73	176,798.27	13.38 %
100-121-450100	OVERTIME	2,000.00	2,000.00	0.00	398.70	1,601.30	19.94 %
100-121-450500	CAREER RECOGNITION PAY	8,819.00	8,819.00	323.76	1,308.31	7,510.69	14.84 %
100-121-470000	ASSOCIATED PAYROLL COSTS	583,090.00	583,090.00	17,255.45	69,122.69	513,967.31	11.85 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,699,684.00	1,699,684.00	51,230.67	208,046.43	1,491,637.57	12.24 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	134,000.00	134,000.00	9,035.00	33,684.62	100,315.38	25.14 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	84,000.00	84,000.00	0.00	0.00	84,000.00	0.00 %
100-121-500130	LEGAL FEES	216,000.00	216,000.00	0.00	16,306.22	199,693.78	7.55 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	-1.54	2,970.24	22,029.76	11.88 %
100-121-500491	OUTSIDE AGENCY REQUESTS	47,000.00	47,000.00	0.00	0.00	47,000.00	0.00 %
100-121-500492	COUNTY PLANNING SERVICES CONTR...	160,000.00	160,000.00	9,351.42	24,829.70	135,170.30	15.52 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	384,650.00	384,650.00	5,870.00	18,820.81	365,829.19	4.89 %
100-121-520120	BANK CHARGES	7,500.00	7,500.00	376.68	1,347.38	6,152.62	17.97 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	1,000.00	1,000.00	0.00	57.75	942.25	5.78 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	38,310.00	38,310.00	392.07	3,962.11	34,347.89	10.34 %
100-121-520450	CITY NEWSLETTER	70,000.00	70,000.00	3,051.89	14,237.92	55,762.08	20.34 %
100-121-530000	FIRE & LIABILITY INSURANCE	200,000.00	200,000.00	1,012.48	149,440.39	50,559.61	74.72 %
100-121-530200	EMERGENCY MANAGEMENT	25,000.00	25,000.00	241.60	594.85	24,405.15	2.38 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	0.00	1,052.42	3,947.58	21.05 %
100-121-540120	PERSONNEL RECRUITMENT	20,000.00	20,000.00	6.00	188.00	19,812.00	0.94 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	0.00	12,023.15	47,976.85	20.04 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	1,132.92	6,084.36	38,915.64	13.52 %
100-121-540230	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-121-542000	PUBLICATIONS & SUBSCRIPTIONS	20,000.00	20,000.00	221.19	1,187.19	18,812.81	5.94 %
100-121-560120	TELEPHONES	30,000.00	30,000.00	924.66	3,651.01	26,348.99	12.17 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,574,460.00	1,574,460.00	31,614.37	290,438.12	1,284,021.88	18.45 %
Department: 121 - ADMIN Total:		3,274,144.00	3,274,144.00	82,845.04	498,484.55	2,775,659.45	15.22 %
Department: 122 - INFORMATION TECHNOLOGY							
RptCategory: 40 - PERSONNEL SERVICES							
100-122-432010	IT MANAGER	198,120.00	198,120.00	7,932.00	23,796.00	174,324.00	12.01 %
100-122-470000	ASSOCIATED PAYROLL COSTS	79,889.00	79,889.00	2,140.15	6,420.35	73,468.65	8.04 %
RptCategory: 40 - PERSONNEL SERVICES Total:		278,009.00	278,009.00	10,072.15	30,216.35	247,792.65	10.87 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-122-500110	CONTRACTUAL & PROFESSIONAL	37,360.00	37,360.00	0.00	8,800.00	28,560.00	23.55 %
100-122-500210	COMPUTER/TECHNOLOGY SERVICE	34,200.00	34,200.00	139.95	7,681.86	26,518.14	22.46 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	35,112.00	35,112.00	1,795.33	4,169.31	30,942.69	11.87 %
100-122-540300	SMALL TOOLS, EQUIPMENT & SAFETY	540.00	540.00	0.00	314.30	225.70	58.20 %
100-122-560110	CELL PHONES, PAGERS & RADIOS	5,292.00	5,292.00	163.45	672.34	4,619.66	12.70 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		112,504.00	112,504.00	2,098.73	21,637.81	90,866.19	19.23 %
RptCategory: 60 - CAPITAL OUTLAY							
100-122-661018	COMPUTER & EQUIPMENT RESERVE	27,500.00	27,500.00	0.00	0.00	27,500.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		27,500.00	27,500.00	0.00	0.00	27,500.00	0.00 %
Department: 122 - INFORMATION TECHNOLOGY Total:		418,013.00	418,013.00	12,170.88	51,854.16	366,158.84	12.40 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	17,294.00	17,294.00	821.70	3,309.81	13,984.19	19.14 %
100-124-437070	UTILITY WORKER, JOURNEY	55,223.00	55,223.00	2,356.06	9,704.17	45,518.83	17.57 %
100-124-439011	SEASONAL HELP	16,490.00	16,490.00	0.00	0.00	16,490.00	0.00 %
100-124-450100	OVERTIME	2,000.00	2,000.00	393.69	854.97	1,145.03	42.75 %
100-124-450500	CAREER RECOGNITION PAY	510.00	510.00	23.23	95.01	414.99	18.63 %
100-124-470000	ASSOCIATED PAYROLL COSTS	32,469.00	32,469.00	1,526.97	5,978.41	26,490.59	18.41 %
RptCategory: 40 - PERSONNEL SERVICES Total:		123,986.00	123,986.00	5,121.65	19,942.37	104,043.63	16.08 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	105,000.00	105,000.00	2,614.55	10,618.94	94,381.06	10.11 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	529.21	3,839.74	101,160.26	3.66 %
100-124-520322	GENERATOR FUEL	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
100-124-540220	TRAVEL, CONFERENCES& TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-124-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	5,500.00	5,500.00	0.00	687.00	4,813.00	12.49 %
100-124-560100	UTILITIES	140,000.00	140,000.00	5,336.58	20,388.57	119,611.43	14.56 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		360,700.00	360,700.00	8,480.34	35,534.25	325,165.75	9.85 %
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641000	FACILITY IMPROVEMENTS	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
100-124-641010	BUILDING REPAIR	47,000.00	47,000.00	0.00	45,000.00	2,000.00	95.74 %
RptCategory: 60 - CAPITAL OUTLAY Total:		297,000.00	297,000.00	0.00	45,000.00	252,000.00	15.15 %
Department: 124 - FACILITIES Total:		781,686.00	781,686.00	13,601.99	100,476.62	681,209.38	12.85 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	128,445.00	128,445.00	5,272.57	21,090.28	107,354.72	16.42 %
100-220-432035	COURT ADMINISTRATOR	147,900.00	147,900.00	5,921.00	24,480.08	123,419.92	16.55 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-220-450500	CAREER RECOGNITION PAY	1,479.00	1,479.00	0.00	67.17	1,411.83	4.54 %
100-220-470000	ASSOCIATED PAYROLL COSTS	157,102.00	157,102.00	6,144.32	24,891.06	132,210.94	15.84 %
RptCategory: 40 - PERSONNEL SERVICES Total:		434,926.00	434,926.00	17,337.89	70,528.59	364,397.41	16.22 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
100-220-500132	PROSECUTING ATTORNEY	73,800.00	73,800.00	3,000.00	9,000.00	64,800.00	12.20 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	1,900.00	12,200.00	54,800.00	18.21 %
100-220-500136	MUNICIPAL COURT JUDGE	73,800.00	73,800.00	3,000.00	12,000.00	61,800.00	16.26 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-220-500138	JURY EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-220-500282	COURTROOM SECURITY	16,000.00	16,000.00	570.00	1,710.00	14,290.00	10.69 %
100-220-520120	BANK CHARGES	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	27,500.00	27,500.00	165.34	1,747.18	25,752.82	6.35 %
100-220-540220	TRAVEL, CONFERENCES & TRAININGI...	4,000.00	4,000.00	382.96	1,146.72	2,853.28	28.67 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		276,100.00	276,100.00	9,018.30	37,903.90	238,196.10	13.73 %
Department: 220 - COURT Total:		711,026.00	711,026.00	26,356.19	108,432.49	602,593.51	15.25 %
Department: 240 - POLICE							
RptCategory: 40 - PERSONNEL SERVICES							
100-240-432110	POLICE CHIEF	294,520.00	294,520.00	10,124.00	40,496.00	254,024.00	13.75 %
100-240-432130	POLICE LIEUTENANT	220,220.00	220,220.00	8,745.00	39,382.52	180,837.48	17.88 %
100-240-432140	POLICE DETECTIVE	163,009.00	163,009.00	13,750.53	53,518.91	109,490.09	32.83 %
100-240-432160	POLICE OFFICER	1,270,810.00	1,270,810.00	34,697.79	163,898.05	1,106,911.95	12.90 %
100-240-432170	POLICE SERGEANT	521,961.00	521,961.00	20,553.00	68,464.55	453,496.45	13.12 %
100-240-432182	PROPERTY ROOM TECHNICIAN	57,912.00	57,912.00	2,621.74	9,494.83	48,417.17	16.40 %
100-240-432185	POLICE RECORDS CLERK	110,324.00	110,324.00	4,416.00	17,664.00	92,660.00	16.01 %
100-240-432190	POLICE RESERVES	0.00	0.00	0.00	175.95	-175.95	0.00 %
100-240-450100	OVERTIME	260,000.00	260,000.00	14,645.93	61,408.61	198,591.39	23.62 %
100-240-450200	HOLIDAY PAY	22,000.00	22,000.00	0.00	8,318.53	13,681.47	37.81 %
100-240-450300	PROFICIENCY PAY	77,428.00	77,428.00	3,892.95	14,085.37	63,342.63	18.19 %
100-240-450500	CAREER RECOGNITION PAY	0.00	0.00	237.98	698.08	-698.08	0.00 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,614,224.00	1,614,224.00	53,954.75	228,270.14	1,385,953.86	14.14 %
RptCategory: 40 - PERSONNEL SERVICES Total:		4,612,408.00	4,612,408.00	167,639.67	705,875.54	3,906,532.46	15.30 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	76,440.00	76,440.00	312.31	37,073.05	39,366.95	48.50 %
100-240-500284	PARK PATROL	13,860.00	13,860.00	0.00	2,492.50	11,367.50	17.98 %
100-240-510044	JUVENILE DIVERSION PROGRAM	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENS...	0.00	139,880.00	231.39	5,437.60	134,442.40	3.89 %
100-240-520112	FIREARMS/AMMUNITION	68,000.00	68,000.00	5,609.27	6,270.08	61,729.92	9.22 %
100-240-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	128.58	513.81	-513.81	0.00 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	150,000.00	150,000.00	5,911.71	25,118.86	124,881.14	16.75 %
100-240-520345	RADAR MAINTENANCE REPLACEMENT	0.00	0.00	0.00	1,638.00	-1,638.00	0.00 %
100-240-520400	OFFICE SUPPLIES & EQUIPMENT	179,880.00	40,000.00	590.47	3,101.53	36,898.47	7.75 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	0.00	346.80	11,653.20	2.89 %
100-240-540200	DUES & MEMBERSHIPS	20,000.00	20,000.00	0.00	1,427.99	18,572.01	7.14 %
100-240-540220	TRAVEL, CONFERENCES & TRAINING	64,000.00	64,000.00	1,437.27	7,489.90	56,510.10	11.70 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	40,000.00	40,000.00	1,851.89	15,744.91	24,255.09	39.36 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	8,200.00	8,200.00	12.99	325.98	7,874.02	3.98 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	40,868.00	40,868.00	1,762.97	7,106.47	33,761.53	17.39 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		682,748.00	682,748.00	17,848.85	114,087.48	568,660.52	16.71 %
RptCategory: 60 - CAPITAL OUTLAY							
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	220,000.00	220,000.00	31,410.27	78,530.37	141,469.63	35.70 %
100-240-661018	RADIO & COMPUTER RESERVE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		225,000.00	225,000.00	31,410.27	78,530.37	146,469.63	34.90 %
Department: 240 - POLICE Total:		5,520,156.00	5,520,156.00	216,898.79	898,493.39	4,621,662.61	16.28 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 250 - FIRE							
RptCategory: 40 - PERSONNEL SERVICES							
100-250-432210	FIRE CHIEF	231,160.00	231,160.00	8,745.00	34,980.00	196,180.00	15.13 %
100-250-432220	FIRE MARSHAL	205,864.00	205,864.00	7,932.00	31,953.00	173,911.00	15.52 %
100-250-432240	FIRE CAPTAIN	489,027.00	489,027.00	19,267.09	75,824.09	413,202.91	15.51 %
100-250-432290	ON-CALL FIREFIGHTERS	548,000.00	548,000.00	20,486.13	75,230.25	472,769.75	13.73 %
100-250-450100	OVERTIME	50,000.00	50,000.00	2,928.81	10,285.83	39,714.17	20.57 %
100-250-450500	CAREER RECOGNITION PAY	0.00	0.00	237.96	951.84	-951.84	0.00 %
100-250-470000	ASSOCIATED PAYROLL COSTS	682,019.00	682,019.00	30,114.78	110,514.63	571,504.37	16.20 %
100-250-470040	LIFE & DISABILITY INSURANCE	8,000.00	8,000.00	71.28	285.12	7,714.88	3.56 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,214,070.00	2,214,070.00	89,783.05	340,024.76	1,874,045.24	15.36 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-250-500110	CONTRACTUAL & PROFESSIONAL SER...	0.00	0.00	3,184.32	3,184.32	-3,184.32	0.00 %
100-250-500150	MEDICAL DIRECTOR CONTRACT	29,000.00	29,000.00	1,200.00	4,170.00	24,830.00	14.38 %
100-250-500210	COMPUTER/TECHNOLOGY SERVICES	0.00	0.00	0.00	894.00	-894.00	0.00 %
100-250-500498	SHARE COST COM DISPATCH	170,000.00	170,000.00	7,374.08	29,496.36	140,503.64	17.35 %
100-250-510022	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
100-250-520122	FIRE PREVENTION & INVESTIGATION	12,000.00	12,000.00	539.22	539.22	11,460.78	4.49 %
100-250-520124	FIRST RESPONDER SUPPLIES	53,000.00	53,000.00	1,628.70	5,117.23	47,882.77	9.66 %
100-250-520126	SCBA & TURNOUT MAINTENANCE	0.00	0.00	0.00	20.95	-20.95	0.00 %
100-250-520200	BLDG MAINTENANCE & SUPPLIES	83,800.00	83,800.00	3,729.42	21,487.01	62,312.99	25.64 %
100-250-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	155.00	-155.00	0.00 %
100-250-520320	FLEET FUEL, MAINTENANCE & REPAIR	140,000.00	140,000.00	3,295.38	15,486.04	124,513.96	11.06 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	5,280.00	5,280.00	27.35	1,039.16	4,240.84	19.68 %
100-250-540130	PHYSICAL EXAMINATIONS	48,000.00	48,000.00	0.00	236.00	47,764.00	0.49 %
100-250-540200	DUES & MEMBERSHIPS	15,000.00	15,000.00	0.00	1,201.19	13,798.81	8.01 %
100-250-540222	TECH RESCUE TRAINING	15,250.00	15,250.00	0.00	0.00	15,250.00	0.00 %
100-250-540224	EMS TRAINING & RECERTIFICATION	15,000.00	15,000.00	0.00	4,610.40	10,389.60	30.74 %
100-250-540225	FIREFIGHTER TRAINING	62,000.00	62,000.00	1,520.57	9,303.96	52,696.04	15.01 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	30,000.00	30,000.00	645.83	3,840.30	26,159.70	12.80 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	64,000.00	64,000.00	985.04	20,021.63	43,978.37	31.28 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		792,330.00	792,330.00	24,129.91	120,802.77	671,527.23	15.25 %
RptCategory: 60 - CAPITAL OUTLAY							
100-250-661010	ROUTINE EQUIP REPLACEMENT	0.00	0.00	49.92	671.53	-671.53	0.00 %
100-250-661012	TURN-OUTS & SCBA RESERVE	0.00	191,620.00	0.00	156,183.16	35,436.84	81.51 %
100-250-661014	DIVE RESCUE EQUIPMENT	0.00	0.00	0.00	1,767.18	-1,767.18	0.00 %
100-250-661016	FIRE APPARATUS & EQUIPMENT RESE...	466,667.00	466,667.00	0.00	0.00	466,667.00	0.00 %
100-250-661018	RADIO & COMPUTER RESERVE	44,394.00	44,394.00	0.00	0.00	44,394.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		511,061.00	702,681.00	49.92	158,621.87	544,059.13	22.57 %
Department: 250 - FIRE Total:		3,517,461.00	3,709,081.00	113,962.88	619,449.40	3,089,631.60	16.70 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	8,158.40	42,771.60	16.02 %
100-526-437050	PUBLIC WORKS SUPERVISOR	77,820.00	77,820.00	3,697.67	14,894.10	62,925.90	19.14 %
100-526-437051	PW OPERATIONS MANAGER	15,233.00	15,233.00	0.00	0.00	15,233.00	0.00 %
100-526-437055	PW ADMIN ASSISTANT	18,009.00	18,009.00	788.77	3,499.98	14,509.02	19.43 %
100-526-437070	UTILITY WORKER, JOURNEY	134,877.00	134,877.00	7,816.92	32,840.44	102,036.56	24.35 %
100-526-437071	UTILITY WORKER II	55,224.00	55,224.00	0.00	0.00	55,224.00	0.00 %
100-526-439011	SEASONAL HELP	65,000.00	65,000.00	0.00	12,496.71	52,503.29	19.23 %
100-526-450100	OVERTIME	7,000.00	7,000.00	795.95	2,206.62	4,793.38	31.52 %
100-526-450500	CAREER RECOGNITION PAY	0.00	0.00	276.26	1,120.32	-1,120.32	0.00 %
100-526-470000	ASSOCIATED PAYROLL COSTS	232,885.00	232,885.00	9,165.86	38,561.62	194,323.38	16.56 %
RptCategory: 40 - PERSONNEL SERVICES Total:		656,978.00	656,978.00	24,581.03	113,778.19	543,199.81	17.32 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	65,000.00	65,000.00	535.92	1,486.59	63,513.41	2.29 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	140,000.00	140,000.00	3,461.79	15,782.34	124,217.66	11.27 %
100-526-520132	HAZARDOUS TREE REMOVAL	60,000.00	60,000.00	0.00	2,632.00	57,368.00	4.39 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-526-520300	EQUIPMENT MAINTENANCE AND SU...	0.00	0.00	0.00	19.35	-19.35	0.00 %
100-526-520320	FLEET FUEL, MAINTENANCE & REPAIR	42,000.00	42,000.00	1,033.77	4,653.21	37,346.79	11.08 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	3,360.00	3,360.00	88.47	490.32	2,869.68	14.59 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	3,500.00	3,500.00	0.00	40.40	3,459.60	1.15 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	30,000.00	30,000.00	369.49	1,921.63	28,078.37	6.41 %
100-526-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-526-560100	UTILITIES	60,000.00	60,000.00	1,920.22	11,233.98	48,766.02	18.72 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		406,860.00	406,860.00	7,409.66	38,259.82	368,600.18	9.40 %
RptCategory: 60 - CAPITAL OUTLAY							
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	120,200.00	120,200.00	0.00	-2,840.25	123,040.25	-2.36 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	68,411.00	68,411.00	0.00	4,268.20	64,142.80	6.24 %
RptCategory: 60 - CAPITAL OUTLAY Total:		188,611.00	188,611.00	0.00	1,427.95	187,183.05	0.76 %
Department: 526 - PARKS Total:		1,252,449.00	1,252,449.00	31,990.69	153,465.96	1,098,983.04	12.25 %
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	504.96	6,689.02	25,310.98	20.90 %
100-527-435120	PLAYGROUND AIDES	28,000.00	28,000.00	0.00	10,058.68	17,941.32	35.92 %
100-527-470000	ASSOCIATED PAYROLL COSTS	6,000.00	6,000.00	170.52	2,949.62	3,050.38	49.16 %
RptCategory: 40 - PERSONNEL SERVICES Total:		66,000.00	66,000.00	675.48	19,697.32	46,302.68	29.84 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	0.00	1,020.13	1,979.87	34.00 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	0.00	463.00	4,537.00	9.26 %
100-527-520136	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	0.00	65.76	2,134.24	2.99 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		10,200.00	10,200.00	0.00	1,548.89	8,651.11	15.19 %
Department: 527 - RECREATION Total:		76,200.00	76,200.00	675.48	21,246.21	54,953.79	27.88 %
Department: 528 - SENIOR CENTER							
RptCategory: 40 - PERSONNEL SERVICES							
100-528-435210	SENIOR CENTER MANAGER	171,144.00	171,144.00	6,851.00	27,404.00	143,740.00	16.01 %
100-528-435240	TRAM DRIVER	61,914.00	61,914.00	3,207.85	11,099.02	50,814.98	17.93 %
100-528-435250	NUTRITION CATERER	51,595.00	51,595.00	2,762.95	11,287.82	40,307.18	21.88 %
100-528-435280	CENTER ASSISTANT	95,413.00	95,413.00	4,069.76	16,185.50	79,227.50	16.96 %
100-528-435295	BUILDING MONITOR	10,000.00	10,000.00	406.25	1,185.65	8,814.35	11.86 %
100-528-450500	CAREER RECOGNITION PAY	3,405.00	3,405.00	152.41	587.88	2,817.12	17.27 %
100-528-470000	ASSOCIATED PAYROLL COSTS	169,016.00	169,016.00	6,437.02	25,251.38	143,764.62	14.94 %
RptCategory: 40 - PERSONNEL SERVICES Total:		562,487.00	562,487.00	23,887.24	93,001.25	469,485.75	16.53 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-528-510075	NUTRITION PROGRAM SUPPLIES	36,000.00	36,000.00	1,087.20	3,554.17	32,445.83	9.87 %
100-528-520140	TRAM EXPENSES	12,500.00	12,500.00	1,915.74	3,835.36	8,664.64	30.68 %
100-528-520190	MISCELLANEOUS EQUIPMENT	7,500.00	7,500.00	95.92	467.82	7,032.18	6.24 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	16,000.00	16,000.00	1,148.17	2,883.53	13,116.47	18.02 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	2,500.00	2,500.00	0.00	10.00	2,490.00	0.40 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	11,368.00	11,368.00	94.55	548.38	10,819.62	4.82 %
100-528-540200	DUES & MEMBERSHIPS	2,800.00	2,800.00	40.00	310.00	2,490.00	11.07 %
100-528-540230	MILEAGE REIMBURSEMENT	100.00	100.00	0.00	0.00	100.00	0.00 %
100-528-560120	TELEPHONES	7,000.00	7,000.00	279.23	1,108.61	5,891.39	15.84 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		95,768.00	95,768.00	4,660.81	12,717.87	83,050.13	13.28 %
RptCategory: 60 - CAPITAL OUTLAY							
100-528-641010	BUILDING REPAIR	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:		13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
Department: 528 - SENIOR CENTER Total:		671,255.00	671,255.00	28,548.05	105,719.12	565,535.88	15.75 %
Department: 529 - LIBRARY							
RptCategory: 40 - PERSONNEL SERVICES							
100-529-435320	LIBRARY ASSISTANT II	360,000.00	360,000.00	16,290.64	77,728.66	282,271.34	21.59 %
100-529-435392	ON CALL LIB ASSISTANT	0.00	0.00	3,523.50	9,653.19	-9,653.19	0.00 %
100-529-450500	CAREER RECOGNITION PAY	0.00	0.00	132.66	556.16	-556.16	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-529-470000	ASSOCIATED PAYROLL COSTS	195,000.00	195,000.00	10,449.65	45,279.98	149,720.02	23.22 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	555,000.00	555,000.00	30,396.45	133,217.99	421,782.01	24.00 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-529-500110	CONTRACTUAL & PROFESSIONAL SER...	265,900.00	265,900.00	18,123.25	18,123.25	247,776.75	6.82 %
100-529-500210	COMPUTER/TECHNOLOGY SERVICES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
100-529-510081	NEW BOOKS	95,000.00	95,000.00	598.32	14,907.85	80,092.15	15.69 %
100-529-510082	ADULT/CHILDREN'S PROGRAMS	7,500.00	7,500.00	254.18	993.04	6,506.96	13.24 %
100-529-510084	READY TO READ GRANT	2,950.00	2,950.00	0.00	0.00	2,950.00	0.00 %
100-529-510086	LIB FOUNDATION FUNDED PROGRAM	5,000.00	5,000.00	0.00	2,487.73	2,512.27	49.75 %
100-529-510100	MARKETING	700.00	700.00	0.00	0.00	700.00	0.00 %
100-529-520400	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	139.13	1,227.75	4,772.25	20.46 %
100-529-530100	RENTALS AND LEASES	9,000.00	9,000.00	0.00	2,096.35	6,903.65	23.29 %
100-529-542000	PUBLICATIONS & SUBSCRIPTIONS	4,500.00	4,500.00	148.31	192.31	4,307.69	4.27 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	421,550.00	421,550.00	19,263.19	40,028.28	381,521.72	9.50 %
	Department: 529 - LIBRARY Total:	976,550.00	976,550.00	49,659.64	173,246.27	803,303.73	17.74 %
	Department: 600 - DEBT SERVICE						
	RptCategory: 70 - DEBT SERVICE						
100-600-720040	DEBT PRINCIPAL	320,399.00	320,399.00	0.00	157,709.00	162,690.00	49.22 %
100-600-730040	DEBT SERVICE - INTEREST	170,462.00	170,462.00	0.00	45,000.00	125,462.00	26.40 %
	RptCategory: 70 - DEBT SERVICE Total:	490,861.00	490,861.00	0.00	202,709.00	288,152.00	41.30 %
	Department: 600 - DEBT SERVICE Total:	490,861.00	490,861.00	0.00	202,709.00	288,152.00	41.30 %
	Department: 990 - CONTINGENCY						
	RptCategory: 90 - OTHER						
100-990-910000	CONTINGENCY FUNDS	1,144,729.00	1,144,729.00	0.00	0.00	1,144,729.00	0.00 %
	RptCategory: 90 - OTHER Total:	1,144,729.00	1,144,729.00	0.00	0.00	1,144,729.00	0.00 %
	Department: 990 - CONTINGENCY Total:	1,144,729.00	1,144,729.00	0.00	0.00	1,144,729.00	0.00 %
	Expense Total:	18,834,530.00	19,026,150.00	576,709.63	2,933,577.17	16,092,572.83	15.42 %
	Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	1,387,718.24	-157,411.20	-157,411.20	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		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	1,750,000.00	1,750,000.00	0.00	0.00	-1,750,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	1,750,000.00	1,750,000.00	0.00	0.00	-1,750,000.00	0.00 %
RptType: 3110 - STATE SHARED TAXES							
205-000-310140	STATE HIGHWAY TAXES	1,837,123.00	1,837,123.00	74,270.13	290,505.53	-1,546,617.47	15.81 %
	RptType: 3110 - STATE SHARED TAXES Total:	1,837,123.00	1,837,123.00	74,270.13	290,505.53	-1,546,617.47	15.81 %
RptType: 3120 - RIGHT OF WAY FEES							
205-000-312050	RIGHT OF WAY - TELECOM	436,000.00	436,000.00	11,154.28	37,617.34	-398,382.66	8.63 %
205-000-312055	RIGHT OF WAY - OTHER	450,000.00	450,000.00	0.00	0.00	-450,000.00	0.00 %
205-000-312060	ROW LICENSES & APP FEES	6,000.00	6,000.00	50.00	50.00	-5,950.00	0.83 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	892,000.00	892,000.00	11,204.28	37,667.34	-854,332.66	4.22 %
RptType: 3141 - SDC							
205-000-314075	TRANSPORTATION SDC'S	20,000.00	20,000.00	3,706.00	67,921.00	47,921.00	339.61 %
205-000-314076	SDC Reimbursement Fee	0.00	0.00	0.00	2,600.00	2,600.00	0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	3,706.00	70,521.00	50,521.00	352.61 %
RptType: 3600 - MISCELLANEOUS							
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	60,000.00	60,000.00	2,115.00	20,929.34	-39,070.66	34.88 %
	RptType: 3600 - MISCELLANEOUS Total:	60,000.00	60,000.00	2,115.00	20,929.34	-39,070.66	34.88 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,559,123.00	4,559,123.00	91,295.41	419,623.21	-4,139,499.79	9.20 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
205-910-399730	TRANSFER IN FROM SEWER FUND	241,667.00	241,667.00	0.00	0.00	-241,667.00	0.00 %
205-910-399740	TRANSFER IN FROM WATER FUND	171,488.00	171,488.00	0.00	0.00	-171,488.00	0.00 %
205-910-399750	TRANSFER IN FROM STORM WATER	79,676.00	79,676.00	0.00	0.00	-79,676.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	492,831.00	492,831.00	0.00	0.00	-492,831.00	0.00 %
	Department: 910 - TRANSFER IN Total:	492,831.00	492,831.00	0.00	0.00	-492,831.00	0.00 %
	Revenue Total:	5,051,954.00	5,051,954.00	91,295.41	419,623.21	-4,632,330.79	8.31 %
Expense							
Department: 305 - ROAD AND STREET							
RptCategory: 40 - PERSONNEL SERVICES							
205-305-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	8,158.40	42,771.60	16.02 %
205-305-437050	PUBLIC WORKS SUPERVISOR	77,822.00	77,822.00	3,697.67	14,894.08	62,927.92	19.14 %
205-305-437051	PW OPERATIONS MANAGER	34,173.00	34,173.00	0.00	0.00	34,173.00	0.00 %
205-305-437055	PW ADMIN ASSISTANT	38,210.00	38,210.00	1,774.72	7,241.27	30,968.73	18.95 %
205-305-437070	UTILITY WORKER, JOURNEY	242,705.00	242,705.00	9,873.54	41,251.63	201,453.37	17.00 %
205-305-439011	SEASONAL HELP	45,000.00	45,000.00	1,136.16	10,449.55	34,550.45	23.22 %
205-305-450100	OVERTIME	8,000.00	8,000.00	386.15	1,625.90	6,374.10	20.32 %
205-305-450500	CAREER RECOGNITION PAY	2,309.00	2,309.00	158.30	644.60	1,664.40	27.92 %
205-305-470000	ASSOCIATED PAYROLL COSTS	301,436.00	301,436.00	11,763.41	47,932.94	253,503.06	15.90 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	800,585.00	800,585.00	30,829.55	132,198.37	668,386.63	16.51 %
RptCategory: 50 - MATERIAL AND SERVICES							
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	109,200.00	109,200.00	1,285.04	6,902.52	102,297.48	6.32 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	500,000.00	500,000.00	162.74	174,708.13	325,291.87	34.94 %
205-305-520172	STREET LIGHT MAINTENANCE	165,000.00	165,000.00	12,061.47	30,451.44	134,548.56	18.46 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	45,000.00	45,000.00	879.07	2,482.12	42,517.88	5.52 %
205-305-520178	STREET SIGN MAINTENANCE	45,000.00	45,000.00	2,154.81	4,588.16	40,411.84	10.20 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	4,912.93	12,745.87	52,254.13	19.61 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	88.47	490.32	3,669.68	11.79 %
205-305-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	0.00	40.40	4,959.60	0.81 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	45,000.00	45,000.00	6,355.53	10,204.11	34,795.89	22.68 %
205-305-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	217.50	4,782.50	4.35 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
205-305-560100	UTILITIES	2,200.00	2,200.00	54.14	216.50	1,983.50	9.84 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	990,560.00	990,560.00	27,954.20	243,047.07	747,512.93	24.54 %
	RptCategory: 60 - CAPITAL OUTLAY						
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	575,000.00	575,000.00	0.00	0.00	575,000.00	0.00 %
205-305-675056	BIKEWAY & SIDEWALK IMPROVEMENT	72,000.00	72,000.00	0.00	0.00	72,000.00	0.00 %
205-305-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,295,659.00	1,295,659.00	0.00	0.00	1,295,659.00	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:	2,270,194.00	2,270,194.00	0.00	0.00	2,270,194.00	0.00 %
	Department: 305 - ROAD AND STREET Total:	4,061,339.00	4,061,339.00	58,783.75	375,245.44	3,686,093.56	9.24 %
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
205-920-899100	TRANSFER OUT TO GENERAL FUND	81,935.00	81,935.00	0.00	0.00	81,935.00	0.00 %
205-920-899730	TRANSFER OUT TO SEWER FUND	169,560.00	169,560.00	0.00	0.00	169,560.00	0.00 %
205-920-899740	TRANSFER OUT TO WATER	169,560.00	169,560.00	0.00	0.00	169,560.00	0.00 %
205-920-899750	TRANSFER OUT TO STORM	169,560.00	169,560.00	0.00	0.00	169,560.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	590,615.00	590,615.00	0.00	0.00	590,615.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	590,615.00	590,615.00	0.00	0.00	590,615.00	0.00 %
	Department: 990 - CONTINGENCY						
	RptCategory: 90 - OTHER						
205-990-910000	CONTINGENCY FUNDS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	Department: 990 - CONTINGENCY Total:	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00 %
	Expense Total:	5,051,954.00	5,051,954.00	58,783.75	375,245.44	4,676,708.56	7.43 %
	Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	0.00	0.00	32,511.66	44,377.77	44,377.77	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	165,000.00	165,000.00	0.00	0.00	-165,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	165,000.00	165,000.00	0.00	0.00	-165,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
228-000-310020	CURRENT LEVY TAX	1,311,323.00	1,311,323.00	0.00	0.00	-1,311,323.00	0.00 %
228-000-310050	PRIOR YEAR TAXES	48,000.00	48,000.00	762.59	1,704.45	-46,295.55	3.55 %
	RptType: 3100 - LOCAL TAXES Total:	1,359,323.00	1,359,323.00	762.59	1,704.45	-1,357,618.55	0.13 %
RptType: 3301 - INTEREST							
228-000-330100	INTEREST	7,800.00	7,800.00	1.31	320.29	-7,479.71	4.11 %
	RptType: 3301 - INTEREST Total:	7,800.00	7,800.00	1.31	320.29	-7,479.71	4.11 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,532,123.00	1,532,123.00	763.90	2,024.74	-1,530,098.26	0.13 %
	Revenue Total:	1,532,123.00	1,532,123.00	763.90	2,024.74	-1,530,098.26	0.13 %
Expense							
Department: 245 - POLICE LEVY							
RptCategory: 40 - PERSONNEL SERVICES							
228-245-432160	POLICE OFFICER	155,208.00	155,208.00	6,649.06	27,059.23	128,148.77	17.43 %
228-245-432165	SCHOOL RESOURCE OFFICER	155,208.00	155,208.00	6,764.90	27,162.51	128,045.49	17.50 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	127,715.00	127,715.00	5,113.00	20,452.00	107,263.00	16.01 %
228-245-432195	EXECUTIVE ASSISTANT	122,467.00	122,467.00	4,928.63	20,267.63	102,199.37	16.55 %
228-245-450100	OVERTIME	80,000.00	80,000.00	1,317.51	8,051.52	71,948.48	10.06 %
228-245-450200	HOLIDAY PAY	0.00	0.00	0.00	170.74	-170.74	0.00 %
228-245-450300	PROFICIENCY PAY	30,385.00	30,385.00	936.14	4,319.53	26,065.47	14.22 %
228-245-450500	CAREER RECOGNITION PAY	0.00	0.00	199.33	843.88	-843.88	0.00 %
228-245-470000	ASSOCIATED PAYROLL COSTS	482,308.00	482,308.00	17,712.91	68,805.26	413,502.74	14.27 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,153,291.00	1,153,291.00	43,621.48	177,132.30	976,158.70	15.36 %
RptCategory: 50 - MATERIAL AND SERVICES							
228-245-500498	SHARE COST CCOM DISPATCH	295,000.00	295,000.00	0.00	47,478.72	247,521.28	16.09 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	398.35	398.35	3,601.65	9.96 %
228-245-510040	K-9 EXPENSES	14,000.00	14,000.00	0.00	641.58	13,358.42	4.58 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	0.00	0.00	8,200.00	0.00 %
228-245-520310	MAINTENANCE, REPAIR & OPERATION	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	341,200.00	341,200.00	398.35	48,518.65	292,681.35	14.22 %
	Department: 245 - POLICE LEVY Total:	1,494,491.00	1,494,491.00	44,019.83	225,650.95	1,268,840.05	15.10 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
228-920-899100	TRANSFER OUT TO GENERAL FUND	24,316.00	24,316.00	0.00	0.00	24,316.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	24,316.00	24,316.00	0.00	0.00	24,316.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	24,316.00	24,316.00	0.00	0.00	24,316.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
228-990-910000	CONTINGENCY FUNDS	13,316.00	13,316.00	0.00	0.00	13,316.00	0.00 %
	RptCategory: 90 - OTHER Total:	13,316.00	13,316.00	0.00	0.00	13,316.00	0.00 %
	Department: 990 - CONTINGENCY Total:	13,316.00	13,316.00	0.00	0.00	13,316.00	0.00 %
	Expense Total:	1,532,123.00	1,532,123.00	44,019.83	225,650.95	1,306,472.05	14.73 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-43,255.93	-223,626.21	-223,626.21	0.00 %

Budget Report

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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	451,000.00	451,000.00	0.00	0.00	-451,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	451,000.00	451,000.00	0.00	0.00	-451,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
229-000-310020	CURRENT LEVY TAX	597,722.00	597,722.00	0.00	0.00	-597,722.00	0.00 %
229-000-310050	PRIOR YEAR TAXES	18,000.00	18,000.00	347.76	777.27	-17,222.73	4.32 %
	RptType: 3100 - LOCAL TAXES Total:	615,722.00	615,722.00	347.76	777.27	-614,944.73	0.13 %
RptType: 3301 - INTEREST							
229-000-330100	INTEREST	12,000.00	12,000.00	960.22	3,042.55	-8,957.45	25.35 %
	RptType: 3301 - INTEREST Total:	12,000.00	12,000.00	960.22	3,042.55	-8,957.45	25.35 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,078,722.00	1,078,722.00	1,307.98	3,819.82	-1,074,902.18	0.35 %
	Revenue Total:	1,078,722.00	1,078,722.00	1,307.98	3,819.82	-1,074,902.18	0.35 %
Expense							
Department: 255 - FIRE LEVY							
RptCategory: 40 - PERSONNEL SERVICES							
229-255-432230	TRAINING CAPTAIN	160,532.00	160,532.00	6,526.00	25,482.00	135,050.00	15.87 %
229-255-439010	PART TIME	46,000.00	46,000.00	1,822.91	7,173.32	38,826.68	15.59 %
229-255-439011	SEASONAL HELP	20,000.00	20,000.00	118.35	8,627.44	11,372.56	43.14 %
229-255-470000	ASSOCIATED PAYROLL COSTS	124,471.00	124,471.00	5,852.06	24,303.94	100,167.06	19.53 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	351,003.00	351,003.00	14,319.32	65,586.70	285,416.30	18.69 %
RptCategory: 50 - MATERIAL AND SERVICES							
229-255-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	500.00	2,000.00	18,000.00	10.00 %
229-255-520126	SCBA & TURNOUT MAINTENANCE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
229-255-520365	EQUIPMENT TESTING & SERVICE	20,000.00	20,000.00	629.00	5,371.50	14,628.50	26.86 %
229-255-520400	OFFICE SUPPLIES & EQUIPMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
229-255-560110	CELL PHONES, PAGERS, RADIOS	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	90,000.00	90,000.00	1,129.00	7,371.50	82,628.50	8.19 %
RptCategory: 60 - CAPITAL OUTLAY							
229-255-641030	TRAINING FACILITY	0.00	0.00	0.00	548.49	-548.49	0.00 %
229-255-660120	FIRE, EMS & EXTRICATION EQUIPME...	77,000.00	77,000.00	0.00	1,017.84	75,982.16	1.32 %
229-255-661010	ROUTINE EQUIP REPLACEMENT	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
229-255-661012	TURN-OUTS & SCBA RESERVE	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00 %
229-255-661014	TECH RESCUE EQUIPMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
229-255-661016	FIRE APPARATUS & EQUIPMENT RESE...	325,000.00	325,000.00	0.00	0.00	325,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	532,000.00	532,000.00	0.00	1,566.33	530,433.67	0.29 %
	Department: 255 - FIRE LEVY Total:	973,003.00	973,003.00	15,448.32	74,524.53	898,478.47	7.66 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
229-920-899100	TRANSFER OUT TO GENERAL FUND	4,863.00	4,863.00	0.00	0.00	4,863.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	4,863.00	4,863.00	0.00	0.00	4,863.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	4,863.00	4,863.00	0.00	0.00	4,863.00	0.00 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
229-990-910000	CONTINGENCY FUNDS	100,856.00	100,856.00	0.00	0.00	100,856.00	0.00 %
	RptCategory: 90 - OTHER Total:	100,856.00	100,856.00	0.00	0.00	100,856.00	0.00 %
	Department: 990 - CONTINGENCY Total:	100,856.00	100,856.00	0.00	0.00	100,856.00	0.00 %
	Expense Total:	1,078,722.00	1,078,722.00	15,448.32	74,524.53	1,004,197.47	6.91 %
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	-14,140.34	-70,704.71	-70,704.71	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)							
Revenue							
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
307-910-399390	TRANSFER IN FROM URBAN RENEWAL	12,766,000.00	12,766,000.00	0.00	0.00	-12,766,000.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	12,766,000.00	12,766,000.00	0.00	0.00	-12,766,000.00	0.00 %
	Department: 910 - TRANSFER IN Total:	12,766,000.00	12,766,000.00	0.00	0.00	-12,766,000.00	0.00 %
	Revenue Total:	12,766,000.00	12,766,000.00	0.00	0.00	-12,766,000.00	0.00 %
Expense							
Department: 307 - CIVIC CENTER PROJECT							
RptCategory: 50 - MATERIAL AND SERVICES							
307-307-620320	PROJECT MGMT-OWNERS REP	0.00	122,677.00	9,476.25	29,098.65	93,578.35	23.72 %
307-307-620325	OTHER PROF. SERVICES	0.00	25.00	101.25	1,878.23	-1,853.23	7,512.92 %
307-307-620330	PROJECT LEGAL COSTS	0.00	3,828.00	0.00	2,444.00	1,384.00	63.85 %
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	146,530.00	9,577.50	33,420.88	113,109.12	22.81 %
RptCategory: 60 - CAPITAL OUTLAY							
307-307-620100	CONSTRUCTION - PHASE 1	0.00	9,717.00	0.00	0.00	9,717.00	0.00 %
307-307-620110	CONSTRUCTION - PHASE 2	12,766,000.00	10,011,612.00	828,206.00	2,577,098.00	7,434,514.00	25.74 %
307-307-620323	PUBLIC COMMUNICATIONS	0.00	12,020.00	0.00	0.00	12,020.00	0.00 %
307-307-620340	TESTING & SPECIAL INSP.	0.00	39,904.00	4,570.29	16,684.21	23,219.79	41.81 %
307-307-620365	LAND ACQUISITION/SITE PREP	0.00	957.00	108.00	2,258.00	-1,301.00	235.95 %
307-307-620370	ADD ALTERNATES	0.00	212,162.00	0.00	0.00	212,162.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	12,766,000.00	10,286,372.00	832,884.29	2,596,040.21	7,690,331.79	25.24 %
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:	12,766,000.00	10,581,902.00	842,461.79	2,629,461.09	7,952,440.91	24.85 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
307-990-910000	CONTINGENCY FUNDS (Rollover Bala...	0.00	2,184,098.00	0.00	0.00	2,184,098.00	0.00 %
	RptCategory: 90 - OTHER Total:	0.00	2,184,098.00	0.00	0.00	2,184,098.00	0.00 %
	Department: 990 - CONTINGENCY Total:	0.00	2,184,098.00	0.00	0.00	2,184,098.00	0.00 %
	Expense Total:	12,766,000.00	12,766,000.00	842,461.79	2,629,461.09	10,136,538.91	20.60 %
	Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):	0.00	0.00	-842,461.79	-2,629,461.09	-2,629,461.09	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 390 - URBAN RENEWAL FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
390-000-309999	BEGINNING FUND BALANCE	14,756,000.00	14,756,000.00	0.00	0.00	-14,756,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	14,756,000.00	14,756,000.00	0.00	0.00	-14,756,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
390-000-310010	CURRENT YEAR TAXES	1,870,000.00	1,870,000.00	0.00	0.00	-1,870,000.00	0.00 %
390-000-310050	PRIOR YEAR TAXES	20,000.00	20,000.00	1,205.54	2,691.67	-17,308.33	13.46 %
	RptType: 3100 - LOCAL TAXES Total:	1,890,000.00	1,890,000.00	1,205.54	2,691.67	-1,887,308.33	0.14 %
RptType: 3301 - INTEREST							
390-000-330100	INTEREST	20,000.00	20,000.00	23,918.17	105,284.98	85,284.98	526.42 %
	RptType: 3301 - INTEREST Total:	20,000.00	20,000.00	23,918.17	105,284.98	85,284.98	526.42 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	16,666,000.00	16,666,000.00	25,123.71	107,976.65	-16,558,023.35	0.65 %
	Revenue Total:	16,666,000.00	16,666,000.00	25,123.71	107,976.65	-16,558,023.35	0.65 %
Expense							
Department: 410 - URBAN RENEWAL							
RptCategory: 50 - MATERIAL AND SERVICES							
390-410-500110	CONTRACTUAL & PROFESSIONAL SER...	4,000.00	4,000.00	768.07	768.07	3,231.93	19.20 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
390-410-530000	FIRE & LIABILITY INSURANCE	30,000.00	30,000.00	0.00	15,000.00	15,000.00	50.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	49,000.00	49,000.00	768.07	15,768.07	33,231.93	32.18 %
RptCategory: 70 - DEBT SERVICE							
390-410-730030	DEBT SERVICE PRINCIPAL	876,366.00	876,366.00	0.00	431,573.00	444,793.00	49.25 %
390-410-730040	DEBT SERVICE - INTEREST	201,234.00	201,234.00	0.00	56,810.00	144,424.00	28.23 %
	RptCategory: 70 - DEBT SERVICE Total:	1,077,600.00	1,077,600.00	0.00	488,383.00	589,217.00	45.32 %
RptCategory: 89 - TRANSFERS OUT							
390-410-899100	TRANSFER OUT TO GENERAL FUND	490,861.00	490,861.00	0.00	202,709.00	288,152.00	41.30 %
	RptCategory: 89 - TRANSFERS OUT Total:	490,861.00	490,861.00	0.00	202,709.00	288,152.00	41.30 %
	Department: 410 - URBAN RENEWAL Total:	1,617,461.00	1,617,461.00	768.07	706,860.07	910,600.93	43.70 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
390-920-899307	TRANSFER OUT TO CIVIC BUILDINGS ...	12,766,000.00	12,766,000.00	1,800,000.00	1,800,000.00	10,966,000.00	14.10 %
	RptCategory: 89 - TRANSFERS OUT Total:	12,766,000.00	12,766,000.00	1,800,000.00	1,800,000.00	10,966,000.00	14.10 %
	Department: 920 - TRANSFER OUT Total:	12,766,000.00	12,766,000.00	1,800,000.00	1,800,000.00	10,966,000.00	14.10 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
390-990-910000	CONTINGENCY FUNDS	2,282,539.00	2,282,539.00	0.00	0.00	2,282,539.00	0.00 %
	RptCategory: 90 - OTHER Total:	2,282,539.00	2,282,539.00	0.00	0.00	2,282,539.00	0.00 %
	Department: 990 - CONTINGENCY Total:	2,282,539.00	2,282,539.00	0.00	0.00	2,282,539.00	0.00 %
	Expense Total:	16,666,000.00	16,666,000.00	1,800,768.07	2,506,860.07	14,159,139.93	15.04 %
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	0.00	0.00	-1,775,644.36	-2,398,883.42	-2,398,883.42	0.00 %

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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	936,000.00	936,000.00	0.00	0.00	-936,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	936,000.00	936,000.00	0.00	0.00	-936,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
730-000-314050	OAK LODGE SANITARY	1,349,749.00	1,349,749.00	53,091.10	212,425.97	-1,137,323.03	15.74 %
730-000-314055	TRI-CITY SERVICE DISTRICT	3,473,582.00	3,473,582.00	158,390.31	638,160.89	-2,835,421.11	18.37 %
730-000-314080	CONNECTION FEES	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	4,833,331.00	4,833,331.00	211,481.41	850,586.86	-3,982,744.14	17.60 %
RptType: 3141 - SDC							
730-000-314110	SEWER SDCS	15,000.00	15,000.00	5,638.00	55,528.00	40,528.00	370.19 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,619.00	2,619.00	0.00 %
	RptType: 3141 - SDC Total:	15,000.00	15,000.00	5,638.00	58,147.00	43,147.00	387.65 %
RptType: 3600 - MISCELLANEOUS							
730-000-360000	ALL OTHER SEWER RECEIPTS	2,000.00	2,000.00	0.00	10,599.34	8,599.34	529.97 %
	RptType: 3600 - MISCELLANEOUS Total:	2,000.00	2,000.00	0.00	10,599.34	8,599.34	529.97 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,786,331.00	5,786,331.00	217,119.41	919,333.20	-4,866,997.80	15.89 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
730-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	Revenue Total:	5,955,891.00	5,955,891.00	217,119.41	919,333.20	-5,036,557.80	15.44 %
Expense							
Department: 703 - SEWER							
RptCategory: 40 - PERSONNEL SERVICES							
730-703-431500	ACCOUNTING CLERK	27,611.00	27,611.00	1,053.00	4,212.00	23,399.00	15.25 %
730-703-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	8,158.40	42,771.60	16.02 %
730-703-437050	PUBLIC WORKS SUPERVISOR	59,895.00	59,895.00	2,667.03	11,059.59	48,835.41	18.46 %
730-703-437051	PW OPERATIONS MANAGER	34,173.00	34,173.00	0.00	0.00	34,173.00	0.00 %
730-703-437055	PW ADMIN ASSISTANT	40,520.00	40,520.00	1,774.72	7,241.27	33,278.73	17.87 %
730-703-437070	UTILITY WORKER, JOURNEY	143,225.00	143,225.00	7,337.50	30,144.63	113,080.37	21.05 %
730-703-437071	UTILITY WORKER II	25,272.00	25,272.00	0.00	0.00	25,272.00	0.00 %
730-703-439011	SEASONAL HELP	35,000.00	35,000.00	0.00	3,460.80	31,539.20	9.89 %
730-703-450100	OVERTIME	10,000.00	10,000.00	971.50	2,034.05	7,965.95	20.34 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	199.50	785.47	-785.47	0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	249,431.00	249,431.00	8,577.16	34,550.20	214,880.80	13.85 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	676,057.00	676,057.00	24,620.01	101,646.41	574,410.59	15.04 %
RptCategory: 50 - MATERIAL AND SERVICES							
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	8,112.28	12,872.43	97,127.57	11.70 %
730-703-500452	SDC PASS THROUGH TO TCSD	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
730-703-500456	OAK LODGE SANITARY DISTRICT	1,068,513.00	1,068,513.00	85,032.80	170,065.60	898,447.40	15.92 %
730-703-500458	TRI-CITY SERVICE DISTRICT	2,583,000.00	2,583,000.00	0.00	303,008.04	2,279,991.96	11.73 %
730-703-520120	BANK CHARGES	0.00	0.00	832.12	4,728.46	-4,728.46	0.00 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	422.10	1,361.35	103,638.65	1.30 %
730-703-520300	EQUIPMENT MAINTENANCE AND SU...	0.00	0.00	0.00	19.35	-19.35	0.00 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPAIR	55,000.00	55,000.00	680.79	4,056.54	50,943.46	7.38 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	469.45	1,556.38	2,603.62	37.41 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	715.48	2,718.09	13,281.91	16.99 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	7,500.00	7,500.00	0.00	239.40	7,260.60	3.19 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	21,000.00	21,000.00	540.09	5,398.19	15,601.81	25.71 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	217.50	4,782.50	4.35 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
730-703-560100	UTILITIES	3,200.00	3,200.00	108.49	427.76	2,772.24	13.37 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	3,993,373.00	3,993,373.00	96,913.60	506,669.09	3,486,703.91	12.69 %
	RptCategory: 60 - CAPITAL OUTLAY						
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	662,000.00	662,000.00	0.00	0.00	662,000.00	0.00 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	38,046.00	38,046.00	0.00	0.00	38,046.00	0.00 %
730-703-678090	RESERVE FROM SDC'S	249,000.00	249,000.00	0.00	0.00	249,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	949,046.00	949,046.00	0.00	0.00	949,046.00	0.00 %
	Department: 703 - SEWER Total:	5,618,476.00	5,618,476.00	121,533.61	608,315.50	5,010,160.50	10.83 %
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
730-920-899100	TRANSFER OUT TO GENERAL FUND	60,748.00	60,748.00	0.00	0.00	60,748.00	0.00 %
730-920-899205	TRANSFER OUT TO ROAD & STREET F...	241,667.00	241,667.00	0.00	0.00	241,667.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	302,415.00	302,415.00	0.00	0.00	302,415.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	302,415.00	302,415.00	0.00	0.00	302,415.00	0.00 %
	Department: 990 - CONTINGENCY						
	RptCategory: 90 - OTHER						
730-990-910000	CONTINGENCY FUNDS	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
	Department: 990 - CONTINGENCY Total:	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
	Expense Total:	5,955,891.00	5,955,891.00	121,533.61	608,315.50	5,347,575.50	10.21 %
	Fund: 730 - SEWER FUND Surplus (Deficit):	0.00	0.00	95,585.80	311,017.70	311,017.70	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		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	2,009,000.00	2,009,000.00	0.00	0.00	-2,009,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,009,000.00	2,009,000.00	0.00	0.00	-2,009,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
740-000-314060	WATER SERVICE REVENUE	3,419,750.00	3,419,750.00	153,883.03	741,536.46	-2,678,213.54	21.68 %
740-000-314080	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	3,450.00	-6,550.00	34.50 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	3,429,750.00	3,429,750.00	153,883.03	744,986.46	-2,684,763.54	21.72 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S	10,000.00	10,000.00	7,847.00	38,509.48	28,509.48	385.09 %
740-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,619.64	2,619.64	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	7,847.00	41,129.12	31,129.12	411.29 %
RptType: 3600 - MISCELLANEOUS							
740-000-360000	ALL OTHER WATER RECEIPTS	20,000.00	20,000.00	0.00	10,289.32	-9,710.68	51.45 %
	RptType: 3600 - MISCELLANEOUS Total:	20,000.00	20,000.00	0.00	10,289.32	-9,710.68	51.45 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,468,750.00	5,468,750.00	161,730.03	796,404.90	-4,672,345.10	14.56 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
740-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	Revenue Total:	5,638,310.00	5,638,310.00	161,730.03	796,404.90	-4,841,905.10	14.12 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	33,133.00	33,133.00	1,263.60	5,054.40	28,078.60	15.25 %
740-704-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	8,158.40	42,771.60	16.02 %
740-704-437050	PUBLIC WORKS SUPERVISOR	61,712.00	61,712.00	2,722.35	11,448.01	50,263.99	18.55 %
740-704-437051	PW OPERATIONS MANAGER	34,172.00	34,172.00	0.00	0.00	34,172.00	0.00 %
740-704-437055	PW ADMIN ASSISTANT	40,520.00	40,520.00	1,774.72	7,241.27	33,278.73	17.87 %
740-704-437070	UTILITY WORKER, JOURNEY	239,422.00	239,422.00	12,101.28	49,067.47	190,354.53	20.49 %
740-704-437071	UTILITY WORKER II	25,272.00	25,272.00	0.00	0.00	25,272.00	0.00 %
740-704-439011	SEASONAL HELP	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
740-704-450100	OVERTIME	15,000.00	15,000.00	1,340.59	2,724.62	12,275.38	18.16 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	220.22	831.60	-831.60	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	324,712.00	324,712.00	11,826.17	46,767.27	277,944.73	14.40 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	859,873.00	859,873.00	33,288.53	131,293.04	728,579.96	15.27 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	135,000.00	135,000.00	5,977.70	22,777.14	112,222.86	16.87 %
740-704-500240	METER READING CONTRACT	50,000.00	50,000.00	2,134.66	8,531.20	41,468.80	17.06 %
740-704-500425	WHOLESALE WATER	1,304,000.00	1,304,000.00	47,387.22	159,789.53	1,144,210.47	12.25 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	727.13	4,168.48	8,831.52	32.07 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	310,000.00	310,000.00	15,161.18	66,742.15	243,257.85	21.53 %
740-704-520162	LABORATORY WATER TESTS	20,000.00	20,000.00	180.00	3,229.00	16,771.00	16.15 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
740-704-520300	EQUIPMENT MAINTENANCE AND SU...	0.00	0.00	0.00	15.45	-15.45	0.00 %
740-704-520320	FLEET FUEL, MAINTENANCE & REPAIR	45,000.00	45,000.00	2,576.44	7,038.39	37,961.61	15.64 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	4,660.00	4,660.00	345.80	875.34	3,784.66	18.78 %
740-704-520430	UTILITY BILLS & POSTAGE	12,000.00	12,000.00	715.47	2,698.07	9,301.93	22.48 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	10,500.00	10,500.00	0.00	142.90	10,357.10	1.36 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	22,000.00	22,000.00	255.03	4,250.95	17,749.05	19.32 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	882.50	1,550.00	8,450.00	15.50 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
740-704-560100	UTILITIES	40,000.00	40,000.00	1,442.41	6,131.69	33,868.31	15.33 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	2,006,160.00	2,006,160.00	77,785.54	287,940.29	1,718,219.71	14.35 %
	RptCategory: 60 - CAPITAL OUTLAY						
740-704-660100	EQUIPMENT REPLACEMENT RESERVES	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
740-704-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,103,762.00	1,103,762.00	0.00	0.00	1,103,762.00	0.00 %
740-704-678090	RESERVE FROM SDC'S	474,000.00	474,000.00	0.00	0.00	474,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	1,777,762.00	1,777,762.00	0.00	0.00	1,777,762.00	0.00 %
	RptCategory: 70 - DEBT SERVICE						
740-704-720040	2005 BONDED DEBT/PRINCIPAL	317,000.00	317,000.00	0.00	155,000.00	162,000.00	48.90 %
740-704-730040	2005 BONDED DEBT/INTEREST	40,124.00	40,124.00	0.00	11,583.00	28,541.00	28.87 %
	RptCategory: 70 - DEBT SERVICE Total:	357,124.00	357,124.00	0.00	166,583.00	190,541.00	46.65 %
	Department: 704 - WATER Total:	5,000,919.00	5,000,919.00	111,074.07	585,816.33	4,415,102.67	11.71 %
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
740-920-899100	TRANSFER OUT TO GENERAL FUND	65,903.00	65,903.00	0.00	0.00	65,903.00	0.00 %
740-920-899205	TRANSFER OUT TO ROAD & STREET F...	171,488.00	171,488.00	0.00	0.00	171,488.00	0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	237,391.00	237,391.00	0.00	0.00	237,391.00	0.00 %
	Department: 920 - TRANSFER OUT Total:	237,391.00	237,391.00	0.00	0.00	237,391.00	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:	5,638,310.00	5,638,310.00	111,074.07	585,816.33	5,052,493.67	10.39 %
	Fund: 740 - WATER FUND Surplus (Deficit):	0.00	0.00	50,655.96	210,588.57	210,588.57	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		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	265,000.00	265,000.00	0.00	0.00	-265,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	265,000.00	265,000.00	0.00	0.00	-265,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
750-000-314060	STORM REVENUE	1,593,530.00	1,593,530.00	58,023.38	231,737.89	-1,361,792.11	14.54 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,593,530.00	1,593,530.00	58,023.38	231,737.89	-1,361,792.11	14.54 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	10,000.00	10,000.00	3,019.00	42,080.37	32,080.37	420.80 %
750-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	4,123.00	4,123.00	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	3,019.00	46,203.37	36,203.37	462.03 %
RptType: 3600 - MISCELLANEOUS							
750-000-360000	ALL OTHER STORM FUND RESOURCES	0.00	0.00	0.00	10,289.34	10,289.34	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	0.00	10,289.34	10,289.34	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,868,530.00	1,868,530.00	61,042.38	288,230.60	-1,580,299.40	15.43 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
750-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	0.00	0.00	-169,560.00	0.00 %
	Revenue Total:	2,038,090.00	2,038,090.00	61,042.38	288,230.60	-1,749,859.40	14.14 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	27,195.00	27,195.00	1,053.00	4,212.00	22,983.00	15.49 %
750-705-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	8,158.40	42,771.60	16.02 %
750-705-437050	PUBLIC WORKS SUPERVISOR	59,897.00	59,897.00	2,667.04	10,904.31	48,992.69	18.21 %
750-705-437051	PW OPERATIONS MANAGER	34,172.00	34,172.00	0.00	0.00	34,172.00	0.00 %
750-705-437055	PW ADMIN ASSISTANT	40,519.00	40,519.00	1,774.70	7,241.19	33,277.81	17.87 %
750-705-437070	UTILITY WORKER, JOURNEY	110,447.00	110,447.00	3,855.00	11,996.34	98,450.66	10.86 %
750-705-439011	SEASONAL HELP	35,000.00	35,000.00	1,325.60	9,421.56	25,578.44	26.92 %
750-705-450100	OVERTIME	4,000.00	4,000.00	738.92	1,020.63	2,979.37	25.52 %
750-705-450500	CAREER RECOGNITION PAY	0.00	0.00	31.26	110.71	-110.71	0.00 %
750-705-470000	ASSOCIATED PAYROLL COSTS	200,629.00	200,629.00	4,824.59	17,882.89	182,746.11	8.91 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	562,789.00	562,789.00	18,309.71	70,948.03	491,840.97	12.61 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	7,096.67	12,752.30	97,247.70	11.59 %
750-705-520120	BANK CHARGES	0.00	0.00	832.13	4,728.89	-4,728.89	0.00 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	382.26	1,631.24	63,368.76	2.51 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	22,000.00	22,000.00	696.69	2,471.51	19,528.49	11.23 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,160.00	5,160.00	150.80	681.78	4,478.22	13.21 %
750-705-520430	UTILITY BILLS & POSTAGE	15,800.00	15,800.00	715.69	2,698.90	13,101.10	17.08 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	5,500.00	5,500.00	0.00	239.40	5,260.60	4.35 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	11,500.00	11,500.00	547.89	3,783.50	7,716.50	32.90 %
750-705-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	32.50	250.00	2,750.00	8.33 %
750-705-560100	UTILITIES	1,000.00	1,000.00	54.14	216.50	783.50	21.65 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	238,960.00	238,960.00	10,508.77	29,454.02	209,505.98	12.33 %
RptCategory: 60 - CAPITAL OUTLAY							
750-705-660100	EQUIPMENT REPLACEMENT RESERVES	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
750-705-676050	SYSTEM IMPROVEMENTS & PROJECTS	895,917.00	895,917.00	0.00	0.00	895,917.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	995,917.00	995,917.00	0.00	0.00	995,917.00	0.00 %
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	1,797,666.00	1,797,666.00	28,818.48	100,402.05	1,697,263.95	5.59 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
750-920-899100	TRANSFER OUT TO GENERAL FUND	60,748.00	60,748.00	0.00	0.00	60,748.00 0.00 %
750-920-899205	TRANSFER OUT TO ROAD & STREET F...	79,676.00	79,676.00	0.00	0.00	79,676.00 0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	140,424.00	140,424.00	0.00	0.00	140,424.00 0.00 %
	Department: 920 - TRANSFER OUT Total:	140,424.00	140,424.00	0.00	0.00	140,424.00 0.00 %
Department: 990 - CONTINGENCY						
RptCategory: 90 - OTHER						
750-990-910000	CONTINGENCY FUNDS	100,000.00	100,000.00	0.00	0.00	100,000.00 0.00 %
	RptCategory: 90 - OTHER Total:	100,000.00	100,000.00	0.00	0.00	100,000.00 0.00 %
	Department: 990 - CONTINGENCY Total:	100,000.00	100,000.00	0.00	0.00	100,000.00 0.00 %
	Expense Total:	2,038,090.00	2,038,090.00	28,818.48	100,402.05	1,937,687.95 4.93 %
Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	32,223.90	187,828.55	187,828.55	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

		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	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
RptType: 3260 - FINES AND FORFEITURES							
801-000-326020	CITY OF GLADSTONE FINES/FEES	700,000.00	700,000.00	23,779.39	85,535.57	-614,464.43	12.22 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	26,000.00	26,000.00	532.07	2,347.13	-23,652.87	9.03 %
801-000-326040	STATE OF OREGON FINES/FEES	88,000.00	88,000.00	2,370.87	10,514.04	-77,485.96	11.95 %
801-000-326050	RESTITUTION	6,000.00	6,000.00	0.00	0.00	-6,000.00	0.00 %
801-000-326060	BOND	5,000.00	5,000.00	29.05	-1,957.67	-6,957.67	39.15 %
	RptType: 3260 - FINES AND FORFEITURES Total:	825,000.00	825,000.00	26,711.38	96,439.07	-728,560.93	11.69 %
RptType: 3600 - MISCELLANEOUS							
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	66.07	264.50	264.50	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	66.07	264.50	264.50	0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	865,000.00	865,000.00	26,777.45	96,703.57	-768,296.43	11.18 %
	Revenue Total:	865,000.00	865,000.00	26,777.45	96,703.57	-768,296.43	11.18 %
Expense							
Department: 220 - COURT							
RptCategory: 50 - MATERIAL AND SERVICES							
801-220-500500	CITY OF GLADSTONE FINES & FEES	690,000.00	690,000.00	22,098.89	87,093.18	602,906.82	12.62 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	528.55	2,451.52	19,548.48	11.14 %
801-220-500520	STATE OF OREGON FINES & FEES	88,000.00	88,000.00	2,898.00	12,256.26	75,743.74	13.93 %
801-220-500530	RESTITUTION	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
801-220-500540	BOND - COURT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
801-220-500550	ALL OTHER FEES & FINES	0.00	0.00	37.26	260.06	-260.06	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	811,000.00	811,000.00	25,562.70	102,061.02	708,938.98	12.58 %
	Department: 220 - COURT Total:	811,000.00	811,000.00	25,562.70	102,061.02	708,938.98	12.58 %
Department: 990 - CONTINGENCY							
RptCategory: 90 - OTHER							
801-990-910000	CONTINGENCY FUNDS	54,000.00	54,000.00	0.00	0.00	54,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	54,000.00	54,000.00	0.00	0.00	54,000.00	0.00 %
	Department: 990 - CONTINGENCY Total:	54,000.00	54,000.00	0.00	0.00	54,000.00	0.00 %
	Expense Total:	865,000.00	865,000.00	25,562.70	102,061.02	762,938.98	11.80 %
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	1,214.75	-5,357.45	-5,357.45	0.00 %
	Report Surplus (Deficit):	0.00	0.00	-1,075,592.11	-4,731,631.49	-4,731,631.49	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	1,387,718.24	-157,411.20	-157,411.20
205 - ROAD AND STREET FUND	0.00	0.00	32,511.66	44,377.77	44,377.77
228 - POLICE LEVY FUND	0.00	0.00	-43,255.93	-223,626.21	-223,626.21
229 - FIRE LEVY FUND	0.00	0.00	-14,140.34	-70,704.71	-70,704.71
307 - CIVIC BUILDINGS CAPITAL FUN	0.00	0.00	-842,461.79	-2,629,461.09	-2,629,461.09
390 - URBAN RENEWAL FUND	0.00	0.00	-1,775,644.36	-2,398,883.42	-2,398,883.42
730 - SEWER FUND	0.00	0.00	95,585.80	311,017.70	311,017.70
740 - WATER FUND	0.00	0.00	50,655.96	210,588.57	210,588.57
750 - STORM WATER FUND	0.00	0.00	32,223.90	187,828.55	187,828.55
801 - MUNICIPAL COURT TRUST FUND	0.00	0.00	1,214.75	-5,357.45	-5,357.45
Report Surplus (Deficit):	0.00	0.00	-1,075,592.11	-4,731,631.49	-4,731,631.49

CHECK REGISTER FOR OCTOBER 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
10/03/2019	87928 - 87932	UB Refunds	\$ 188.21	UB Refunds - PW
10/03/2019	87933	A & A Drilling Inc.	175.00	Tap Drilling - PW
10/03/2019	87934	Accurate Electric of Oregon I	515.18	FD Lighting/Fixture Repairs - PW
10/03/2019	87935	Aramark	60.56	Mat/Coverall Rental - PW
10/03/2019	87936	Bachman Paving	3,275.00	Asphalt Repair - PW
10/03/2019	87937	Beloof & Haines	3,000.00	Municipal Judge Services - CT
10/03/2019	87938	Jacque Betz	245.00	ICMA Conference Per Diem - Admin
10/03/2019	87939	Brian Lowry Trucking LLC	660.00	Materials Delivery - PW
10/03/2019	87940	Brown & Caldwell	785.25	Professional Fees - PW
10/03/2019	87941	Centerline Concepts Land Surveying, Inc.	960.00	Professional Fees - PW
10/03/2019	87942	Clackamas County Finance Department	1,879.16	Traffic Signal Maintenance - PW
10/03/2019	87943	Clark's Lawn & Garden Equip	35.96	Premix Fuel - FD
10/03/2019	87944	Core & Main LP	166.60	Hydrant Repair Kit - PW
10/03/2019	87945	Curtis, L. N. Co.	2,964.33	Uniforms - PD
10/03/2019	87946	D.P. Nicoli, Inc.	819.17	Steel Plate Rental - PW
10/03/2019	87947	Extreme Products	107.97	Equipment/Uniforms - PD
10/03/2019	87948	Robert Hale	114.84	Mileage Reimbursement - IT
10/03/2019	87949	Kittelson & Associates	2,952.93	Professional Fees - PW
10/03/2019	87950	Lori Bell	1,200.00	Professional Fees - Admin
10/03/2019	87951	Lucas Contracting, LLC	313.50	Building Maintenance - FD
10/03/2019	87952	Lundquist Legal, LLC	3,000.00	Prosecutor Services - CT
10/03/2019	87953	Maxwell Rentals	1,000.00	Apartment Rental - FD
10/03/2019	87954	Mr. Belvedere's Janitorial	2,155.00	Janitorial Services - All Depts
10/03/2019	87955	Northwest Natural Gas	236.47	Natural Gas Usage - All Depts
10/03/2019	87956	Office Depot	492.98	Office Supplies - CT/IT/LIB/PD/Admin
10/03/2019	87957	Oregon Department of State Lands	1,129.00	Permit Fee - PW
10/03/2019	87958	Owen Equipment Company	937.77	Vactor Truck Maintenance - PW
10/03/2019	87959	Pacific Office Automation Inc	12.05	Copier Usage - IT
10/03/2019	87960	Pamplin Media Group	2,026.00	Newsletter Printing - Admin
10/03/2019	87961	Pape Material Handling	1,250.00	Equipment Rental - PW
10/03/2019	87962	Paramount Pest Control Inc	208.00	Pest Control - PW
10/03/2019	87963	Robert C Johnson	140.00	Landscaping - PW
10/03/2019	87964	Stein Oil Co. Inc.	5,878.41	Gasoline - PD/PW/SC/FD
10/03/2019	87965	Superior Fence & Construction	900.00	Temporary Fence Rental - PW
10/03/2019	87966	Verizon Wireless	2,426.08	Cell Phones - All Depts
10/03/2019	87967	Wilsonville Lock & Security	284.55	Quarterly Monitoring - PW
10/10/2019	87968	Adventist Health Occupational Medicine	236.00	Physicals/Lab Tests - FD
10/10/2019	87969	Alexin Analytical Laboratories	198.00	Drinking Water Tests - PW
10/10/2019	87970	Aloha Produce Inc.	27.99	Produce - SC
10/10/2019	87971	Baker & Taylor Inc	598.32	Subscription Service - LIB
10/10/2019	87972	Bateman Community Living	472.06	Frozen Meals/Supplies - SC
10/10/2019	87973	BMS Technologies	2,146.64	Utility Bill Printing/Mailing - PW
10/10/2019	87974	BridgePay Network Solutions, LLC	112.00	Online UB Payment Service Fees - PW
10/10/2019	87975	Carbone's Custom Firearms	4,133.20	Firearms - PD
10/10/2019	87976	City of Milwaukie	360.78	Case #11-1364 - PD
10/10/2019	87977	Clackamas Fire District #1	3,781.57	First Responder Supplies - FD
10/10/2019	87978	Comcast Business	270.71	Business Services - PW
10/10/2019	87979	Curtis, L. N. Co.	190.88	Uniforms/Accessories - PD
10/10/2019	87980	Ferguson Waterworks #3011	120.00	Stock Water Parts - PW
10/10/2019	87981	General Tree Service	104.00	Plant Health Care - PW
10/10/2019	87982	Home Depot	29.95	Painting/Cleaning Supplies - FD
10/10/2019	87983	Home Depot Pro Institutional	267.19	Restroom Supplies - SC
10/10/2019	87984	IJS Law, LLC	1,550.00	Indigent Defense - CT
10/10/2019	87985	Life-Assist Inc	432.57	First Responder Supplies - FD
10/10/2019	87986	National Hose Testing	3,647.50	Hose/Ladder Testing - FD
10/10/2019	87987	Northwest Entrance, Inc.	930.00	Fencing - FD
10/10/2019	87988	Oak Lodge Water Services	981.84	Water Purchases - PW
10/10/2019	87989	Oregon DMV	6.00	Records Inquiry - Admin
10/10/2019	87990	Pacific Office Automation Inc	16.10	Copier Usage - IT
10/10/2019	87991	Petty Cash for benefit of Library	98.55	Petty Cash Reimbursement - LIB

CHECK REGISTER FOR OCTOBER 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
10/10/2019	87992	Portland General Electric	6,138.07	Electricity Usage - All Depts
10/10/2019	87993	Portland Road & Driveway Co., Inc.	450.00	Trucking/Dump Fees - PW
10/10/2019	87994	Shred-it USA LLC	108.30	Shredding Service - PD
10/10/2019	87995	Sign Guy	445.00	Vehicle Graphic - PD
10/10/2019	87996	Smith-Wagar Brucker Consulting Inc.	8,510.00	Financial Services - Admin
10/10/2019	87997	Solutions Yes	26.26	Copier Usage - IT
10/10/2019	87998	John Southgate LLC	3,450.00	Professional Fees - Admin
10/10/2019	87999	Stitch n' Embroidery Inc.	260.00	LOGO Embroidery - PD
10/10/2019	88000	Town & Country Fence Co. of Oregon	8,194.00	MB Fencing - FD
10/10/2019	88001	TransUnion Risk and Alternative	50.00	Data Research - PD
10/10/2019	88002	Val Codino Consulting	500.00	Professional Fees - FD
10/10/2019	88003	Water Environment Services	101,010.92	Sewer Billing - PW
10/17/2019	88004	Airgas USA LLC	239.70	Oxygen Cylinders - FD
10/17/2019	88005	Aramark	60.56	Mat/Coverall Rental - PW
10/17/2019	88006	AutoZone, Inc	7.49	Auto Parts - PD
10/17/2019	88007	Backflow Management Inc	32.00	Letters Mailed - PW
10/17/2019	88008	Bravo Land Care & Maintenance	360.00	Landscaping - SC
10/17/2019	88009	Cascade Centers, Inc.	55.20	Employee Assistance Program - FD
10/17/2019	88010	Chief Supply	74.95	Name Plates - FD
10/17/2019	88011	Cintas First Aid Lockbox	447.49	First Aid Supplies - LIB/PW/SC/Admin
10/17/2019	88012	Ferguson Waterworks #3011	561.00	Stock Water Parts - PW
10/17/2019	88013	Gold Wrench	563.65	Vehicle Maintenance - PD
10/17/2019	88014	Houston, Marc R	1,200.00	Physican Advisor - FD
10/17/2019	88015	Jal Duncan Photography	34.00	Portraits - PD
10/17/2019	88016	Johnson Controls	396.00	Equipment Maintenance - PW
10/17/2019	88017	Life Safety Corporation	237.00	First Responder Supplies - FD
10/17/2019	88018	Lucy Heil, Attorney at Law	1,600.00	Indigent Defense - CT
10/17/2019	88019	Oregon Association of Water Utilites	1,050.00	Annual Membership - PW
10/17/2019	88020	Oregon Government Ethics Commission	768.41	Annual Assessment - Admin
10/17/2019	88021	Oregon Patrol Service	570.00	Courtroom Security - CT
10/17/2019	88022	Paramount Pest Control Inc	208.00	Pest Control - PW
10/17/2019	88023	Portland General Electric	5,370.89	Street Light Electricity - PW
10/17/2019	88024	Robert C Johnson	175.00	Landscape Maintenance - PW
10/17/2019	88025	Satcom Global Ltd.	42.75	Satellite Phone Svc - PD
10/17/2019	88026	Sierra Springs	164.72	Drinking Water - PD/Admin
10/17/2019	88027	Stein Oil Co. Inc.	3,604.88	Gasoline - PD/PW/SC/FD
10/21/2019	88028	ACS Testing, Inc.	4,303.53	Civic Building Costs - Admin
10/21/2019	88029	Barney & Worth, Inc.	1,675.73	Civic Building Costs - Admin
10/21/2019	88030	P & C Construction	1,796,330.00	Civic Building Costs - Admin
10/21/2019	88031	PBS Engineering & Environmental Inc.	1,594.18	Civic Building Costs - Admin
10/21/2019	88032	Shiels Obletz Johnsen	18,458.15	Civic Building Costs - Admin
10/21/2019	88033	Sisul Engineering	101.25	Civic Building Costs - Admin
10/24/2019	88034	A & A Drilling Inc.	175.00	Tap Drilling - PW
10/24/2019	88035	Allstream	1,245.75	Land Lines - Admin/PW/PD/SC
10/24/2019	88036	Aramark	60.56	Mat/Coverall Rental - PW
10/24/2019	88037	Baker & Taylor Inc	2,509.09	New Books - LIB
10/24/2019	88038	Barney & Worth, Inc.	14,238.58	Professional Fees - PW
10/24/2019	88039	Beery Elsner & Hammond LLP	4,346.82	Legal Fees - Admin
10/24/2019	88040	Brown & Caldwell	739.50	Professional Fees - PW
10/24/2019	88041	Buel's Impressions Printing	150.00	Business Card Printing - PD
10/24/2019	88042	Canon Financial Services, Inc.	968.37	Copiers Lease/Usage - IT
10/24/2019	88043	Centerline Concepts Land Surveying, Inc.	1,462.50	Contractor Fees - PW
10/24/2019	88044	Central City Concern	155.00	Civil Holds - PD
10/24/2019	88045	CIS Trust	1,012.48	Insurance Costs - Admin
10/24/2019	88046	Clackamas County Finance Department	19,934.74	Dispatch/Ammo/Telecom - PD/FD
10/24/2019	88047	Comcast	121.60	Phone/Internet - IT
10/24/2019	88048	Core & Main LP	2,105.94	Stock Water Parts - PW
10/24/2019	88049	Life-Assist Inc	1,578.02	First Responder Supplies - FD
10/24/2019	88050	Metereaders	2,134.66	Metereading - PW
10/24/2019	88051	Mr. Belvedere's Janitorial	2,155.00	Janitorial Services - All Depts

CHECK REGISTER FOR OCTOBER 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
10/24/2019	88052	Northwest Natural Gas	712.48	Natural Gas Usage - All Depts
10/24/2019	88053	Northwest Safety Clean	85.95	Patch Embroidery - FD
10/24/2019	88054	Office Depot	140.44	Office Supplies - PD
10/24/2019	88055	One Call Concepts Inc	85.20	Utility Notifications - PW
10/24/2019	88056	Oregon Department of State Lands	491.56	Unclaimed Property Remittance - Admin
10/24/2019	88057	Pacific Mobile Structures, Inc.	466.00	Office Rental - PW
10/24/2019	88058	Pacific Office Automation Inc	246.26	Copier Usage - IT
10/24/2019	88059	PACWEST Machinery LLC	2,885.84	Vehicle Maintenance - PW
10/24/2019	88060	Portland Road & Driveway Co., Inc.	65.00	Hauling/Dump Fees - PW
10/24/2019	88061	Radar Shop	824.00	Radar Unit Maintenance - PD
10/24/2019	88062	Secure Pacific Corporation	251.55	Monitoring - PW
10/24/2019	88063	Sisul Engineering	5,197.50	Professional Fees - PW
10/24/2019	88064	Smith Crane	264.00	Crane Service - PW
10/24/2019	88065	Stitch n' Embroidery Inc.	12.00	Embroider - PD
10/24/2019	88066	Toyota Lift Northwest	92.50	Lift Maintenance - PW
10/24/2019	88067	Tyler Technologies, Inc.	4,032.50	Online UB Payment Service Fees - PW
10/24/2019	88068	United States Postal Service	1,025.89	Newsletter Postage - Admin
10/24/2019	88069	University of Louisville	1,590.00	Training - PD
10/24/2019	88070	US Bank Equipment Finance	224.46	Copier Lease - IT
10/31/2019	88071 - 88074	Payroll Checks	9,485.55	Payroll Checks
10/30/2019	88075	Axa Equi-Vest	4,145.00	Voluntary Payroll Deferred Comp
10/30/2019	88076	Axa EVLICO	106.00	Non-PERS Retirement Pmt
10/30/2019	88077	Axa RIA	1,489.54	Non-PERS Retirement Pmt
10/30/2019	88078	CIS Trust	71,273.04	Monthly Health Insurance
10/30/2019	88079	Clackamas Community Federal Credit Union	1,039.55	GPA Union Dues
10/30/2019	88080	Gladstone Fire Department	575.00	Fire Members House Dues
10/30/2019	88081	Oregon AFSCME Council #75	1,136.73	AFSCME Union Dues
10/31/2019	88082	Alexin Analytical Laboratories	180.00	Water Testing - PW
10/31/2019	88083	Beloof & Haines	3,000.00	Municipal Judge Services - CT
10/31/2019	88084	Bud's Towing Inc	144.00	Towing Service - FD
10/31/2019	88085	Clackamas Fire District #1	108.86	Vehicle Maintenance - FD
10/31/2019	88086	Gary's Auto Care & Tire Pros	1,624.15	Vehicle Maintenance - SC
10/31/2019	88087	Lluvia Aldaco	114.84	Mileage Reimbursement - Ct
10/31/2019	88088	Mystique's Fancy Faces	220.00	Library Program - LIB
10/31/2019	88089	North Clackamas County Water	45,762.67	Water Purchases - PW
10/31/2019	88090	Office Depot	104.04	Office Supplies - PD/FD
10/31/2019	88091	Pacific Northwest Telco, Inc.	27.50	Office Supplies - SC
10/31/2019	88092	Pacific Office Automation Inc	315.43	Coper Leases/Usage - IT
10/31/2019	88093	Pamplin Media Group	221.19	Ballot Measure Publication - Admin
10/31/2019	88094	Petty Cash for the Benefit of Senior Ct.	12.75	Tram Expense - SC
10/31/2019	88095	Stein Oil Co. Inc.	2,911.73	Gasoline - PD/PW/SC/FD
10/31/2019	88096	Visitation Catholic Church	176.00	Tram Excursion - Sc
		Total General Fund Checks:	<u>2,250,596.21</u>	
10/10/2019	5512	Elaine Howard Consulting LLC	438.75	Professional Fees - Admin
10/23/2019	5513	Oregon Gov. Ethics Commission	329.32	Annual Assessment - Admin
		Total Urban Renewal Checks	<u>768.07</u>	
		October 2019 Checks	<u><u>\$ 2,251,364.28</u></u>	

Gladstone Police Department

Monthly Report

November 2019





Gladstone Police Department

CHIEF'S REPORT TO CITY ADMINISTRATOR AND COUNCIL



CHIEF'S REPORT

November 2019

On November 20th I completed my first six months here at the City of Gladstone. I will take this opportunity to reflect and share what has been accomplished during my first six months here at GPD.

First and most important, we have been able to stabilize the organization. Although this is and will continue to be a work in progress, we are building a culture of trust and respect. Officers are feeling good about their jobs and responsibilities. Supervisors are providing mentorship and guardrails and allowing officers to do their jobs. Overall there is a calmness and genuine passion for the safety and security of the residents of Gladstone. In the words of many of the members of the organization, we are moving in the right direction, and they appear to be excited.

We have hired an exceptional person in Kristi Walls as the police departments Executive Assistant. Kristi has experience in both Fairview and Multnomah County and has demonstrated tremendous patience with me and delivers an outstanding work product.

We have seen the retirement of Lt. Greg Fryett, who will be missed, but added an exceptional person and leader in Tim Gerkman as GPD's second in command. Additionally, we have added another talented individual to fill a sergeant's vacancy in Jim Leake. Sgt. Leake brings a tremendous amount of experience in law enforcement. Related areas include community engagement. Adding both these individuals makes for a strong command team but when you include Lt. Gerkman and Sgt. Leake to the remaining command of Sgt. Bell and Sgt. Okerman, I believe we have an exceptional command team.

We have established expectations of one another and have shared those amongst ourselves and hold one another accountable to meet those expectations. From my point of view, we have tremendous officers who perform at a high level and it is demonstrated daily. Reviewing completed work and hearing from community members reinforces my belief.

We have set a course on code compliance in how we will address issues as we move forward. The Gladstone Police Code Compliance will always work first towards compliance prior to enforcement. We have strategies that are currently being worked on and will continue to be worked on as we move forward.

Finally, we are in the process of filling two patrol officer vacancies. We have one candidate that needs to complete one of the final phases and another in background. It is my hope that we have both candidates hired by the first of the year.



Gladstone Police Department

CHIEF'S REPORT TO

CITY ADMINISTRATOR AND COUNCIL



In looking towards the future, we have a few things still to accomplish. GPD's strategic plan, GPD's media strategy and media training, our move into the new building, continued preparedness for our officers and establishing volunteer programs.

I have provided a good snapshot of GPD after six months and look forward to what the next six months brings us.

Merry Christmas to all,

John Schmerber, Chief of Police



**GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT**



NOVEMBER 2019

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	641	8,047	9,138	-11.94%	Speeding	8
Officer Initiated Incidents	236	3,295	4,217	-21.86%	Driving While Suspended	7
Total Number of Incidents	877	11,342	12,264	-7.52%	No Operator License	6
Number of Apartment Incidents	0	13	21	-38.10%	Driving Uninsured	5
Police Reports Filed	230	3,335	3,604	-7.46%	Operate without lights	4
Traffic Contacts	156	2,367	3,571	-33.72%	ALARM ADMINISTRATION REPORT	
Citations Issued (Charges)	66	935	1,758	-46.81%	Renewals Billed	68
DUII	0	6	3	100.00%	Renewal Fees Collected	\$75.00
Gang Contacts	0	0	0	0.00%	Senior Exempt Permits	0
Community Policing Contacts	15	105	91	15.38%	New Permits Issued	3
Murders	0	0	0	0.00%	False Alarms w/No Permit	1
K9 Deployments	1	39	11	254.55%	1st False Alarm Events	4
Tow Releases	1	9	0	900.00%	2nd False Alarm Events	1
Bike Helmet Contacts	0	2	0	200.00%	3rd False Alarm Events	2
					False alarm fees collected	\$350.00
					False alarm fees billed	\$250.00

"Honesty, Integrity, Professionalism, Respect, Teamwork, Communication, Compassion"



GLADSTONE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT NOVEMBER 2019



SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATAGORIES	HOURS
Abuse/Neglect	3	29	15	93.33%	Cover Short Shift	108.75
Accident/Injury or Fatal	3	17	13	30.77%	Court	6.00
Accident/Property Damage	7	84	96	-12.50%	Training	7.50
Assault	5	43	36	19.44%	Presentations/Meetings	3.00
Burglary	5	33	39	-15.38%	Other	20.00
Domestic Disputes	25	228	224	1.79%	Swat	2.00
Drugs/Narcotics	5	49	63	-22.22%	K9	12.00
Disturbance-Fights-Noise	14	143	208	-31.25%	SRO	4.00
Forgery/Fraud	6	75	97	-22.68%		
Hit and Run	2	70	83	-15.66%		
Ordinance Violations	8	134	129	3.88%		
Runaway/Missing Person	7	60	61	-1.64%		
Sex Offense	5	30	17	76.47%		
Suicide	8	109	74	47.30%		
Suspicious Person or Circumstance	46	580	686	-15.45%		
Thefts	16	230	339	-32.15%		
Trespass/Prowler	12	129	113	14.16%		
Vandalism	9	94	91	3.30%		
Vehicles Recovered	2	19	35	-45.71%		
Vehicles Stolen	3	51	53	-3.77%		
Death(Not Suicide/Murder)	2	21	14	50.00%		

**Coded at time of dispatch, not final disposition

"Honesty, Integrity, Professionalism, Respect, Teamwork, Communication, Compassion"



**Gladstone Police Department
CODE ENFORCEMENT REPORT
TO CHIEF AND COUNCIL**



**CODE ENFORCEMENT OFFICER
MONTHLY REPORT**

Prepared by Sean Boyle

November 2019

- Abandoned Vehicles 15
- Parking Complaints 10
- Ordinance Violations 6
- Follow Ups 7
- Animal Complaint 1
- Assist Public 15
- Assist Police/ Fire 8
- Phone Contacts 47
- New Cases 5

1640 MANOR DRIVE UPDATE – The Clackamas County Community Service Work Crew declined to clean up the property which was only going to cost \$450.00. The only remaining option is to request bids from private companies which will drive up the cost. I am having trouble finding a contractor to bid on the project. Of the 7 contractors contacted all have either declined to submit a bid or have not responded to the request. The search is ongoing for bids.

Responded to a head one vehicle crash near DMV and provided traffic control during the investigation and subsequent cleanup by Gladstone Public Works. See attached photo.

Changing things up a little, going to be including new case photos and abandoned vehicles as they are inspected, see attached photos. Implemented last week of November.

Before and After Photos

220 Portland Ave. Hazardous Sidewalk. All violations corrected.

8275 Cason Rd. Noxious vegetation. Obstructed sidewalk

17420 Crownview Dr. Solid waste storage.



Gladstone Police Department CODE ENFORCEMENT REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT

Before and After Photos:

Portland Ave. before:



Portland Ave. during and after:



8375 Cason before:



17420 Crownview Dr. before:



Traffic Crash 82nd Ave:





Gladstone Police Department CODE ENFORCEMENT REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT

Tagged Abandoned Vehicles:





Gladstone Police Department
DETECTIVES REPORT TO CHIEF AND COUNCIL
MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

November, 2019

CASES ASSIGNED	TOTAL
Gladstone police cases assigned for investigation follow-up	2
Outside police agency cases received and referred to investigator	0
DHS cross reporting cases referred to investigator and Child Abuse Team cases	0
Domestic Violence cases referred for investigator follow-up	0
Domestic Violence cases Review Only-No Action Required	0
Outside Agency Reports Reviewed	1
MISCELLANEOUS ASSIGNMENTS	TOTAL
Investigative Assists-Gladstone	0
Investigative Assists-Outside Agency	1
Sex Offenders Assessed/Interviewed	0
Sex Offenders Arrested	0

Highlights/Noteworthy: 2017-1323-Detectives Fich and Graves Case. Defendant found guilty of 3 counts Sexual Abuse I, 2 counts of Sodomy I, and one count of Rape I. Sentenced to 600 month/50 years in prison. 2019-017933-Investigation completed. Suspect indicted on 2 counts of Criminal Mistreatment I and 1 count of Assault III.

Monthly Detective Report
November, 2019
Detective Tony Fich

New Cases Assigned:

1. 19-026365 Sexual Abuse.
2. 19-027126 Murder-Santiago Santiago



Gladstone Police Department
DETECTIVES REPORT TO CHIEF AND COUNCIL
MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



DETECTIVES MONTHLY REPORT

Cases Cleared:

1. 19-022109 Juvenile Sexual Abuse. Forwarded to DA's Office 11/08/19.
2. 18-034302 Arson-Smith. Forwarded to DA's Office 11/13/19.
3. 19-013980 Adult Rape. Closed. No crime 11/17/19

Current Caseload:

1. 19-020670 Juvenile Sexual Abuse
2. 19-019860 Juvenile Sexual Abuse
3. 19-022110 Juvenile Sexual Abuse/Human Trafficking
4. 18-009796 Encouraging Child Sexual Abuse
5. 19-026365 Sexual Abuse
6. 19-027126 Murder-Santiago Santiago



Gladstone Police Department

K9 REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



Prepared by: Officer Olson

November 2019

K9 MONTHLY REPORT

Police have utilized dogs in their ranks for over a hundred years. Their roles and functions have changed with the times to evolve with the communities they serve. Furthermore, police canine sections, much like police in general, have been designed to become more approachable than they have been in the past. This increase in approachability has garnered more support from the public and aided many police departments and their K9 units.

Officer	K9 Deployments GPD	K9 Deployments Other Agencies	K9 Training Hours
Olson	1	1	12

This month was a very slow month with one deployment for another agency and one deployment within the city.

K9 Nanuk and I were off the last third of the month on a vacation.



Gladstone Police Department

SERGEANTS REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman

November 2019

Veteran's Day – Reported home invasion with a knife turned out to be a civil/relationship issue where the suspect damaged the victim's phone and stole a roommate's PS4. Suspect came to the PD for an interview and confessed to Herkamp who later recovered the property and the property was later returned to the owner.

11/18 – Stolen vehicle from Carz Planet gained media attention. We did a press release with photos of persons of interest. Detective Gilliam working the follow up and leads.

Thanksgiving Day – GPD shared their Thanksgiving dinner with GFD.





Gladstone Police Department

SERGEANT REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



PATROL MONTHLY REPORT

Prepared by: Sgt. Leake

November 2019

November 2019

11-01-19

- Hutchinson arrested a high school student after he stole \$750 from his parents unlocked safe.

11-03-19

- Burglary to a room at the Budget Inn, room 224. Very cooperative management at Budget Inn helped us with the video system they are unfamiliar with.

11-06-19.

- Officer Orta has been addressing an elderly female that has been calling in with reports of things that are not really happening. She is obviously dealing with some sort of dementia issues. Orta has taken the time to go to the home and make sure she is ok. More will follow on the outreach Orta is doing with this husband and wife in their late 80's.
- Orta gave advice to a grandma regarding her 9-year-old granddaughter receiving texts from a 12-year-old boy. Nothing was inappropriate but some suggestions were made to keep the girl safe while online.
- Olson responded to a welfare check regarding an elderly woman with Alzheimer's and diabetic issues. The woman was found to be ok but requested Olson change the burnt out light bulbs on her porch. Olson obliged the woman and changed the bulbs for her.

11-07-19

- Orta went back out to the elderly couple's residence again and spent some time helping them with issues. She has been working with them to make sure they are ok and able to care for themselves.

11-08-19

- Leake worked Risley Ave regarding suspicious/ABV vehicles parked on the street. No cites issued, but vehicles marked for enforcement later.
- Butler presented Leake with his first Code Enforcement Tip flyer to pass out to officers. This will probably be sent out twice a month with a new code for officers to familiarize themselves with.



Gladstone Police Department
SERGEANT REPORT TO CHIEF AND COUNCIL
MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



PATROL MONTHLY REPORT

11-09-19

- Butler had subjects in Cross Park and Meldrum Bar Park after hours several times throughout the night. Warnings given.

11-13-19

- Hale did a traffic stop on a vehicle driving with no lights. Turned out to be 5 kids all 15 and younger who took mom's car without her knowledge. Mom was brought to the stop and took possession of her car. 15-year-old driver was cited for No Op. Another 15-year-old runaway was taken to JRC. Other kids taken home by officers and vehicle owner mom.
- Four juveniles found at about 0120 hrs. at Kraxberger Middle School. The kids admitted to being on the roof of the school. Custodies were made for curfew and MIP.

11-20-19

- Olson assisted, as K9 Officer on a pursuit by CCSO. Olson was not in the pursuit but went that way for any tracking needs. Vehicle was never caught and chase terminated when it entered Portland at 99E and Tacoma.

11-22-19

- Earlier in the day Gerkman took a stolen vehicle report from Carz Planet Butler contacted the victim to pick up a photo/video of the suspect who took the Suburban. Butler was met with several leads related to the suspects identity.

11-23-19

- All officers conducted transient camp patrol on the multi-use trail west of I-205. Found two camps that are active but were not occupied at the time. Also did camp patrol on east side of Edgewater and 82nd Drive. Found subject with large camp who said he has been there for about 4 months. He has a job and the camp was clean and well-constructed.
- All units responded to Oregon City at the Pioneer Pub for a fight call regarding 13 people fighting.

11-30-19

- Orr took a hazard call with box of screws in the road at Webster and Oatfield. He took a broom and cleaned up the street.
- Butler went to Emanuel Hospital to make suspect contact, the suspect who stole the Suburban from Carz Auto last week. PPB caught up to subject and arrested him for crimes in Portland. He was injured in a crash running from PPB and was taken to Emanuel. Butler responded, Subject invoked and Butler cited him for his crimes in Gladstone. Subject was later transported to MCDC by PPB. Gladstone case now cleared by arrest.



Gladstone Police Department

SUPERVISORS REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



Prepared by SRO Graves

November 2019

SCHOOL RESORCE OFFICER MONTHLY REPORT

The School Resource Program (SRO) is a valuable partnership between the Gladstone School District and the Gladstone Police Department. The SRO investigates incidents which occur on the properties of all schools within Gladstone city limits (Kraxberger Middle School, John Wetten Elementary School, Gladstone High School), as well as the Administrative offices for the district.

The SRO concentrates on the schools and is an “on-site” officer at all schools in the Gladstone School District. This allows a regular patrol officer to focus on the rest of the city. Officer Graves is currently in this assignment. He deals with a wide range of issues, such as attendance, assaults, child abuse, thefts and gangs. He also conducts interventions, gives presentations to faculty and students, and meets with parents about issues.

	This Month	Year to Date
Student Interventions	4	10
Assist Faculty with Problem	8	14
Meeting/Assist Family/Parents/Guardians	2	6
Classroom Presentations	0	0
Welfare Check/Home Check	1	4
Gang Affiliation Contacts	0	0

The only major incident for the month was identifying a suspect of several thefts of scooters from Kraxberger. The suspect was arrested and taken to JIAC. The student is now facing an expulsion hearing.



PUBLIC WORKS

GLADSTONE PUBLIC WORKS

Staff Report for the Month of

November 2019

Report Date : October 31, 2019
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Jim Whynot, Public Works Director

WATER DIVISION is very proud to report that we are seeing measurable results in our water system operation improvements, as evidenced by the recent State of Oregon Water System Survey. All operation deficiencies have been corrected, with the exception of documenting the reservoir rooftops inspection, and updating our climbing systems that go up to the top of the reservoirs. The deadline to comply with these two remaining deficiencies is the end of calendar year 2020. We will have the climbing systems inspected and brought to current safety standards by that time. Once that is completed, we will be able to get up on top of the reservoirs to inspect them. We are confident that we will have all photographs and inspection records submitted to the state by the deadline. We have set a goal for our Water Division to be named as an Outstanding Performer on our next Water System Survey. Becoming an Outstanding Performer would increase the intervals between surveys from every three years to every five years. We've come a long way in just three short years since our last state survey! Utilities Supervisor, Justin Poyser, as well as our crew and staff have worked very hard to bring the city into compliance in this regard. Be sure to give them a friendly wave when you see Public Works busily working around the community.

Water Division installed and tapped a new service at 535 Clarendon Street onto the 24" main and abandoned the leaking service from the old 6" main. Photo right shows Zeb Sowers muscling everything into place.





We relocated and replaced a failing water service at 6620 Caldwell. The existing meter was located in the street and was damaged by traffic. We relocated it behind the curb per our city standards.

You may have noticed our **SEWER DIVISION** working on a project at the intersection of Portland Avenue and W. Clackamas Boulevard this month. We installed a sewer check valve to prevent sewer gases and odors from escaping from the sewer system via the storm outfall overflow bypass line which outfalls below the riverbank into the Clackamas River. This check valve will also prevent water from the storm system from backflowing into our sewer system, thereby helping our I & I reduction efforts. Photo right shows the valve being lowered into the manhole during installation.



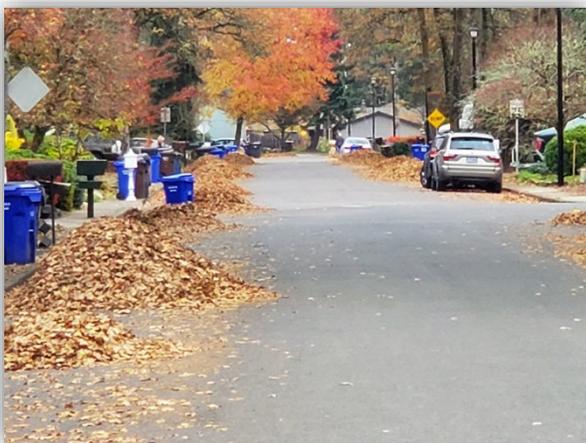
STORM DIVISION completed our NPDES annual stormwater report. We remain well in compliance with our stormwater permit.

STREETS DIVISION continues to prepare our winter fleet for the upcoming hazardous weather season. We will continue to operate under our hazardous weather street maintenance plan, which is outlined on the GIS map under the Transportation section.



When weather conditions permit, we will be utilizing our new deicing equipment which will reduce the use of sand on our roadways. The deicer will be used at the lowest application rate necessary to reduce the impact of magnesium chloride runoff into our waterways. The photo left is our new deicing system, which will be truck mounted when in use.

Leaf Pickup continues on schedule. This public service is challenging, as we schedule leaf pickup at generally the same time each year. However, the trees don't always cooperate. This year the trees dropped their leaves suddenly, which left our leaf pickup crew very busy during the heart of leaf season. Photos below are examples of the volume of leaves crews encounter and work required to keep our streets clear of leaves.



This photo right shows the importance of managing logistics in preparing our equipment and yard for leaf season, as the amount of leaves we pick up every day requires quite a bit of square footage in our Public Works yard.



Right of way inspections are ongoing as we continue to work to ensure that the projects being performed in the ROW meets the city's design and construction standards, and do not leave our public properties damaged. Photo left was taken at a sidewalk pre-pour inspection on Portland Avenue. In this instance everything went well and was done properly at the Watts Heating site, as was confirmed by our inspection.

The Clarendon Street Community Development Block Grant (CDBG) project involves many of our Public Works Divisions, as we oversee water, sewer, storm, streets and rights of way during the construction. This month, the contractor hit a natural gas pipeline on two separate occasions, which involved response from our department, as well as the Gladstone Fire Department. The second event required a short evacuation of the area. Photo Right.





Public Works continues oversight on the Clarendon Street CDBG project, as evidenced by inspections photos left and below.



FACILITIES AND FLEETS DIVISION is soliciting quotes for exterior repair and painting of the Gladstone Senior Center. We are hoping that contractors will be available to do the repair work this winter and paint the main building and the outbuildings when the weather permits. We are likely looking at springtime before we can expect the painting to be accomplished.

The Civic Center project is progressing nicely. The pictures below show the result of years of buried debris, as well as the large boulders excavated on the site.



Photo left shows more of the challenges involved.

As we know, the Civic Center site is an old swamp that had been filled in. But as you can see, in spite of the cost and the challenges, good progress is being made under the parking area.



PARKS DIVISION responded to two resident concerns about large trees leaning over their property in the city's greenspaces at Ridgeway and also on Park Way.



In both instances we had the trees removed as they were determined to be hazardous. Photos right and above.



We are happy to report that our new Snowflake holiday lights went up the last week of November, in time for the Gladstone Treelighting Ceremony. Photo left courtesy of Councilor Tracy Todd.

Photo right is Scott Johnson of Gladstone Public Works putting up the final touches.

As the Council recalls, this was a fairly lengthy process for Public Works to procure the snowflake lights, get the poles brought up to PGE's codes and properly permitted, contracting with electricians, and finalizing the inspections.

We anxiously held our breath as the lights went up, hoping everything would work as indicated. Must have been some holiday magic in the air because everything went off without a hitch!

Public Works makes MAGIC happen everyday!



ADMINISTRATION continues to juggle multiple projects including:

- Working with WES to update our IGA
- Registering the City in the federal System for Awards Management in preparation to receive federal funding for the ODFW grant, as well as to position us for any other potential federal funding opportunities that may arise.
- Ongoing discourse with OSMB and Division of State Lands on the Meldrum Bar dredging grant, as well as working with Ross Island Dredging.
- Administering the ODFW -portion of the Meldrum Bar dredging grant
- Ongoing Civic Center progress. This includes daily onsite problem solving, inspections and unforeseen issues with the plans, and finalizing private property boundaries with Watts Street right of way, and issues associated with the overburden from the construction site.
- Oak Lodge Water Services IGA
- Monitor progress on DEQ MAO requirements
- Trolley Trail Feasibility Study is getting close to wrapping up this portion of the project.
- Evaluating details of pay station at Meldrum Bar Park.
- Working with Clackamas County Planning and Development to clarify and create process for private development projects.
- Calculating SDCs for private development, which requires plan reviews.
- Working with Clackamas County on current and future private development projects.
- Assisting Utility Billing in updating and correcting long standing billing discrepancies.
- Compiled the NPDES Annual Report for the last water year for DEQ requirements.
- Continuing to collect information on our water loss report, as require by the State.
- Completed the Water System Survey
- Ongoing management of the ROW permit closeouts regarding the companies using our rights of way. We have found many unresolved issues and incomplete job sites requiring multiple inspections by Public Works and requiring administrative follow up to resolve.

Short-term thinking is the greatest enemy of good government.

...Anthony Albanese





Gladstone Senior Center

Monthly Report

November 2019

Report Date: December 3, 2019

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

November came and went so fast this year! Staff at the Senior Center were busy day in and day out. We had some minor kitchen equipment issues which have now been resolved, however those issues did not keep us from providing services or with obtaining a 98/100 on our annual Clackamas County Health Inspection.

It's business as usual at the Senior Center these days, which is a great thing! The Gladstone Community School ended its' Fall term in late November and classes for the Winter term will begin in January once again. We appreciate the relationship between the Gladstone Community School and City of Gladstone as it provides the continued opportunities for fostering positive engagement with the community.

Our annual Thanksgiving Luncheon was a large success! Thanks to an anonymous local donor, the luncheon was 90% paid for. We had over 40 people in attendance to enjoy smoked turkey breast, potatoes, green beans, salad, and of course dessert! Thank you to all our volunteers that assisted in the set-up, serving, and clean up of this special meal, we really couldn't do it all by ourselves.

Just a mere 8 days later the Senior Center hosted the annual lighting of the Holiday Tree located at the Puderbaugh Memorial. It was a fantastic time! A very big thank you to our Mayor for her continued work in putting this together! From the great snacks to the beverages to Councilor Reisner....err I mean Santa, making an appearance at the event. This event has truly become a hometown favorite for one and all. We had more people in attendance than ever before!

As the leaves are continued to be picked up by our wonderful Public Works Department, your Senior Center staff:

- SCM Black attended the first meeting of the Clackamas County HMAC (Hazard Mitigation Advisory Committee) on 11/7 at the County E.O.C. This meeting involved representatives from F.E.M.A. Region X, State of Oregon O.E.M., Clackamas County, Water Providers, Cities, and other relevant parties.

- On 11/14 the Senior Center in partnership with the State of Oregon and Clackamas County Social Services, the Senior Center hosted the annual Medicare Open Enrollment Seminar. This year we had more participants from outside of the City in attendance. This is a change from past events where the majority of those in attendance were from the City.
- On 11/15, the Gladstone Seniors Foundation met at the Senior Center. SCM Black provided the Foundation with a list of requests. Of these requests, the Foundation approved all of them. The Senior Center has requested the purchase of a ductless A/C unit for the kitchen, fencing around the front patio, and other items. We will keep you updated on the status of the donations as they progress.
- SCM Black along with CA Betz, and other City representatives met on 11/20 to review the Tourism and Branding R.F.P.
- The bi-monthly meeting of the Gladstone Senior Center Advisory Board met on 11/19.
- Thursday, 11/21 the Senior Center hosted the annual Thanksgiving Luncheon.
- Last but definitely not least, on 11/29 the Senior Center hosted the annual lighting of the Holiday Tree.

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

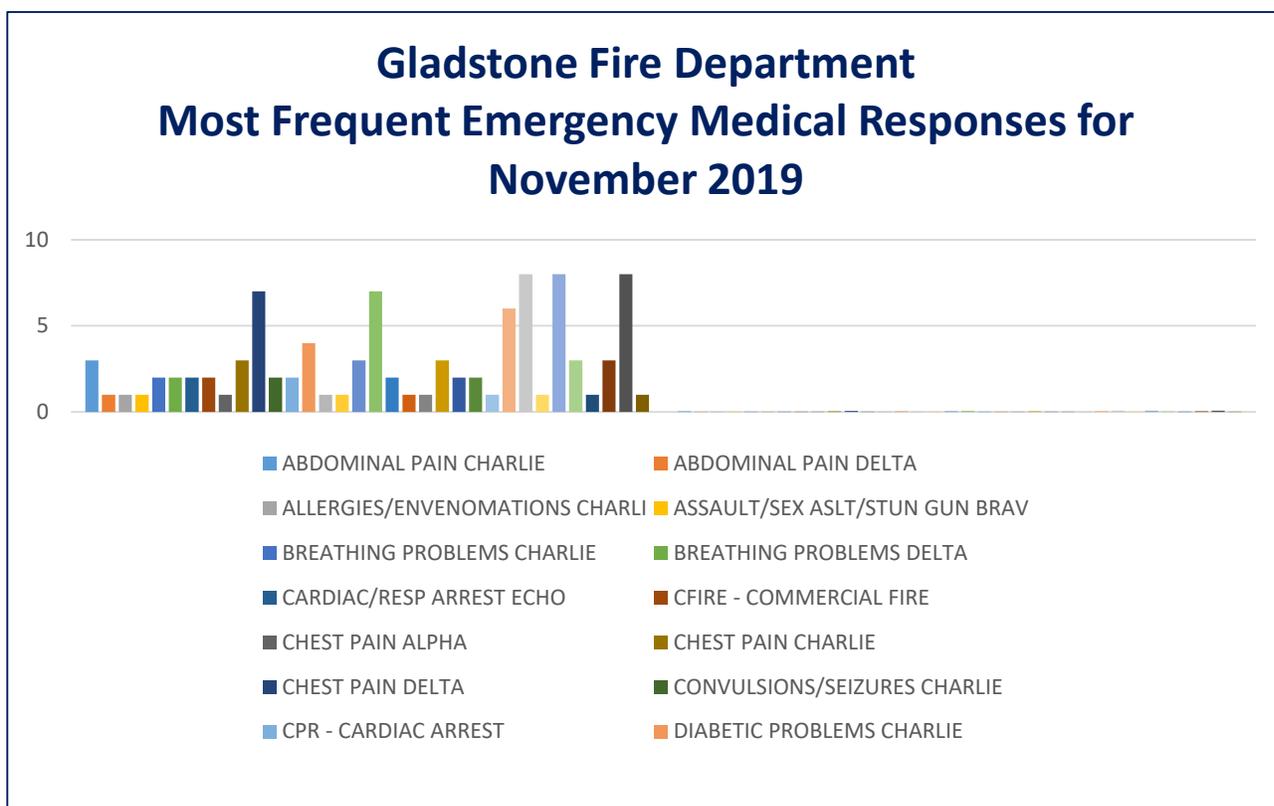
Senior Center Manager

Gladstone Fire Department

Monthly Report: November 2019

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

November was a bit busier than October with 141 emergency responses. Even though we had over 16 fire related 911 calls, I will focus on emergency medical responses this month. The following graph displays the variety of the most frequent emergency medical services (EMS) responses in November:



I want to highlight the 27 responses that involve breathing and/or cardiac problems. These responses have the potential for serious outcomes and many are life-threatening. Recognizing heart attack or stroke symptoms and making the call to 911 without delay is essential to receiving the best chance of recovery or survival. Being trained in first aid and CPR is crucial for helping someone prior to first responders arriving!

This brings up a common question for firefighters: why do you take a fire engine to medical calls? Isn't that what an ambulance does? To answer that, I want to give a brief history of why emergency medicine is part of the fire service.

Emergency medical services or “EMS” in the United States has been a part of many fire departments since President Kennedy enlisted a commission to improve the care of patients with heart disease and cancer in 1960. Over the following decades, paramedics and EMT’s became a job description within fire departments. Gladstone began providing EMS in the early 1990’s.

OK, back to the question; why do we take a fire engine (or rescue squad) on medical emergencies? The first part of answer is based on our staffing, if we have only two firefighters on duty then they typically respond in our rescue squad. If there are three or four firefighters, then they typically respond in a fire engine. Both vehicles carry emergency medical equipment to support EMT and paramedic procedures & care. As for the fire engine, it takes a minimum of three firefighters to fight most fires and is taken to be ready to respond to a fire when the crew has completed their emergency medical care. The delay in returning to the fire station to get the appropriate vehicle can have serious impacts. The staffing needs for firefighting and time impacts on fire growth will be discussed in future reports.

Now the “why” we respond on medical calls; we respond as part of a system that is designed to give you the best chance of survival during average days (disasters and extremely busy days can challenge the system). Think of when you have seen (on TV or in real life) a heart attack or trauma patient that arrives in a hospital emergency department. There are multiple professionals that have many responsibilities like doing CPR, providing breathing, analyzing cardiac rhythms and other diagnostic tests, establishing IV access, administering medications, obtaining critical clues and history, comforting survivors (family members) and other vital duties. This is the same for EMS, we need multiple teams to provide the best care. We also work in conditions very different than a sterile, well lit hospital that can have additional challenges for us. An ambulance typically only has a crew of two, and with Gladstone staffing you can see that we typically only have four or five EMS professional on scene initially.

Time is also critical and when we need additional help, it usually comes from our partnerships with other local fire departments, our police department and additional ambulances. These agencies have people on duty, ready to respond without delay.

The Gladstone fire department depends on part time, “on-call” firefighters from our community and around us. We will continue this staffing strategy, but I will adapt our responses to meet the current and best national standards to reduce the time to respond to critical events. This can help save lives, prevent worsening of injuries, illness and reduce fire damage.

I hope this provides some perspective on why we deliver emergency medical services. There is much more to these concepts and I am available to discuss it with any of you!

Be safe,

Rick Huffman, Fire Chief
City of Gladstone

The following are reports from your Fire Department Command Staff:

Michael Funk

Asst. Chief/Fire Marshal

Buildings under construction-

- Construction continues at Hyundai dealership on McLoughlin, Auto Town remodel wrapping up on W. Gloucester.
- Construction of a small office complex starting at the end of E. Clarendon.

Fire Investigations-

- Responded to Autumn Oak apts. to assist E-391 on a possible hazardous situation. Issue resolved by airing out the apt. that was being painted with oil based paint and no ventilation. LEL became an issue identified with Gas meters from the engine. Opening windows allowed natural ventilation to resolve the issue.
- A small grease related kitchen fire occurred at Vogies on the 3rd. Fire was quickly extinguished by the cook. Fire investigation found that accumulated grease had gotten under the grill plate and ignited when staff turned the unit on for breakfast crowd.
- A near-fire occurred at Oak Hill apts. The wall was scorched from a melted heating element. The electrical short occurred in an upstairs wall heater causing sparks and a burning smell to fill the apt. The apt. maintenance staff responded and was working to replace the heater.

Review business for Planning Commission-

- Planning Comm. discussing a plan to build on open lot 400 block E. Arlington.
- Additional measurement at 18000 Webster Rd. property for access and water supply. E-391 crew assisted driving on the site to see if the proposal works.
- Met with Sisul Engineering to discuss new residence being planned with long driveway on W. Jersey.

Business Inspections and development proposal reviews-

- Work continues at Stephens church. A fire alarm system is required per fire code.

School district-

- Met with school dist. Staff to discuss emergency/disaster plan for the schools. School is considering additional generators to prepare for extended events when power goes out.
- Met to discuss/approve new Exit illumination signs proposed for schools.
- Met to discuss fire doors in the school. NFPA 80

Deputy Chief Hopperstad

Logistics Officer

Radio's and Pagers: We had our radio install contractor install the new radio (800mgh-VHF) combo in Truck 392 and that install is now complete. Spent some time gathering up our old radios to get ready for WCCCA to de-program so they can be sold.

Repairs: This month repairs were few and far between with just a few. Engine 393 had an auto-eject issue with the in house air disconnect upon starting and a new one was installed.

Meetings: Attended monthly Command staff meeting in City hall conference room. Attended Fire Defense board meeting followed by C 800 fire users group at CCOM. Attended C 800 Board of Directors meeting at CCOM. Attended a training meeting with Chief Huffman and Command staff.

Building Maintenance: Met with I.T. Robert Hale and went over our new digital dispatch system and where the components will be placed and spent the next day on a lift wiring for the complete system for near future start up

Logistics: Purchased and installed a shower caddy to hold shampoo, body wash and liquid soap to meet firefighter decontamination standards after fires. Purchased several containers of absorbent for the station as stock. Had several name tags changed with E.M.T. added to the tags. Ordered sweatshirts and T shirts for the new E.M.T.'s. I had several keys made so we can access the rest rooms in all city parks including the new style with electric locks.

Captain Tighe Vroman
Training & EMS Officer

Training:

November was an extremely busy (and stressful) month for the Training and EMS Division. I continue to work on a number of training program updates and changes with Chief Huffman. Most notably, we have a comprehensive training plan completed for the 2020 year. There are also a number of training policies and procedures that have been created or updated in order to make sure Gladstone Fire is in compliance with all of the Department, State and Federal fire and EMS training requirements. These policies should be completed and released for review and comment this coming December.

Also, Gladstone Fire was scheduled to have our training audit by DPSST, which occurs every three years. This, along with the previously mention training projects, took up the majority of my time and effort for the month of November. I am happy to announce that we passed our accreditation audit, and will be able to continue offering the in-house training that we have provided in the past with a few small changes. DPSST did find items regarding our training program that need continued attention and improvement. Most recommendations came in the areas of training documentation, training records management and updates in training curriculum to meet changing standards. Thankfully, many of the things that were mentioned for improvement are things that Chief Huffman and I have been addressing over the past few months.

Gladstone Fire will continue to digitize all of our training records and will be moving all of our training records management to Target Solutions starting in 2020. We will also be changing how we record training attendance to make sure it is more accurately recorded for both training and payroll hours. Thanks to all who have been helping out with training related projects to assist me in this transition period, whether it be helping with paperwork in the office, building training props or assisting with other training related projects.



Emergency Medical Services:

Gladstone Fire responded to a number of critical calls during the month of November, including multiple cardiac arrests, serious stroke calls and significant medical and respiratory alarms as well. Great job to our responders and keep up your great work and professionalism when responding to EMS alarms!

EMS training for the month included shift based EMS skills practice with the KED, and trauma assessment/medication administration reviews on EMS Wednesday night drill. Remember, the skills based training is designed for you to complete with a shift officer when you are on shift, on standby or otherwise hanging out at the station. Please complete any associated skill sheets for the monthly skills training and submit them to training so they get uploaded into your training record. December's EMS training will focus on Acute Coronary Syndromes/chest discomfort responses and skills training using a pelvic splint.

Chief Huffman and FF/EMT Charlie Stay taught a community Stop the Bleed course at Latus Motors Harley Davidson on November 16th. Chief Huffman and FF/EMT Stay reported that the class was well received and well attended! Gladstone Fire continues to make Stop the Bleed training a priority for our community, and will begin to focus more on holding classes for the Gladstone Schools and general community members now that the majority of our city employees have been trained.

Gladstone Fire Paid-On-Call Firefighter Recruitment:

Gladstone Fire has closed their application period for new Paid-on-call applicants as of September. We currently have four applicants going through the Paid-on-call Firefighter testing process. There is a possibility that we will be opening a recruitment for Experienced Paid-on-call Firefighters in December or January, but we are not looking to start our next recruitment for entry level POC Firefighter until Spring of 2020.

Gladstone Fire Recruit Academy 2019-01:



Recruit Class 2019-01 is approaching the halfway mark

of their academy, and are doing well. All four members have been doing a great job on both the online coursework and their hands-on skills.



They had two training weekends in November. The first weekend covered ropes and knots, fire service tools, horizontal/natural ventilation (with door control) and portable fire extinguishers. For the second training weekend, the recruits focus of firefighter survival skills and search and rescue. We were very fortunate to be able to use a commercial apartment complex for non-destructive search and rescue skills. Swickard Honda allowed us the use of their building on the corner of W. Gloucester St. and Risley Ave., which allowed us to perform various search techniques and zero visibility searches of multiple different units. Also, the recruits used our new wire entanglement and wall breach prop during the firefighter survival training.

Captain Patrick Brost

A-Shift

Gladstone Fire Department responded to 141 calls in November. 45 of those were on A-Shift. Thank you all for your continued commitment to the department and the community.

I made a recommendation to Chief Huffman for an e-scheduling application to try. He approved and I am contacting the vendor to arrange a trial period. This will take a between 2-6 weeks to implement, which may be delayed some by the holiday season. This is an exciting new step in using technology to augment and facilitate our staffing needs.

A shift company officers, Lt. Cerda and Capt. Brost attended a week of Officer 1 & 2 training with Metro Fire Officers' Academy. This was a wonderful week of talking about firefighter resilience, leadership in the Fire Service, incident command, and networking with other regional firefighters both near and far. Former Gladstone firefighter Ethan Salata was representing Boardman Fire there as well. It was nice to reconnect and he say's "hi".



We were honored to assist with swapping the flag at Latus Motors to the POW/MIA flag for Veterans Day.



On shift training focused around KED/Pt Stabilization and AO operations during the month.

MVA's were the theme this month. On A-shift alone, we responded to 6 vehicle accidents with injuries requiring transport (one rollover) and two non-injury accidents. One of which was also a rollover.

- November 1st saw an injury accident on I205 causing significant traffic disruption, and a motorcycle injury accident on the 82nd Dr. overpass.
- November 7th saw an injury accident on Mcloughlin and Gloucester, which closed NB traffic for a period of time, and an injury accident on Webster where a motorist was watching staged EMS vehicles and did not see another motorist in front who had stopped.
- November 19th was a head-on-head collision near DMV by a driver performing a driving test.
- November 25th was a single vehicle rollover on I205 with injury requiring transport.
- On Thanksgiving (November 28) we were dispatched to an I205 non-injury, and then a non-injury rollover with Oregon State Police involvement on W. Hereford near Portland Avenue.



We enjoyed spending time bonding with our law enforcement partners on Thanksgiving and sharing a meal. Thanks GPD for hosting us and for the laughs.

Notable Events

November 10th, we responded to a cardiac arrest where the patient was transported. I have not heard the results of the efforts on this call.

November 25th, we responded with NW Natural Gas to a natural gas leak caused by the construction on E. Clarendon St. This was at least the third such leak in this area recently.



Thanksgiving, E391 responded to a residential fire stemming from a turkey fryer. We arrived on scene observing white, uncharged smoke, and visible flames from the Charlie side. We quickly determined the best access and extinguished the fire. The crew performed very well; thank you Engineer Thoman and FF Sturzenegger. We were able to save any additional damage to the house and damage to the deck was minimal. E391 recalled other resources; having stopped any loss within 2 minutes of arrival and 6 minutes of being dispatched.

Captain Kirk Stempel

B-Shift

SPECIAL OPERATIONS / TECH RESCUE

This month we spent time reevaluating equipment as it pertains to first out, quick response and setup. We discovered that one of the most widely used rope setups was the 3:1, or "Z" rig. Members of the rope team have put together a prepackaged system that takes only minutes to deploy. With this system, valuable minutes will be cut from arrival times to a patient's side.

OTHER ITEMS OF INTEREST

The month of November was one of training. The training included preconnects and master streams. These activities are the bread and butter of the fire service, and continual training ensures proficiency at 2 in the morning.

Along with training of B Shift, we were able to work with our new recruits in firefighter entanglement and when to call the MAYDAY.



SIGNIFICANT CALLS

On November 11th, B Shift was dispatched on the 1st alarm of a 2-alarm fire at Metro South transfer station. E391 was the second apparatus to arrive and was quickly assigned fire attack. The crew performed with excellence, especially my apparatus operator, who hand jacked nearly 400 feet of large diameter hose to establish a water supply.



On November 27th, B Shift was dispatched to a report of a commercial fire at an animal hospital just outside of our district. E 391 arrived 2nd, and was assigned water supply and RIT. Chief Huffman was the Incident

Commander. Luckily all the animals that were safely removed. Damage was limited to the laundry room and animal treatment area.



Captain Richard Newton

C-Shift

The month of November has been busy. Gladstone Fire Department (GFD) responded on 141 calls for the month. On C- shift we assisted with recruit training which consisted of search and rescue, horizontal ventilation and firefighter carries. During the month we also did some pump training.



Projects:

Pre-incident plans:

The pre-incident plan project is moving right along. I can report that all multifamily dwellings (Apartments) are done, with over (30) apartment complexes. Along with that all the schools are also done. For the month of December, the Pre-plan project will start on the auto dealerships. This would be a great opportunity for firefighter to get into some of these structures.

Operations:

The apparatus committee has done a lot of work on specking out a new engine. Most of the work is done and now we are waiting on approval from the city council. GFD does not expect any problems with the approval process.

Calls:

On November 3rd, 2019 GFD responded to a possible Commercial fire at 464 Portland Ave. E391 arrived to find nothing showing. The employees stated that they had a fire on the grill that they extinguished. GFD had Clackamas Fire check for extension into the hood system.

The week of November 4th, 2019 GFD responded on three cardiac arrest calls. Two of them where transport to local hospitals.

On November 12th, 2019 GFD responded on a Honey Bucket that was on fire at the Gladstone Nature Park on Webster Rd.



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GLADSTONE MUNICIPAL COURT NOVEMBER 2019

General Court Information for November 2019

- 50 violation filed
- 27 violations closed
- 17 misdemeanors filed
- 6 misdemeanors closed
- 5 violations were dismissed through the fixit program
- 105 cases were placed on a payment plan
- 20 warrants were issued
- 33 overdue payment letters were mailed
- 54 driver's licenses were requested suspended
- 33 cases were sent to collections
- 7 cases sent to Department of Revenue
- 1 Jury trial was held
- \$23,328.00 in violation fees assessed
- \$13,156.70 in violation fees paid
- \$9,739.00 in misdemeanor fees assessed
- \$7,506.15 in misdemeanor fees paid
- \$1334.90 was collected by Oregon Department of Revenue

	<i>Viol. Fee assessed</i>	<i>Viol. Fees Paid</i>	<i>Misd. Fine Assessed</i>	<i>Misd. Fees Paid</i>
<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>Jul. 2019</i>	\$ 18,739.12	\$ 19,663.75	\$ 11,949.16	\$ 6,553.99
<i>Aug. 2018</i>	\$ 45,548.00	\$ 33,676.39	\$ 11,334.67	\$ 14,979.08
<i>Aug. 2019</i>	\$ 10,945.79	\$ 14,700.39	\$ 8,637.73	\$ 5,527.01
<i>Sept. 2018</i>	\$ 20,374.00	\$ 26,286.79	\$ 4,206.75	\$ 10,884.78
<i>Sept. 2019</i>	\$ 14,670.00	\$ 14,280.38	\$ 11,491.97	\$ 10,621.29
<i>Oct. 2018</i>	\$ 31,177.00	\$ 26,884.79	\$ 3,424.00	\$ 13,550.47
<i>Oct. 2019</i>	\$ 13,528.00	\$ 19,153.57	\$ 9,066.34	\$ 7,588.17
<i>Nov. 2018</i>	\$ 36,566.53	\$ 24,234.34	\$ 4,728.25	\$ 14,619.54
<i>Nov. 2019</i>	\$ 23,328.00	\$ 13,156.70	\$ 9,739.00	\$ 7,506.15
<i>Dec. 2018</i>	\$ 21,961.50	\$ 20,534.13	\$ 446.00	\$ 4,765.81

GLADSTONE MUNICIPAL COURT NOVEMBER 2019

	<i>Viol. Filed</i>	<i>Viol. Disposed</i>	<i>Misd. Filed</i>	<i>Misd. Disposed</i>	<i>Parking filed</i>
<i>Jan. 2018</i>	116	187	31	34	10
<i>Jan. 2019</i>	122	174	19	17	4
<i>Feb. 2018</i>	255	206	19	14	5
<i>Feb. 2019</i>	151	133	17	9	2
<i>Mar. 2018</i>	218	178	8	14	11
<i>Mar. 2019</i>	78	95	17	17	5
<i>Apr. 2018</i>	227	113	14	3	3
<i>Apr. 2019</i>	66	71	20	6	6
<i>May. 2018</i>	174	30	8	11	6
<i>May. 2019</i>	58	37	19	13	2
<i>Jun. 2018</i>	133	184	23	14	2
<i>Jun. 2019</i>	64	35	18	2	1
<i>Jul. 2018</i>	168	93	17	6	14
<i>Jul. 2019</i>	103	76	16	10	7
<i>Aug. 2018</i>	88	156	15	5	6
<i>Aug. 2019</i>	63	52	19	13	8
<i>Sept. 2018</i>	170	44	17	8	4
<i>Sept. 2019</i>	69	60	11	16	3
<i>Oct. 2018</i>	109	57	11	3	4
<i>Oct, 2019</i>	101	44	11	15	9
<i>Nov. 2018</i>	55	90	14	8	4
<i>Nov. 2019</i>	50	72	17	13	7
<i>Dec. 2018</i>	176	57	32	2	2



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PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	YEAR TOTALS
Customer Service Counter Contacts	8	4	5	10	6	17	15	7	4	4	7	87
Customer phone/email contacts	48	42	35	45	52	73	68	56	62	68	46	595
Building Permits with Land Use Review	0	1	1	1	0	4	3	3	0	10	9	32
Pre-application conferences	3	1	0	1	0	0	0	0	0	0	1	6
Administrative Decisions	0	0	1	3	4	2	0	1	1	3	1	15

PLANNING COMMISSION ACTIONS/DECISIONS

- Z0425-19 – NEW COMMERCIAL ICSB BUILDING. APPROVED WITH CONDITIONS.

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- NONE

PRE-APPLICATION CONFERENCES

- ONE

ADMINISTRATIVE PERMITS

- Approval of sign permit associated with Hyunda.
- Approval of Land Use Compatibility Statement associated with the one Marijuana retail location.

BUILDING PERMITS WITH LAND USE REVIEW

NOVEMBER

Date	Address	Building Permit #	Description
11/08/2019	620 E Berkeley St	B0583019	Garage Remodel
		B0608119	
11/19/2019	19300 McLoughlin	B0608219	Sign Permits
		B0608319	
		B0608419	
11/12/2019	500 W Gloucester St	B0595819	Demolition
11/20/2019	305 E Arlington St	B0563119	Remodel
11/05/2019	415 Portland Ave	C0002619	Remodel
11/19/2019	1055 Risley Ave	C0003619	Remodel and new office

FUTURE ITEMS/PROPERTY UPDATES

Location	Topic	Contact
Portland Ave.	Proposed Type II Partition. Public Hearing to be Scheduled once a complete application is received.	

City of Gladstone Staff Report

Report Date: December 3, 2019
Meeting Date: December 10, 2019
To: Gladstone City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Approve an amendment to the Sanitary Sewer Treatment Agreement between the City of Gladstone and Oak Lodge Water Services District, which extends the agreement by six months, to July 31, 2020.

Proposal

On January 8, 2019, the City Council approved an updated Sanitary Sewer Treatment Agreement between the City of Gladstone and Oak Lodge Water Services. At that time, City Attorney Ashley Driscoll prepared a memo regarding updates to the intergovernmental agreement and it is attached to this staff report as Exhibit A for informational purposes only.

When the agreement was approved, the intent was for it to remain in effect until the parties executed a global intergovernmental agreement regarding ownership and management of the Gladstone System and the Oak Lodge System, or twelve (12) months from the effective date of this Agreement, whichever is sooner, unless the parties agree in writing to extend the Agreement. The twelve months expires January 8, 2020.

The City has had a number of priority projects in Administration and Public Works this past year that detained the Public Works Director and I from negotiating a global intergovernmental agreement. We asked Oak Lodge Water District for a six-month extension to July 31, 2020, and they agreed. The proposed amendment to the agreement is attached.

Cost Impact

There is no cost impact to approving the extension.

Recommended Staff Action

Approve an amendment to the Sanitary Sewer Treatment Agreement between the City of Gladstone and Oak Lodge Water Services District, which extends the agreement by six months, to July 31, 2020.

Department Head
Signature

Date


City Administrator
Signature

Date



MEMORANDUM

TO: Gladstone City Council

FROM: Ashley O. Driscoll *ao*

SUBJECT: Updated Oak Lodge IGA and Amendments to GMC subchapter 13.12

DATE: December 27, 2018

Intergovernmental Agreement with Oak Lodge

The City and Oak Lodge each own and operate a sanitary sewer collection system within their respective territorial jurisdictions. Portions of the City's sanitary sewer collection system (the "Gladstone System") and Oak Lodge's sanitary sewer collection system (the "Oak Lodge System") are interconnected. Sanitary waste from both the Gladstone System and the Oak Lodge System flows to Oak Lodge's wastewater treatment plant, where Oak Lodge treats the waste.

In 1971, the City and a predecessor to the Oak Lodge Water Service District ("OLWSD") executed an Interim Agreement to address how Oak Lodge would impose its monthly service charges and hook-up fee. Recently it has become apparent that the parties need to memorialize the manner in which they will implement the Interim Agreement and to establish the methodology by which they will determine the charges required by the Interim Agreement.

The City and Oak Lodge also recognize the need to draft a global intergovernmental agreement regarding the general ownership and management of the Gladstone System and Oak Lodge System. The parties hope to produce a permanent agreement within the next year.

Amendments to Gladstone Municipal Code Chapter 13.12

GMC chapter 13.12.040 imposes on property owners within the City of Gladstone who have their sanitary waste treated by Oak Lodge a requirement to pay a hook-up/connection fee to Oak Lodge. Previously, chapter 13.12.040 required property owners to produce a paid receipt from Oak Lodge to the City disclosing payment of the hook-up/connection fee.

The proposed amendments to Chapter 13.12.040 require property owners that have their sanitary waste treated by Oak Lodge to pay the hook up/connection fee directly to the City. The City would then remit the fee to OLSWD.

Other properties in the City have their sanitary waste treated by one of two other service districts: Clackamas Service District and the Tri-City Service District. These property owners pay the connection fee required by the service district directly to the City. See GMC 13.12.040(1). The proposed amendments bring Oak Lodge in-line with the City's other providers.

Amendment to
Sanitary Sewer Treatment Agreement

Between

City of Gladstone

and

Oak Lodge Water Services District

This amendment ("Amendment") is an amendment to the Sanitary Sewer Treatment Agreement, effective January 15, 2019 (the "Agreement"), between the City of Gladstone ("City") and Oak Lodge Water Services District ("Oak Lodge"). The City and Oak Lodge are referred to herein individually as a "Party" and collectively as the "Parties".

RECITALS

- A. Section 5 of the Agreement expressly allows the Parties to extend the term of the Agreement.
- B. The Parties desire to extend the term of the Agreement and execute this Amendment for that purpose.

AGREEMENT

- 1. The term of the Agreement shall be extended by a period of six months.
- 2. The Agreement shall remain in effect until the parties execute a global intergovernmental agreement regarding ownership and management of the Gladstone System and the Oak Lodge System, as those terms are defined in the Agreement, or until July 15, 2020, whichever is sooner, unless the parties agree in writing to extend the Agreement.
- 3. Except as provided above, this Amendment does not make any other changes to the Agreement.

IN WITNESS WHEREOF, the Parties having read the foregoing and intending to be legally bound hereby, have executed this Amendment as of the date this Amendment is fully executed.

CITY OF GLADSTONE

OAK LODGE WATER SERVICES
DISTRICT

By:

By:

Sarah Jo A. Chapter

Print Name:

Print Name:

Sarah Jo A. Chapter

Print Title:

Print Title:

General manager

Date:

Date:

11/19/19

City of Gladstone Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: Gladstone City Council
From: Jacque Betz, City Administrator on behalf of the City Council

AGENDA ITEM

Consider approval of a contract extension for Linda Beloof as the Gladstone Municipal Judge.

History/Background

Linda Beloof first came to Gladstone as an independent contractor in 2005 as our Prosecuting Attorney and in 2011 became our municipal judge.

Proposal

Gladstone City Charter, Chapter V Powers and Duties of Officials

Section 22. Municipal Judge

(a) The council may appoint a municipal judge who serves at the pleasure of the council the municipal judge shall be a member in good standing of the Oregon State Bar.

(b) Powers and Duties: He shall hold within the city a court known as the municipal court for the City of Gladstone, Clackamas County, Oregon. The court shall be open for the transaction of judicial business at times specified by the council. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction over all crimes and offenses defined and made punishable by ordinances of the city and all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinance of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. In addition, the municipal judge shall have such jurisdiction and powers as set forth in the state statutes. When not governed by ordinances of this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

In the Gladstone City Charter, *Section 10. Appointed Officers* states that the Municipal Judge shall be subject to a performance evaluation no less than every four years. The City Council conducted an evaluation on Judge Beloof in December 2017, therefore it is recommended that the City Council conduct a performance evaluation at the end of this new contract (December 2021).

Options

1. City Council approve the extension and direct City Administrator to execute the attached contract for independent contractor services.
2. City Council deny the reappointment and direct the City Administrator to begin a new recruitment process.

Cost Impact

The new contract rate is \$3,090 per month for and would be effect from January 1, 2020 to December 31, 2021.

Recommended Staff Action

There is no staff recommendation, as the Judge serves at the pleasure of the City Council.

CITY OF GLADSTONE, OREGON PERSONAL SERVICES CONTRACT

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

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

1. Term

The term of this Contract shall be effective from the date provided above and shall remain in full force and effect until December 31, 2021, unless terminated earlier under this Contract. The City may elect to conduct an evaluation of Provider’s services before the end of the Contract term. Such evaluation may include input from the City Council, trial attorneys, and court and law enforcement personnel.

2. Provider’s Service

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

3. Pro tem Services

While it is agreed that Provider shall personally serve as Municipal Judge and shall be available to fill the duties of that office generally not less than eighty percent of the time needed to fulfill those duties, it is anticipated that ethical conflicts, scheduling conflicts, vacations, illness, etc. will occasionally require the employment of pro tem municipal judges. It is understood that it is in the interest of both parties to maintain an active pool of pro tem judges so that the work for the Municipal Court will not be interrupted when Provider must be absent from that position. Therefore:

- a. Within ten days of the Effective Date, Provider shall submit to the City Council the names of those persons whom she wishes to nominate as pro tem judges for the term of this Agreement. These persons shall be members of the Oregon State Bar, and in good standing. Any pro tem judge shall also be an independent contractor and not an employee of the City and shall provide the same services listed in Exhibit A.
- b. Provider is responsible for scheduling all pro tem judges upon such terms as they may agree.

- c. Provider is responsible for compensating all pro tem judges at her own expense except in the event Provider is conflicted out from participating under state law. When Provider is conflicted out of a Municipal Court session, the City shall pay the pro tem judge who attends after being notified in writing by Provider.
- d. In the event Provider is not available for scheduled Municipal Court sessions and Provider fails to schedule a pro tem judge, the City shall reduce the amount owed that month by \$1,545 for each Court session that is not appropriately staffed by Provider or pro tem judge.

4. Provider Identification

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

5. Compensation

City agrees to pay Provider a flat rate of \$3,090 per month for performance of services rendered as described in Exhibit A except as noted in Section 3 above.

6. Project Managers

City's Project Manager is the City Administrator. Provider's Project Manager is Linda G. Beloof. Each party shall give the other written notification of any change in their respective Project Manager.

7. Project Information

No information, news or press releases related to the Provider's services as Municipal Court Judge shall be made to representatives of newspapers, magazines, television and radio stations or any other news medium without the prior authorization of City's Project Manager.

8. Duty to Inform

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

9. Provider is Independent Contractor

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

10. Overtime

Any person employed to work under this Contract, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

11. Indemnity and Insurance

- a. Indemnity. Except for the performance of her judicial functions for which the City shall indemnify, defend and hold Provider harmless, Provider acknowledges responsibility for any and all liability arising out of the performance of this Contract and shall hold City harmless from, indemnify and defend City for any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in the course of performing this Contract.
- b. Workers Compensation Coverage. Provider is self-employed and is responsible for any claims of workers' compensation that may arise from her self-employment in accordance with Oregon law.
- c. Certificates. Provider shall furnish the City certificates evidencing the date, amount, and type of insurance required by this Contract. All policies will provide for not less than thirty (30) days written notice to the City before they may be canceled.
- d. Primary Coverage. The coverage provided by insurance required under this Contract shall be primary, and any other insurance carried by City shall be excess.

12. Work is Property of City

All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Provider under this Contract shall be the property of City.

13. Law of Oregon

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

14. Successors and Assignments

- a. Each party binds itself, and any partner, successor, executor, administrator, or assign to this Contract.
- b. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Contract without the written consent of the others. Provider must seek and obtain City's written consent before subcontracting any part of the work required of Provider under this Contract. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

15. Records

- a. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Contract for at least three years after City makes final payment on this Contract and all other pending matters are closed.
- b. Provider shall allow City, or any of its authorized representatives, to audit, examine, copy, take excerpts from, or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

16. Breach of Contract

- a. Provider shall remedy any breach of this Contract within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, City may terminate that part of the Contract affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Contract.
- b. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, City may declare Provider in default and pursue any remedy available for a default.
- c. Pending a decision to terminate all or part of this Contract, City unilaterally may order Provider to suspend all or part of the services under this Contract. If City terminates all or part of the Contract pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Contract and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
- d. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other Contract between Provider and City.

17. Mediation/ Trial Without a Jury

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

18. Termination for Convenience

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

19. Intellectual Property

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

20. Payment for Labor or Material

Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this Contract. (ORS 279B.220).

21. Contributions to the Industrial Accident Fund

Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this Contract, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220).

22. Income Tax Withholding

Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS279B.220).

23. Payment of Claims by the City

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Contract as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this Contract. The City's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

24. Hours of Labor

Provider shall pay employees for overtime work performed under the terms of this Contract in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 *et. seq.*)

25. Workers' Compensation

Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230).

26. Medical Care for Employees

Provider shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 2798.230).

27. Conflict of Interest

Except with City's prior written consent, Provider shall not engage in any activity, or accept any employment, interest or contribution that would, or would reasonably appear, to compromise Provider's professional judgment with respect to this Contract, including, without limitation, concurrent employment in direct competition with the Contract.

28. Modification

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

29. No Waiver of Legal Rights

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

30. Integration

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

LINDA G. BELOOF/PROVIDER

CITY OF GLADSTONE, OREGON

Signature

Signature

Title

Date: _____

Date: _____

ATTEST:

EXHIBIT A

The Municipal Judge may:

- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the City;
- (3) Commit to jail or admit to bail anyone accused of a City offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
- (6) Penalize contempt of court;
- (7) Issue processes necessary to enforce judgments and orders of the court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

Time of Performance:

- (1) Court will be held every second and fourth Tuesday each month;
- (2) Additional days will be added as needed to accommodate:
 - a. The docket, and
 - b. Jury trials.

The proposal submitted by Provider is attached to and by this reference incorporated herein as if fully set forth in its entirety.

December

REGULAR AGENDA

City of Gladstone Staff Report

Report Date : December 3, 2019
Meeting Date: December 10, 2019
To : Jacque Betz, City Administrator
City Council
From : Rick Huffman, Fire Chief

AGENDA ITEM:

Purchase of new Fire Engine, a Pierce Velocity Pumper NH761.

History/Background:

The Fire Department purchased our current reserve fire engine (a 1996 Pierce Saber Pumper) in 1996 at a cost of \$251,702.00. It has served as a front line fire engine until 2014 and since has served as the back-up fire engine when the current front line fire engine is in for maintenance. It also has served as an additional response apparatus for emergencies and to support state conflagration mobilizations.

Our 1996 fire engine has been an excellent piece of equipment, serving the city for over 20 years. Following the National Fire Protection Association Standard 1901 (Standard for Automotive Fire Apparatus), this engine needs to be replaced. Similar to the Council approved Gladstone Public Works Fleet Replacement Scoring System, a fire department version is used and our fire engine scored a 44, which is defined as "Needs Immediate Consideration". The scoring system is attached to this staff report.

The fire engine requested is designed with consideration for current and future needs. As an example of change and new standards, reducing firefighter exposure to toxic, infectious and cariogenic byproducts of fire and emergency scenes are an important change and require additional space on fire engines to store protective gear and decontamination supplies. Firefighting, rescue and emergency medical equipment is constantly being modernized and having an apparatus designed for change is a national trend that also supports emerging new safety standards.

Our current IGA with Clackamas County Fire District 1 for fleet maintenance has been instrumental in the service life of our apparatus. We are also extremely satisfied with this apparatus manufacturer and are continuing our Oregon State interlocal cooperative purchase under the FireRescue GPO/NPPGOV purchase agreement (PPA Master Price Agreement for RFP No. 1420).

Proposal:

The Fire Department proposes purchasing a new fire engine, a Pierce Velocity Pumper NH761 at a fully funded cost of \$616,953.00.

Options:

- Option 1 - Approve purchase per attached quotation (dated November 14th 2019 from Pierce Manufacturing).
- Option 2 – Lease the recommended fire engine. Cost is estimated at \$674,149.60 for a 5-year lease and \$696,836.14 for a 7-year lease (see attached lease quote, dated November 19th 2019 from Pierce Manufacturing).
- Option 3 – Do not purchase and hope for continued life of reserve fire engine.

Cost Impact:

The estimated cost for the new fire engine (Pierce Velocity Pumper NH761) is \$616,953.00. This purchase is fully funded and the Levy fund will encumber \$325,000.00 (from 229-661016 “Fire Apparatus”) and the estimated remaining balance of \$291,953.00 will be encumbered from the general fund (from 250-661016 “Fire Apparatus & Equipment Reserve”). After purchase, the Fire Apparatus & Equipment Reserve fund balance is estimated to be approximately \$170,000.00.

Relevancy to Council Goals and Objectives Identified in the Strategic Plan:

2018 Fire Department Strategic Plan (page 34):

Initiative 3 – Capital Facilities & Equipment, Goal 3A (2) “Identify the best practices for apparatus replacement by type, age, and current condition, and create a replacement schedule”.

This objective was met by the fire department adoption of the “Fire Department Apparatus Replacement Plan” which was used to create this request.

Recommended Staff Action:

Staff recommends Council approval by making the following motion:

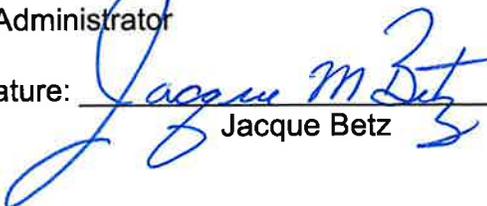
“I make a motion to approve the purchase of the Pierce Velocity Pumper NH761, pursuant to Pierce Manufacturing Proposal dated November 14, 2019.”

Department Head

Signature: 
Rick Huffman, Fire Chief

Date: 12/04/2019

City Administrator

Signature: 
Jacque Betz

Date: 12/4/19



Example of a 2019 Pierce Velocity Pumper, similar to the requested Fire Engine for the City of Gladstone.



DATE : 10-7-19	MILEAGE:51950	HOURS: 4607	APPARATUS # E393
VEHICLE ID: 15-158		VIN #4P1CT02U1YA000120	
GLADSTONE FIRE DEPARTMENT FLEET REPLACEMENT SCORING SYSTEM			
Factor	Points	Score	
Age	<i>One Point</i> for each year of chronological age, based on in-service date	23	
Usage	Odometer based vehicles: <i>One point</i> for each 10,000 miles: 5 Hour meter based small equipment: <i>One point</i> for each 325 hours: Hour meter based large equipment Engines and trucks: <i>One point</i> for each 750 hours: 6	11	
Type of Service	<i>One to five points</i> based on type of service the equipment has performed during most of its life. The more severe the type of service performed, the higher the number assigned. Example: Administrative Auto: One point First out Apparatus: Five points NOTES:	5	
Reliability	Ratio of the number of normal repair occurrences over the last twelve months of service (LTM) divided by the number of normal repair occurrences in the vehicle's second twelve (STM) months of life. Example: if the LTM is 6 and the STM is 2, the Reliability Score would be 3. (6 / 2 = 3)	Records not available	
Maintenance Costs	Points assigned based on total life to date (LTD) maintenance and repair (not including accident damage) and the original price of the vehicle: A vehicle with LTD repair costs exceeding the original purchase price: <i>Five points</i> A vehicle with LTD repair costs at 80% of the original purchase price: <i>Four points</i> A vehicle with LTD repair costs at 60% of the original purchase price: <i>Three points</i> A vehicle with LTD repair costs at 40% of the original purchase price: <i>Two points</i> A vehicle with LTD repair costs up to 20% of the original purchase price: <i>One point</i>	2	
Condition	<i>One to five points</i> based on inspection of the body, underbody, structural members, rust, interior condition, review of accident and repair history, operational and safety problems and anticipated major repairs. The higher the points, the worse the condition of the vehicle. NOTES:	3	
		TOTAL SCORE	44

LTM Last Twelve Months
 STM Second Twelve Months
 LTD Life to Date

POINTS	CONDITION
Under 20	Excellent
20 – 22	Good
23 - 30	Qualifies for replacement 23 points for sedans and light trucks 28 points for heavy-duty vehicles and off road equipment with GVW exceeding 10,500 lbs
31 or more	Needs immediate consideration

Gladstone Fire Department
Apparatus Replacement Plan



Updated: November 2019

Introduction:

The mission of the Gladstone Fire Department states “dedication to protecting lives and property through emergency response and community involvement”. Providing these services requires a fleet of vehicles designed and capable for their intended use. The Gladstone Fire Department (GFD) currently operates two fire engines (one front line, one reserve), one ladder truck (a “quint” model, able to pump water), one rescue squad, one support/command vehicle (F350 pickup), two staff vehicles and one logistical support flatbed truck.

The fire department apparatus replacement plan is vital for maintaining the fleet for daily operations, emergency response and if necessary, the addition of apparatus. The current cost to replace an apparatus includes a range of \$600,000-\$950,000 for a fire engine, and over \$1,350,000 for a ladder truck/quint. The rescue squad, while costing significantly less than firefighting apparatus, can cost up to \$250,000 or more. An apparatus will be replaced as fiscal resources allow, based upon evaluations. Evaluations include mechanical conditions, capabilities, planned use, regulatory standards, technological advances, maintenance history and consideration for resale value. Planned replacement will occur prior to their maximum life being reached as specified in National Fire Protection Association (NFPA) standard 1901; “Standard for Automotive Fire Apparatus”.

Current Fleet:

Engine 391 2014 Pierce (Velocity) Purchase Cost \$487,273.00



Designed as a pumper, 391 is equipped for a number of jobs in addition to being an engine that carries water and has a pump. This vehicle is equipped with a 1500 GPM pump, 750 gallons of water and 20 gallons of class A foam. Additional equipment six Self Contained Breathing Apparatus (SCBA), Advanced Life Support/ Basic Life Support (ALS/BLS) Emergency Medical Service (EMS) equipment, hose with nozzles, air monitoring equipment, Thermal Imaging Camera (TIC) and a set of vehicle extrication equipment.

Engine 393 1996 Pierce (Saber) Purchase Cost \$251,702.00



Designed as a pumper, 393 is equipped for a number of jobs in addition to being an engine that carries water and has a pump. This vehicle is equipped with a 1500 GPM pump and 750 gallons of water. Additional equipment six SCBA, ALS/BLS EMS equipment, Air monitoring equipment, hose and nozzles and a TIC. This engine is used for wildland conflagrations when called for. It's our second out engine and as our 1st out engine when E391 is unavailable for maintenance.

Truck 392 2007 Pierce (Velocity) Purchase Cost \$685,525.00



A quint is an aerial ladder device equipped with a pump; T-392 is equipped for a number of jobs in addition to having a 105ft ladder, pump and water. The vehicle is equipped with a 2000GPM pump, 300 gallons of water and 20 gallons of class A foam. Additional equipment six SCBA, ALS/BLS EMS equipment, TIC, Air monitoring equipment, extrication equipment, stabilization equipment, rope rescue equipment, 155 feet of ground ladders and hose with nozzles.

Squad 390 2011 Pierce (F-550 Contender) Purchase Cost \$146,335.00



Designed as a quick response vehicle with no pump or water, Squad 390 primarily responds on EMS and water rescue calls. Additional equipment includes four SCBA, ALS/BLS EMS equipment, rope rescue equipment and dive rescue equipment.

Duty Officer (DO394) 2012 F-350 Purchase Cost \$60,000.00



Primarily relegated to service as a staff vehicle, DO394 is the primary vehicle that staff members use as a command vehicle and to support EMS and other response needs. In addition, this vehicle is equipped with multiple radios, Automated External Defibrillator (AED), EMS equipment and a SCBA. This vehicle is also used to support training and used for department members going to out of city classes.

Chief 390 2016 Explorer (Police Interceptor) Purchase Cost \$ 31,250.00



C390 is the primary vehicle that's assigned to the Chief of the department. Equipped with radios, MDC, multi-patient EMS gear, and an AED. The chief carries his Personal Protective Equipment (PPE) and other support equipment in the vehicle.

Chief 391 2016 Explorer (Police Interceptor) Purchase Cost \$ 31,250.00



C391 is the primary vehicle that's assigned to Assistant Chief/Fire Marshal of the department. Equipped with radios, MDC, and AED. The AC/Fire Marshal carries PPE and fire investigation equipment.

Purchase History:

1991: GFD purchased its first Pierce engine. The engine was equipped with a 1500gpm pump, 750-gallon water tank. The cost of this engine was \$222,141.00. **This engine was surplus in 2017 for \$8827.50**

1996: GFD purchased the second Pierce engine. The engine is equipped with a 1500gpm pump, 750-gallon water tank. The cost of this engine was \$251,702.00.

2007: GFD purchased a 105ft Pierce quint. The quint is equipped with a 2000gpm pump, 300 gallons of water and 20 gallons of foam. The cost of this purchase was \$685,525.00.

2011: GFD purchased a F550 squad type vehicle. The cost for replacement was \$146,335.00

2014: GFD purchased its third Pierce engine. The engine is equipped with a 1500gpm pump, 750-gallon water tank and a 20-gallon foam tank. The cost of this purchase was \$487,273.00

Replacement Plan Considerations:

Apparatus replacement will be done through proper planning. There are a number of recommended guidelines or best practices that identifies an expected replacement date for fire apparatus. In NFPA 1901, engines are replaced after twenty (20) years, with the last five (5) years being in a reserve status. Ladder trucks/quint will be replaced after twenty (20) years with the last five (5) years being in a reserve status. The squad is replaced between ten and fifteen (10-15) years not exceeding twenty (20) years. Staff vehicles will be replaced after ten (10) years. While many departments replace their fire apparatus within these time lines, there are other considerations to take into account, including fiscal resources and how well the apparatus is maintained.

A systematic replacement plan is paramount for the safety of our personnel and the public that we serve. Additionally, a sound financial plan allows stakeholders (both internal and external) to better predict the needs of the fire departments to establish how the leadership is working to meet those needs in the most prudent manner that is clear and can be easily understood (See appendix A).

Management of the fleet requires good preventative maintenance. This is currently being done through Clackamas County Fire District #1 (CCFD #1). GFD has an Inter Government Agreement (IGA) with the district that covers the yearly maintenance of the fleet and if needed a backup engine in the event that both engines are out for repair. It is important to note that as apparatus becomes older, the cost of maintenance often increases as well.

Replacement considerations of apparatus will include a number of factors. These factors include but are not limited to:

- Wear and tear on the vehicle
- Mileage, engine hours and service years
- Call volume
- Safety considerations of current vehicle and current safety enhancements available with updated NFPA standards for safety of our firefighters

Future Possible Impacts:

As the demographics of the City of Gladstone change, so does the call volume and the type of calls we respond to. In the future, apparatus replacement may need to be done sooner than expected.

Long Range Financial Plan:

See appendix (A) Replacement cycle

See appendix (B) GFD Fleet Replacement scoring system

See appendix (C) Example leasing options

Gladstone Fire Department (GFD) for several years has been saving for apparatus replacement at a rate of \$25,000 a year. Along with savings from the Levy at a rate of \$50,000 a year. As of the 2019-2021 budget GFD will be saving at a rate of \$49,000 per year. At the rate of savings GFD will have saved up \$791,667.00 dollars at the end of the 2019-2021 budget year. (review appendix A).

Funding Options:

Option #1: Purchase as funding allows

Option #2: Levy or bond funding

Option #3: Lease apparatus **see appendix C (\$715,469.00 7year lease or \$774,780 on a 10-year lease)**

Summary:

The apparatus replacement plan is a tool that the leadership of GFD and the City of Gladstone can use to best predict the equipment and financial needs of the department fleet. In an effort to maintain an updated plan, it is imperative that this plan be reviewed and re-evaluated every two years. Failure to do so will put GFD behind in the replacement of future apparatus, equipment that the men and women of the department need to perform the duties necessary.

Appendix: A

Apparatus #	Year Purchased	Projected replacement year	Projected replacement cost	Project Completed
E391	2014	2034	\$942,572.41 (2034 cost)	
E393	1996	2016	\$596,885.14 (2019 cost) \$615,345.50 (2020)	
T392	2007	2027	\$1,299,621.34 (2027 cost)	
SQ390	2011	2025	\$231,085.15 (2025 cost)	
C390	2016	2026	Unknown cost	
C391	2016	2026	Unknown cost	
DO394	2012	2022	Unknown cost	

Appendix (A) shows the department's future needs and what the approximate cost and year for replacement.

Appendix: B

DATE :	MILEAGE:	HOURS:	APPARATUS #
VEHICLE ID:			
GLADSTONE FIRE DEPARTMENT FLEET REPLACEMENT SCORING SYSTEM			
Factor	Points	Score	
Age	<i>One Point</i> for each year of chronological age, based on in-service date		
Usage	Odometer based vehicles: <i>One point</i> for each 10,000 miles: 5 Hour meter based small equipment: <i>One point</i> for each 325 hours: Hour meter based large equipment Engines and trucks: <i>One point</i> for each 750 hours: 6		
Type of Service	<i>One to five points</i> based on type of service the equipment has performed during most of its life. The more severe the type of service performed, the higher the number assigned. Example: Administrative Auto: <i>One point</i> First out Apparatus: <i>Five points</i> NOTES:		
Reliability	Ratio of the number of normal repair occurrences over the last twelve months of service (LTM) divided by the number of normal repair occurrences in the vehicle's second twelve (STM) months of life. Example: if the LTM is 6 and the STM is 2, the Reliability Score would be 3. (6 / 2 = 3)		
Maintenance Costs	Points assigned based on total life to date (LTD) maintenance and repair (not including accident damage) and the original price of the vehicle: A vehicle with LTD repair costs exceeding the original purchase price: <i>Five points</i> A vehicle with LTD repair costs at 80% of the original purchase price: <i>Four points</i> A vehicle with LTD repair costs at 60% of the original purchase price: <i>Three points</i> A vehicle with LTD repair costs at 40% of the original purchase price: <i>Two points</i> A vehicle with LTD repair costs up to 20% of the original purchase price: <i>One point</i>		
Condition	<i>One to five points</i> based on inspection of the body, underbody, structural members, rust, interior condition, review of accident and repair history, operational and safety problems and anticipated major repairs. The higher the points, the worse the condition of the vehicle. NOTES:		
TOTAL SCORE			

LTM Last Twelve Months
 STM Second Twelve Months
 LTD Life to Date

POINTS	CONDITION
Under 20	Excellent
20 – 22	Good
23 - 30	Qualifies for replacement 23 points for sedans and light trucks 28 points for heavy-duty vehicles and off road equipment with GVW exceeding 10,500 lbs
31 or more	Needs immediate consideration



FINANCIAL SOLUTIONS



Tax Exempt Lease Purchase

SALES ORGANIZATION:

Hughes Fire - Scott

11/19/2019

LESSEE:

Gladstone Fire

Contact Information:

TYPE OF EQUIPMENT:

One (1) Pierce Velocity Pumper

Kim Simon

EQUIPMENT COST:

\$642,043.00

Locator: B4-B230-05-07

CUSTOMER DOWNPAYMENT:

\$0.00

155 East Broad St

TRADE-IN:

\$0.00

Columbus, OH 43215

DELIVERY TIME:

Standard delivery

Ph: (800) 820-9041 ext. 1

PAYMENT MODE:

Annual In Arrears

Fax: (866) 852-3101

FIRST PAYMENT DUE DATE:

1 Year After Lease Commencement

Kim.simon@pnc.com

LEASE COMMENCEMENT DATE:

Upon contract signing with Pierce

Term	5 years	7 years
Number of Payments	5 Annual	7 Annual
Payment Amount	\$134,829.92	\$99,548.02

NOTE: All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce Manufacturing or financed by PNC Equipment Finance as part of the transaction

ESCROW FUNDING OPTION: At lease closing, if all of the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The escrow agent will assess a \$250.00 account set up fee payable at closing.

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with PNC Equipment Finance perfecting a first security interest

Appendix: C

AUTHORIZED SIGNORS: The lessee's governing board shall provide PNC Equipment Finance with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION: The lessee's counsel shall furnish PNC Equipment Finance with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to PNC Equipment Finance.

VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for **fourteen (14) days** from the above date and is subject to final credit approval by PNC Equipment Finance and approval of the lease documents in PNC Equipment Finance's sole discretion. To render a credit decision, lessee shall provide PNC Equipment Finance with their most recent two years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by: _____ Proposal submitted by Kim Simen



November 14, 2019

Gladstone Fire Department, OR
One (1) Velocity Pumper NH761
Build Location: Appleton, WI

Proposal Price	642,043.00
Less chassis progress payment discount The chassis progress payment in the amount of \$357,517.00 will be due three (3) months prior to the ready for pick up from the factory date.	(10,726.00)
Less payment upon completion @ factory discount	(6,055.00)
* Deduct for 100% pre-payment with contract If this option is elected, the discount is in addition to the chassis progress payment discount and the payment upon completion at the factory discount.	(8,309.00)
Subtotal including all pre-pay discounts	616,953.00

Terms:

Based on Pierce's current delivery schedule the unit would be ready for delivery from factory within 7.5 to 14.5 months after contract execution. Delivery is subject to change pending Pierce's delivery schedule at time of order.

The above pricing is valid until January 31, 2020. If order is not submitted prior to that date, a 3% price increase will be required.

The above quote is subject to change.

A performance bond is included in the above pricing and will be provided. If customer elects to remove the performance bond \$1,729.00 may be deducted from the purchase price.

An invoice will be provided 30 days prior to the chassis payment due date if elected.

If payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the unit leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

An invoice will be provided upon order processing for the 100% prepayment if elected.

The Purchasing Documents will be between Hughes Fire Equipment and the customer.

The proposal price is based on the unit being purchased through FireRescue GPO / NPPGov. This pricing is only valid for a FireRescue GPO / NPPGov purchase on PPA MPA for RFP No. 1420.

Two (2) factory inspection trips for four (4) fire department customer representatives is included in the above pricing. The inspection trips will be scheduled at times mutually agreed upon between the manufacture's representative and the customer. Airfare, lodging and meals while at the factory are included. If the Department elects to forgo an inspection trip \$1,850.00 per traveler (per trip) will be deducted from the final invoice.

Transportation of the unit to be driven from the factory to Gladstone, OR is included in the pricing. However, if we are unable to obtain necessary permits, due to the weight of the unit, and the unit must be transported on a flat bed, additional transportation charges will be the responsibility of the purchaser. We will provide pricing at that time if necessary. If customer elects to drive-out unit from the factory, \$4,500.00 may be deducted from the purchase price. If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.



FINANCIAL SOLUTIONS



Tax Exempt Lease Purchase

11/19/2019

SALES ORGANIZATION:	Hughes Fire - Scott	
LESSEE:	Gladstone Fire	Contact information:
TYPE OF EQUIPMENT:	One (1) Pierce Velocity Pumper	Kim Simon
EQUIPMENT COST:	\$642,043.00	Locator: B4-B230-05-07
CUSTOMER DOWNPAYMENT:	\$0.00	155 East Broad St
TRADE-IN:	\$0.00	Columbus, OH 43215
DELIVERY TIME:	Standard delivery	Ph: (800) 820-9041 ext. 1
PAYMENT MODE:	Annual In Arrears	Fax: (866) 852-3101
FIRST PAYMENT DUE DATE:	1 Year After Lease Commencement	Kim.simon@pnc.com
LEASE COMMENCEMENT DATE:	Upon contract signing with Pierce	

Term	5 years	7 years
Number of Payments	5 Annual	7 Annual
Payment Amount	\$134,829.92	\$99,548.02

NOTE: All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce Manufacturing or financed by PNC Equipment Finance as part of the transaction

ESCROW FUNDING OPTION: At lease closing, if all of the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The escrow agent will assess a \$250.00 account set up fee payable at closing.

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with PNC Equipment Finance perfecting a first security interest

AUTHORIZED SIGNORS: The lessee's governing board shall provide PNC Equipment Finance with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION: The lessee's counsel shall furnish PNC Equipment Finance with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to PNC Equipment Finance.

VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for **fourteen (14) days** from the above date and is subject to final credit approval by PNC Equipment Finance and approval of the lease documents in PNC Equipment Finance's sole discretion. To render a credit decision, lessee shall provide PNC Equipment Finance with their most recent two years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by: _____ Proposal submitted by Kim Simon

City of Gladstone Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: Mayor and City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Audit Committee

History/Background:

The Audit Committee was formed in January 2017. The adopted Resolution states: "The City of Gladstone Audit Committee will be comprised of up to six members." There are currently six Audit Committee members, Anne Tankersley, Brian Sutton, Drucilla Weiland, Mindy Garlington, Kristi Haller-Shaffer and Councilor Reisner. Please be advised there are two (2) terms on the Audit Committee that expire 12-31-2019 currently held by Brian Sutton and Kristi Haller-Shaffer.

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

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

- Steve Johnson

Proposal:

There are two (2) terms on the Audit Committee that expire December 31, 2019.

Options:

- 1) Appoint Audit Committee member to term that expires 12-31-2021.
- 2) Do not appoint Audit Committee members.
- 3) Continue to advertise for vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/04/2019



Administration: Jacquie Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

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

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: 29 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc.

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: Travel, Photography, Cooking

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

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

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

If yes, when? _____ What Committee? _____

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

Audits are an important and fiscally responsible part of city operations. I would like to use my business and government experience to help support this important city function on the Audit Committee.

SIGNATURE: [Signature] DATE: 12-3-19



City of Gladstone Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: Mayor and City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Budget Committee

History/Background:

Please be advised there are three (3) four-year terms on the Budget Committee that expire 12-31-2019. These positions are currently held by Johnny Akers, John Wohlwend and Brenda Schellenberg.

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

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

- Steve Johnson

Proposal:

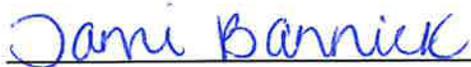
There are three terms on the Budget Committee that expire December 31, 2019. The Budget Committee consists of seven members of the City Council and an equal number of citizens at large.

Options:

- 1) Appoint Budget Committee member to term that expires 12-31-2023.
- 2) Do not appoint Budget Committee member.
- 3) Continue to advertise for vacant position.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/04/2019



Administration: Jacquie Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

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

EMAIL:

HOW LONG HAVE YOU LIVED IN GLADSTONE: 29 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travel, Photography, Cooking

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Budget Committee, Planning Commission,

Library Advisory Committee, Civic Buildings Committee, Charter Review Committee, City Council

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

If yes, when? What Committee?

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

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

SIGNATURE: [Signature] DATE: 12-3-19



City of Gladstone
Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Library Advisory Board

History/Background:

Please be advised there are two terms on the Library Advisory Board that expires 12-31-19. These terms are currently held by Margaret Bertalan and Bryce Colson. At the October 8, 2019 City Council meeting staff indicated they had negotiated new language into the IGA with Clackamas County that would allow the Gladstone Library Advisory Board to continue for at least one additional year. The two terms will expire 12-31-2020.

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

- Dr. Bryce Colson

Proposal:

There are two terms on the Library Advisory Board that expire December 31, 2019. The Library Advisory Board consists of seven (7) members who are not officers or employees of the City and are appointed by the City Council to four (4) year terms.

Options:

- 1) Appoint the applicant to the Library Advisory Board for a term to expire 12-31-2020.
- 2) Do not appoint Library Advisory Board member.
- 3) Continue to advertise for vacant position.

Cost Impact: No impact.



Department Head: Tami Bannick
Date: 12/04/2019


Administration: Jacque Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

Budget Committee
 Planning Commission
 Traffic Safety Advisory Board
 Audit Committee

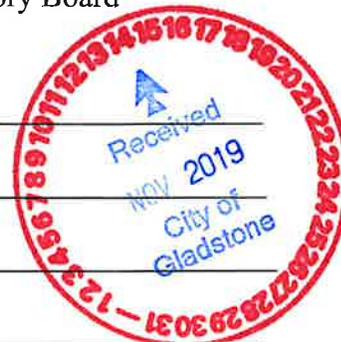
Park & Recreation Advisory Board
 Library Advisory Board
 Senior Center Advisory Board

NAME: Dr. Bryce Colson

ADDRESS: 680 E Dartmouth St

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

EMAIL: drbrycecolson@boundtohappen.health



HOW LONG HAVE YOU LIVED IN GLADSTONE: 3 years

OCCUPATION/EMPLOYER (state your specific line of business): Owner at Bound To Happen Holistic Wellness Shop & Practice

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: I enjoy being active in my community and knowing my neighbors. I am a member of the steering

committee for the Gladstone Community Festival, will be Rotary Club President in 2020, volunteer at the local food pantry,

and help plan the Halloween Night Festival. In my free time, I am a musician, river dweller, and family man.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: 2019 Library Advisory Board Member,

2019-2020 Gladstone Rotary Club President Elect, CERT Team Leader with Dr. Jeremy Riddle

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

If yes, when? December 2018 What Committee? Parks & Recreation, Library

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

(Attach additional materials or information if you wish).

I have been a member of the library advisory board in 2019 and wish to continue my service thereon. I have Gladstone's

best interests at heart, and while we are in this critical time of transition, I want to do my due diligence for my

city to achieve the best possible outcome.

SIGNATURE: _____

DATE: Nov. 13, 2019

City of Gladstone Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Park and Recreation Advisory Board

History/Background:

Please be advised there is three (3) four-year terms on the Park and Recreation Advisory Board that expire 12-31-19. The positions are currently held by John Eichsteadt, Mindy Garlington and Bruce Hildreth.

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

- John Eichsteadt
- Mindy Garlington
- Bruce Hildreth
- Andrew Labonte

Proposal:

The Park and Recreation Advisory Board consists of seven (7) members appointed to four year terms by the Mayor with the approval of the City Council. The Park Board also includes one representative each from the Planning Commission and City Council. Appointees must be residents of the City of Gladstone.

Options:

- 1) Appoint three applicants to the Park and Recreation Advisory Board for terms that expire 12-31-2023.
- 2) Do not appoint Park and Recreation Advisory Board members.
- 3) Continue to advertise for the vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/04/2019



Administration: Jacquie Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

Budget Committee
 Planning Commission
 Traffic Safety Advisory Board
 Audit Committee

Park & Recreation Advisory Board
 Library Advisory Board
 Senior Center Advisory Board



NAME: John Eichsteadt
ADDRESS: 665 Barbary Place, Gladstone OR
TELEPHONE: (HOME) 503-650-0252 (WORK/CELL) 971-506-8657
EMAIL: jgeich@comcast.net
HOW LONG HAVE YOU LIVED IN GLADSTONE: Since 1995
OCCUPATION/EMPLOYER (state your specific line of business): Retired

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Musician, band member; Gladstone Nature Park cleanup and improvement; grandkids

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Gladstone Parks & Recreation Board, Friends of Gladstone Nature Park

Have you ever applied for a Committee Position Before? YES YES NO
If yes, when? 2017 What Committee? Parks & Recreation Board

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
To continue the progress and programs we've been working on during my current term

SIGNATURE: John GD Eichsteadt DATE: Oct. 10, 2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Mindy Garlington

ADDRESS: 7000 Debbie Court

TELEPHONE: (HOME) 503-655-3530 (WORK/CELL) 503-520-2000

EMAIL: mgarlington@ci.gladstone.or.us



HOW LONG HAVE YOU LIVED IN GLADSTONE: 29 years

OCCUPATION/EMPLOYER (state your specific line of business): PrintSync, Inc. / Digital Printing

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: Member of Christ the King Catholic Church (Bible Study, Home Bound Eucharistic Minister, coffee & donuts, Alter Society)

Friends of Gladstone Nature Park, I play Pickleball, I belong to a Bunco group of 15 years, I scrapbook, I like to work in our garden, I golf,

I like to sew and spend as much time as possible with my family.

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

Gladstone Charter Committee, Audit Committee, Budget Committee, Park Board

Have you ever applied for a Committee Position Before?

YES
 NO

If yes, when? _____ What Committee? _____

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

(Attach additional materials or information if you wish).

The current Park Board has made amazing strides for our parks, I feel that if we stay together and move forward we can continue on a path of putting our parks

near the top of Gladstones priority list. Our parks are an important asset and help foster a better quality of life for all of Gladstone and those that visit our little community.

SIGNATURE: ME Garlington

Digital signed by ME Garlington
DN: cn=ME Garlington, o=ci, email=mindyg7000@aol.com, c=US
Date: 2019.10.29 07:49:04 -07'00'

DATE: 10/29/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

Budget Committee
 Planning Commission
 Traffic Safety Advisory Board
 Audit Committee

Park & Recreation Advisory Board
 Library Advisory Board
 Senior Center Advisory Board



NAME: Bruce Hildreth

ADDRESS: 7500 Ridgewood Dr.

TELEPHONE: (HOME) _____ (WORK/CELL) 503-781-0989

EMAIL: hildreths@comcast.net or official city email

HOW LONG HAVE YOU LIVED IN GLADSTONE: 24+

OCCUPATION/EMPLOYER (state your specific line of business): Financial Rep w/
Park Avenue Securities

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Have served and continue to serve on multiple Non-profit boards. Most are or have been hands-on. Education and community oriented

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Currently on Park & Rec Board. I would like to continue as a member to continue working on important projects we have started to see

Have you ever applied for a Committee Position Before? X YES _____ NO them to fruition.

If yes, when? 03/28/17 - 12/31/19 What Committee? Park & Rec - 2 yr term unexpired term

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

* See above

Note: Our current board has made some Good progress toward the betterment of Park management. I would like to continue this work.

SIGNATURE: Bruce G. Hildreth

DATE: 10/10/19

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Andrew Labonte

ADDRESS: 18101 Oatfield Rd. Gladstone, Or.

TELEPHONE: (HOME) 401-533-0185 (WORK/CELL) _____

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: _____

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: _____

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

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

If yes, when? 5-8-2018 What Committee? Traffic Safety

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

SIGNATURE: DATE: 12-1-19



Andrew Labonte

18101 Oatfield Rd. Gladstone Or.

401-533-0185

SeatBeltsHelp@yahoo.com

I have lived in Gladstone with my wife and two children over 4 years.

My specific line of business is Driver Education. My employer is 1st Learn to Drive, Portland Or.

Most of my daily activities revolve around being a stay at home father. We are avid walkers and bicyclists. I like to read, garden and play instruments. My home library mostly consists of driving related materials, from textbooks to engineering manuals to transportation nostalgia.

I deliver classroom driving lessons to hundreds of people a year and really enjoy it.

I would like to serve on The Traffic Safety Advisory Board because I want to help make Gladstone an even safer community. As a driving instructor I am very in tune to the details of the driving environment. I have knowledge of federal standards and practices. This perspective makes me a useful asset to the Board and the community. I have served on this board for over 1 year and have been present and timely.

City of Gladstone Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Planning Commission

History/Background:

Please be advised there are two (2) four-year terms on the Planning Commission that expire 12-31-19. These positions are currently held by Randy Rowlette and Natalie Smith. There is also one vacant term on the Planning Commission that expires 12-31-2020. This term was vacated by Libby Wentz.

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

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

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

Current Planning Commission members:

Les Poole was appointed in October 2014 and re-appointed in 2015, has lived in Gladstone for 3 years and is self employed: Sales Mgr, "Points for Profit" Land use specialist.

Malachi deAElfweald, has lived in Gladstone for 6 years and is a self-employed software engineer. He has served on the Library Advisory Committee and was appointed in January 2015 and re-appointed in December 2016.

Natalie Smith, has lived in Gladstone for 16 years. She is employed as an Administrator/Officer Manager. Natalie has served on the Library Board, 2 Advisory Committees and is a Gladstone Community Festival Board Member. Natalie was appointed in December 2015.

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

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

Andriel Langston has lived in Gladstone for 4.5 years. He is a Project Engineer for LMC Construction – a construction management firm. He was appointed in December 2017.

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

- Steve Johnson
- Michael Milch
- Natalie Smith
- Darren Williams

Proposal:

There are two terms on the Planning commission that expire December 31, 2019 and one vacant term that expires December 31, 2020. The Planning Commission consists of seven (7) residents who are appointed by the City Council based on their qualifications. Planning Commission members are appointed to four year terms.

Options:

- 1) Appoint two applicants to the Planning Commission for terms to expire 12-31-2023 and one applicant to a term that expires 12-31-2020.
- 2) Do not appoint an applicant to the Planning Commission
- 3) Continue to advertise for vacant positions.

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/04/2019



Administration: Jacquie Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Steve Johnson

ADDRESS: 1420 Manor Dr.

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

EMAIL:

HOW LONG HAVE YOU LIVED IN GLADSTONE: 29 Years

OCCUPATION/EMPLOYER (state your specific line of business): Business Owner / Western Systems, Inc.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Travel, Photography, Cooking



PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Budget Committee, Planning Commission, Library Advisory Committee, Civic Buildings Committee, Charter Review Committee, City Council

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

If yes, when? What Committee?

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

I would like to use my business and prior Planning Commission experience to serve our city.

SIGNATURE: [Signature] DATE: 12-3-19

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (VACANCY)
- Traffic Safety Advisory Board
- Audit Committee
- Park & Recreation Advisory Board
- Library Advisory Board
- Senior Center Advisory Board

NAME: Michael Milch

ADDRESS: 545 Welter Circle, Gladstone, OR 97027

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

EMAIL: michaelmilch@comcast.net milch@ci.gladstone.or.us

HOW LONG HAVE YOU LIVED IN GLADSTONE: Four years

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

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: As an active caregiver for my grandchildren since 2008, I have been a youth soccer coach, library user, and school and city volunteer. I enjoy reading about urban planning and design, local governance, and community improvement through social infrastructure.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Library Advisory Board (2019), GSD Budget Committee Chair (2019), Clackamas Bookshelf Board (2019), Gladstone City Councilor (July 2017 to December 2018), Downtown Revitalization Advisory Committee (July 2016 to July 2017)

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

If yes, when? December 2018 What Committee? Library Board & Planning Commission

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

(Attach additional materials or information if you wish). I want to encourage greater public participation in land use planning and implementation of Master Plans for parks, transportation, and downtown revitalization, along with promoting community involvement in making updates to the Gladstone Comprehensive Plan and local zoning laws.

SIGNATURE: *Michael Milch*

DATE: October 1, 2018



CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



Budget Committee
 Planning Commission
 Traffic Safety Advisory Board
 Audit Committee

Park & Recreation Advisory Board
 Library Advisory Board
 Senior Center Advisory Board

NAME: Natalie Smith
ADDRESS: 345 W. Dartmouth St., Gladstone, OR 97027
TELEPHONE: (HOME) _____ (WORK/CELL) 503-473-9710
EMAIL: nsmith_1159@yahoo.com
HOW LONG HAVE YOU LIVED IN GLADSTONE: 17+ plus yrs.
OCCUPATION/EMPLOYER (state your specific line of business): Office Manager

DESCRIBE YOUR ACTIVITIES AND INTERESTS:

Reading, movies, Volunteering

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

Library Board,
Library Task Force,

Have you ever applied for a Committee Position Before?

YES NO

If yes, when? _____ What Committee? _____

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

To work, move forward with
continuous improvements for our City.

SIGNATURE: Natalie Smith DATE: 10/15/2019

RECEIVED

NOV 27 2019

CITY OF GLADSTONE

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Audit Committee

- Park & Recreation Advisory Board
- Library Advisory Board
- Senior Center Advisory Board

NAME: Damen Williams

ADDRESS: 17280 Timothy Way, Gladstone

TELEPHONE: (HOME) _____ (WORK/CELL) 503.422.9222

EMAIL: dwprime1@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: 19 yrs

OCCUPATION/EMPLOYER (state your specific line of business): Self employed/ Contractor/Landlord

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Working, Vacationing, Family

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: N/A

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

If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).
My Neighbor Pat Smith brought to my attention about the opportunity and thought with my experience I may be able to be of value to the community. I have over 25 years of construction and landlord experience and still counting...

SIGNATURE: DATE: 11/27/19

~~503-557-2797~~

City of Gladstone
Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Senior Center Advisory Board

History/Background:

Please be advised there are two (2) four-year terms on the Senior Center Advisory Board that expire 12-31-2019. These positions are currently held by Linda Andrews and Nancy Turner.

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

- Linda Andrews
- Nancy Turner

Proposal:

There are two terms on the Senior Center Advisory Board that expire December 31, 2019. The Senior Center Advisory Board currently consists of seven (7) members. Board members are appointed to four year terms by the Mayor with approval of the Council.

Options:

- 1) Appoint the applicants to the Senior Center Advisory Board for terms to expire 12-31-2023.
- 2) Do not appoint Senior Center Advisory Board members.
- 3) Continue to advertise for vacant positions.

Cost Impact: No impact.



Department Head: Tami Bannick
Date: 12/04/2019


Administration: Jacquie Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Audit Committee

- Park & Recreation Advisory Board
- Library Advisory Board
- Senior Center Advisory Board



NAME: Linda Andrews

ADDRESS: 13303 SE 125th Ave. Clackamas, OR 97015

TELEPHONE: (HOME) _____ (WORK/CELL) 503-810-0147

EMAIL: andrews3681@comcast.net

HOW LONG HAVE YOU LIVED IN GLADSTONE: 20 yrs previous to moving to Clackamas

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Reading, TV, lunch w/ friends, visiting casinos, Travel

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Budget Committee, Gladstone Kindergarten volunteer (3 yrs), Sr. Center Advisory Board.

Have you ever applied for a Committee Position Before?

YES NO

If yes, when? 2012 & 2017 What Committee? Budget, Sr. Center

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

(Attach additional materials or information if you wish).

I am a Senior and recognize how lucky Gladstone is to have an active Senior Center. My mother also attends the activities, & believe the Center provides very necessary programs.

SIGNATURE: Linda Andrews

DATE: 10-22-19

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Audit Committee

- Park & Recreation Advisory Board
- Library Advisory Board
- Senior Center Advisory Board

NAME: Nancy Turner

ADDRESS: 405 High Ct Gladstone

TELEPHONE: (HOME) 503 819-7793 (WORK/CELL)

EMAIL: nnturner54@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 30 + years

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS:

hiking - kayak, knitting, weaving - nature travel - books.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: current Senior center advisory board

Friends of Gladstone nature Park / Library task force

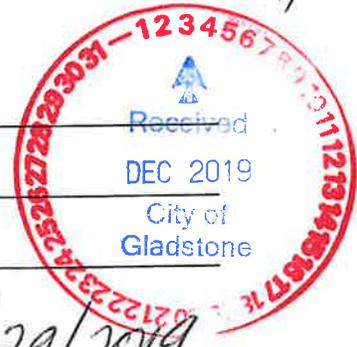
[past] Gladstone Soccer, library board, Camp Fire girls

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

If yes, when? 2018-2019 What Committee? senior center advisory

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

SEE Attached.



SIGNATURE: Nancy Turner DATE: 11/29/2019

November 29, 2019

The Senior Center is a vital assets for the community of Gladstone, and it has been my pleasure to serve on the Advisory Board for the past two years. I have learned about the regulations governing the senior center and the many programs and services offered to the seniors in Gladstone. Continuing on the Advisory Board for another term would allow me to use this information for the betterment of Gladstone seniors.

City of Gladstone Staff Report

Report Date: December 4, 2019
Meeting Date: December 10, 2019
To: City Council
From: Tami Bannick, City Recorder

AGENDA ITEM:

Appointment to the Traffic Safety Advisory Board

History/Background:

Please be advised there are two (3) four-year terms on the Traffic Safety Advisory Board that expire 12-31-2019. These positions are currently held by Andrew Labonte, Yvonne McNeil and Libby Wentz.

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

- Clair Coy
- Andrew Labonte
- Yvonne McNeil

Proposal:

There are three positions on the Traffic Safety Advisory Board that expire 12-31-2019. The Traffic Safety Advisory Board consists of seven (7) members appointed to three year terms by the Mayor with the approval of the City Council. Applicants must be residents of the City of Gladstone.

Options:

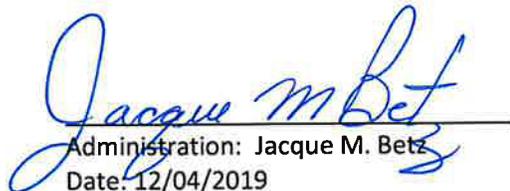
- 1) Appoint applicants to the Traffic Safety Advisory Board for a term that expires 12-31-2023.
- 2) Do not appoint Traffic Safety Advisory Board member
- 3) Continue to advertise for vacant positions

Cost Impact:

No impact.



Department Head: Tami Bannick
Date: 12/04/2019



Administration: Jacquie M. Betz
Date: 12/04/2019

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Clair Coy

ADDRESS: 6329 Glen Echo Ave.

TELEPHONE: (HOME) _____ (WORK/CELL) 503.679.6644

EMAIL: claircoy@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: For approx 20 yrs.

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: camping, spending time with family, being involved with my community.

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

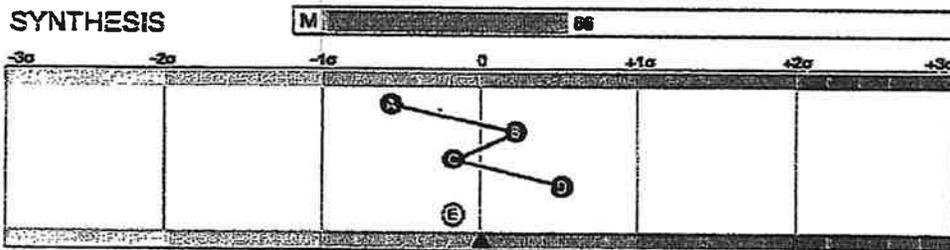
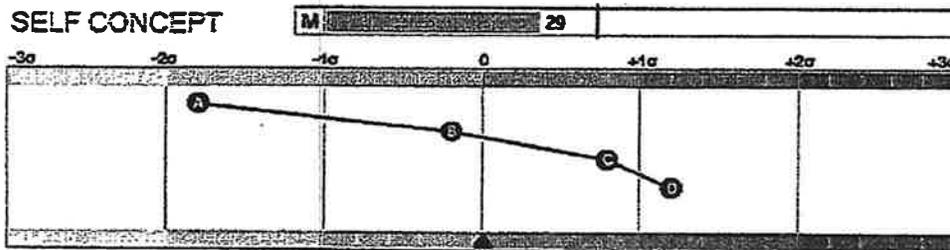
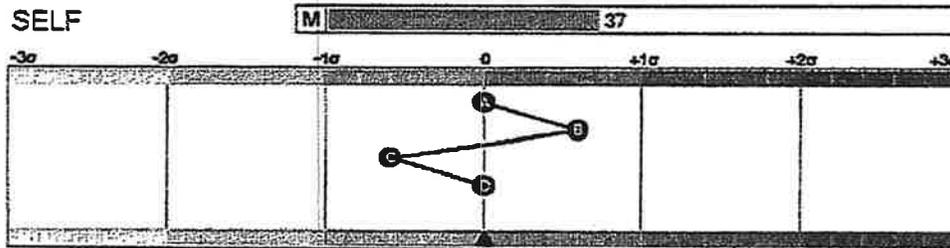
Have you ever applied for a Committee Position Before? YES NO
If yes, when? last winter What Committee? planning commission

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

I am currently in transportation and would love to serve on a committee that deals with same industry.

SIGNATURE: Clair Coy DATE: 9/16/19

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



Management Strategies

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

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

Strongest Behaviors

Clair will most strongly express the following behaviors:

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

Summary

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

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

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

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

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

Management Style

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

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

Influencing Style

As an influencer, Clair will be:

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

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

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

NAME: Andrew Labonte

ADDRESS: 18101 Oatfield Rd. Gladstone, OR.

TELEPHONE: (HOME) 401-533-0185 (WORK/CELL) _____

EMAIL: _____

HOW LONG HAVE YOU LIVED IN GLADSTONE: _____

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

DESCRIBE YOUR ACTIVITIES AND INTERESTS: _____

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

Have you ever applied for a Committee Position Before?

YES NO

If yes, when? 5-8-2018

What Committee? Traffic Safety

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

SIGNATURE:

DATE: 12-1-19



Andrew Labonte

18101 Oatfield Rd. Gladstone Or.

401-533-0185

SeatBeltsHelp@yahoo.com

I have lived in Gladstone with my wife and two children over 4 years.

My specific line of business is Driver Education. My employer is 1st Learn to Drive, Portland Or.

Most of my daily activities revolve around being a stay at home father. We are avid walkers and bicyclists. I like to read, garden and play instruments. My home library mostly consists of driving related materials, from textbooks to engineering manuals to transportation nostalgia.

I deliver classroom driving lessons to hundreds of people a year and really enjoy it.

I would like to serve on The Traffic Safety Advisory Board because I want to help make Gladstone an even safer community. As a driving instructor I am very in tune to the details of the driving environment. I have knowledge of federal standards and practices. This perspective makes me a useful asset to the Board and the community. I have served on this board for over 1 year and have been present and timely.

CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission
- Traffic Safety Advisory Board
- Audit Committee
- Park & Recreation Advisory Board
- Library Advisory Board
- Senior Center Advisory Board



NAME: Yvonne McNeil

ADDRESS: 17114 SE Shadow Court Milwaukie OR 97267

TELEPHONE: (HOME) 503-659-9383 (WORK/CELL) 503-780-3462

EMAIL: ymcneil@ci.gladstone.or.us

HOW LONG HAVE YOU LIVED IN GLADSTONE: 23 years

OCCUPATION/EMPLOYER (state your specific line of business): Oregon Impact / Community Traffic Safety Program Coordinator

DESCRIBE YOUR ACTIVITIES

AND INTERESTS: I have been involved in the Victims Impact Panel for Clackamas County, many neighborhood safety

fairs, development of the Oregon Impact crash car trailer. I am currently a Certified Child Passenger Technician.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS

AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: I currently serve on the Gladstone Traffic Safety

Advisory Board and also serve on the Board for Sparks of Hope (a local non profit)

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

If yes, when? Currently What Committee? Traffic Safety

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

(Attach additional materials or information if you wish).

I want to continue to work towards making the Gladstone community as safer place to live and work for all community members.

SIGNATURE: *Yvonne McNeil*

DATE: October 21, 2019

City of Gladstone Staff Report

Report Date: December 3, 2019
Meeting Date: December 10, 2019
To: Gladstone City Council
From: Jacque Betz, City Administrator

AGENDA ITEM

Services for Development of Gladstone Tourism Brand and Strategy

History/Background

First remittances on Transient Lodging Tax (TLT) dollars were received in May 2018. When the TLT ordinance was implemented the City agreed to collect funds for an entire year and create/implement a tourism strategy prior to any expenditures. The impetus for this decision is because ORS 320.300(7) requires that at least 70% of the tax dollars collected be used for tourism promotion or tourism –related facilities and not more than 30% of tax revenue can be used for city services.

As of September 30, 2019 Gladstone has collected \$189,055 for tourism promotion (This is 70% of what has been collected) and it resides in a designated line item in the General Fund.

PROPOSAL:

The City solicited Request for Proposals for Development of Gladstone Tourism Strategy and Brand on October 1st through ORPIN (Oregon Procurement Information Network) and on the City's website. The closing date was October 15th.

The City received eight responses to the RFP:

- Atlantic
- Awesome Sauce
- HUB
- JLL
- Marketek
- North Star
- The Research Associates
- Rotator

The City assembled a team of evaluators to review and score the RFPs based upon the following criteria:

- ✓ Can demonstrate successful experience in the creation and implementation of tourism branding and strategies that have achieved clients' goals – particularly in contexts similar to Gladstone.
- ✓ Convey a thorough understanding of the tourism opportunities that Gladstone possesses.

- ✓ Lay out an approach that will achieve the City's goals to promote its tourism "brand" in a cost-effective manner

The deliverables will include:

- ✓ Position Gladstone as a compelling tourist destination in the Portland Metro region and develop a citywide brand.
- ✓ Increasing trend in TLT dollar revenues
- ✓ Establish promotional and public relations opportunities to market identified tourism brand
- ✓ Prepare a brief monthly activity report to be presented by conference call, represented by consultant to city elected or a written report for review with city administrator. Report should include Community Engagement achievements and Partnership Development
- ✓ Develop strong communication channels with downtown businesses via survey and or 1-3 community events or other methods to gather information on priorities for wants/needs for downtown

The selection committee met and reviewed the capabilities and approach, the project schedules, proposer and personnel qualifications, and their references and past experiences. The selection committee consisted of the following:

- Councilor Matt Tracy
- Councilor Linda Neace
- Councilor Tracy Todd
- Senior Center Manager Colin Black
- Lori Bell, Economic Development Oregon City
- Jacque Betz, City Administrator

To determine the percentage, the total score for each proposer was divided by the number of evaluators. Because one evaluator was not able to review all eight proposals, that evaluator's scores were not factored into the percentages. Therefore, each total score was divided by five (5) (instead of six evaluators) to determine the percentage. All members of the committee unanimously agreed on the top proposer.

The selection committee's returned the following:

SCORING	Total Points	Total Percentage
Rotator	459	91.8%
Marketek	451	90.2%
HUB	417	83.4%
Atlantic	377	75.4%
North Star	375	75%
Awesome Sauce	353	70.6%
The Research Associates	304	60.8%
JLL	279	55.8%

Rotator was selected as the most qualified firm. A copy of their proposal is included in the packet as Exhibit A.

OPTIONS:

- The City Council could choose a different firm.

COST IMPACT:

Rotator proposes a not to exceed cost for this project of \$50,000. The budget is divided between 4 processes in the project

- Process 1- Stakeholder and Community Engagement (\$7,000)
- Process 2- Assessment and Ideation (\$22,000)
- Process 3- Implementation and Execution (\$12,000)
- Process 4- Promotion Strategy (\$9,000)

The funds will be expended from the transient lodging tax revenues collected. The project will begin in January 2020 and completed by April 2020.

Recommended Staff Action

The \$50,000 expenditure is within the City Administrator's spending authority, however, since there was broad elected official participation, staff would like the City Council to reaffirm the selection committee's selection and direct the City Administrator to enter into a Professional Services Agreement with Rotator.

Department Head
Signature

Date


City Administrator
Signature

12/4/19
Date

TOURISM BRAND, DESIGN & STRATEGY DEVELOPMENT

Introduction to ROTATOR

**REQUEST FOR PROPOSAL
CITY OF GLADSTONE OREGON**

DATE: 10.03.19

ROTATOR is a studio of artists, designers and strategists, specializing in building communities. We believe that the creative mindset has the ability to transform trajectories and community outcomes. We have a strong track record of applying our problem-solving skillset to the most complex challenges and we're looking for people we can help.

CONTACTS:

Lance Kagey
OWNER/PARTNER
lance@rotatorcreative.com
253.861.1056

Kendon Shaw
CREATIVE STRATEGIST
kendon@rotatorcreative.com
206.354.7883

ADDRESS:

ROTATOR CREATIVE
1730 Pacific Avenue, Suite 303
Tacoma, WASHINGTON 98402

TOURISM BRAND, DESIGN & STRATEGY DEVELOPMENT

10.03.19 - Prepared by the Artists, Designers and Strategists of ROTATOR Creative.

LETTER OF INTRODUCTION:

Lance Kagey
1730 Pacific Ave Suite 303
Tacoma, WA 98402

253.861.1056
lance@rotatorcreative.com

ROTATOR LLC
UBI: 602 992 279
EIN: 27-2170334
SBE: COTSBE-561

rotatorcreative.com

Dear Gladstone Selection Committee:

Thank you for considering our qualifications to assist with the creation of a tourism brand and strategy. Our team has extensive experience in community building, placemaking, and integrated design and marketing solutions. We would love the opportunity to help you. We have done extensive work throughout the region over the last 20 years and this type of relationship is exactly the type of work that excites us — both from a service and support paradigm but also from a community building aspect. More and more we describe our skillset in terms of *community building* — whether it's a new logo that people can rally around or an environment that is inspiring and inclusive, the result is to help our audience connect and take action. The following pages should give you a good sense of our capabilities but if you have further questions please don't hesitate to contact me.

Thank you for your consideration and we look forward to further conversations.

Looking forward to further conversations,



Lance Kagey
Mark Alvis
Kendon Shaw
Scott Varga

Lively, diverse, intense cities
contain the seeds of their own
regeneration, with energy enough
to carry over for problems and
needs outside themselves.

JANE JACOBS, THE DEATH AND LIFE OF GREAT AMERICAN CITIES

ROTATOR

FIRM DESCRIPTION & CAPABILITIES

ROTATOR CREATIVE'S SERVICES INCLUDE:

- Full design services both digital and print
- Marketing strategy/development
- Experience design including event ideation, planning and management
- Facilitating community and stakeholder dialog
- Placemaking and Community building
- Identity development and documentation
- Design concepting and implementation
- Signage design / Space planning 3D modeling/rendering
- Public Art
- Content development
- Infographic/data visualization development
- Project management

ROTATOR has extensive experience in the placemaking and brand development discipline. We look forward to the potential of working on this exciting project. Gladstone has a rich history and the opportunity to share this narrative with the larger region is truly dynamic. ROTATOR is able to deliver a full complement of design, social, interactive, marketing and strategy expertise to position our clients for achieving their critical outcomes. Responsiveness is a high priority for our studio so we are available 24/7. Your primary contact as you work with ROTATOR will be Lance Kagey.



LANCE KAGEY is considered one of the areas leading artists, designers and community builders. Lance connects. Art & design is his calling, but always toward the goal of connecting, neighbor to neighbor, business to client, problem to solution. He's a street artist, a business leader, a community stirrer-upper. He is, most notably, the cofounder of the wildly successful guerrilla art project, *Beautiful Angle* — which has been going now for over 17 years.



KENDON SHAW is a creative dynamo. His expertise at ideation and strategy brings every project to top-level execution. Kendon's strength lies in the tangible conception of complex ideas and the framework to build out these beautiful solutions. He is a big-picture-thinker who can see the whole while still managing the detail.



ADAM AUTER the newest member of the ROTATOR team, Adam brings a passion for community building through the power of design. Whether it's a logo that a corporate team can rally around or a site-specific environment, Adam translates ideas into visual relevance. También habla dos idiomas.



SCOTT VARGA has been working in the creative industry for the past twenty-five years, He has helped lead, inspire and build creative teams in various capacities for both agencies and corporations. Scott makes things go. He designs mobile sites, puts graphics in motion, turns the digital into the experiential. He builds houses and hot rods. From scratch. Like magic. But it's not magic. It's, you know, design.



MARK ALVIS is deep in the Tacoma music and art scene. Besides being a brilliant designer, he has an alter ego as a critically-acclaimed drummer. He brings this sense of rhythm, order and finesse to all of his creative problem solving. The artistic work that Mark produces is always stunningly crafted. Mark has a deep understanding of the retail space particularly in the Food and Beverage industry.

The following are recent projects that ROTATOR has worked on that relate to this project. See portfolio addendum for further details.

RUSSELL INVESTMENTS — FULL BRAND GUIDANCE AND EXPERIENCE DEVELOPMENT (2008- 2016)

As a smaller company in the financial industry, Russell Investments had a challenge to differentiate itself among the larger players. Our involvement with Russell was to develop and implement their brand, to help guide it through the changing technologies and an ever-increasing competitive landscape. We took a brand that was fragmented and inconsistent and brought it to a place where the Marketing and Communications efforts consistently delivered the top performing ads in the industry and had a unified presence that other larger firms began to emulate. Our team delivered the full range of creative solutions including video and motion graphics, environmental and event experiences, print and mobile executions, and messaging and strategy work.

WHERE THE RAILS MEET THE SAILS — TACOMA PLACEMAKING (2017)

ROTATOR worked with multiple community stakeholders to develop this commissioned installation that helped tell the historical significance of the Prairie Line Trail which is the western terminus of the transcontinental railroad. This project is comprised of three elements a sculpture and two murals in a related grouping. Paired together this installation creates a gathering point and invites the community to engage with Tacoma's rich heritage. ROTATOR has recently been awarded a subsequent public art project recognizing the 100-year anniversary of the Port of Tacoma.

PAC AVE NEIGHBORHOOD IDENTITY/GUIDELINES/WEBSITE (2016-PRESENT)

Working with stakeholders and community leaders, ROTATOR developed an identity for the PAC AVE neighborhood and implemented that visual language as part of the holiday shopping season in 2016. Special focus was given to the historicity of the neighborhood and its rich visual language. The results have been a new enthusiasm for the area and increased sales for retailers. Additional efforts continue leveraging this momentum with a new website and social media campaign.

SOUTH SOUND PROUD — COMMUNITY ENGAGEMENT (2017-PRESENT)

A large collaboration by various community stakeholders, civic leaders and regional business entities joined forces to create an expansive campaign to reach the whole South Sound region to build community pride. As well as creating original art, ROTATOR developed several implementation approaches and coordinated the arts implementation with a cadre of regionally-recognized artists.

OREGON CITY — TOURISM MARKETING THROUGH EXPERIENCE-BASED PROJECT APPROACH (2017-PRESENT)

The challenge for this campaign was to create an experience for Oregon City that draws people to our town and encourages them to spend time and money locally. We leveraged the elevator as a focal point, but as more of a hub to the whole city as opposed to destination itself. We want to attract visitors from across the Portland Metro area and the Pacific Northwest. The goal is to create a stand-out, unique experience that compels people to visit. The solution included a multi-pronged site specific art and regional marketing approach.

Additional projects are included in the addendum portfolio attached.

PROJECT APPROACH & WORK PLAN

We understand this project is to develop the design of a unique and compelling tourism look/feel as well as the strategy to execute on a promotional plan. We believe the outcome of this project, if successful, will be to increase potential for interest in the city, the unique experiences found here and to create conditions that will encourage visitors to leave with a positive impression of their time spent in Gladstone as well as spending dollars while in town. To achieve this outcome, we propose a plan that includes engagement with stakeholders, an updated assessment of the area's character-defining features specifically as it relates to Portland Ave and the Trolley Trail activation, with a final deliverable of brand and strategy that encourages visitors to experience the full vitality that Gladstone offers. We anticipate breaking the project down into these four phases: Stakeholder and Community Engagement, Assessment and Ideation, and Implementation and Execution, and Promotion Strategy. ROTATOR will have dynamic involvement throughout the project. ROTATOR's successful track record with community engagement allows us to ensure that the strategy and solution are easy to understand for individuals who will engage locally.

PROCESS 1

Stakeholder and Community Engagement

ROTATOR will participate in the community engagement element of the project. This part will be critical to ensure that the final design and implementation strategy is effective and compelling and that stakeholders feel included in the process. We will work with the city and other identified critical voices to understand the key variables that will lead to successful solutions. We want to respect the time of stakeholders while ensuring any meetings are productive. We envision three meetings for the engagement process, but anticipate early follow up conversations with some stakeholders on an individual basis, depending upon their expertise.

We anticipate the following tasks associated with Process 1:

INITIAL MEETING AND STAKEHOLDER CONVERSATIONS

We will meet with appropriate stakeholders to discuss their expectations for the project and to begin to identify key voices to include in the process. We will draft the stakeholder responsibilities/expectations.

KICK-OFF WORKSHOP

This will be a meeting with the team to identify desired outcomes, current ideas, what has worked and what has failed—if anything. There are a lot of exciting things happening in Gladstone and we want to understand the synergies of these variables.

FOLLOW UP CONVERSATIONS WITH STAKEHOLDERS

We will follow up with individual calls to make sure all significant input has been gathered and added to the list of goals and outcomes. Often times people have thoughts once the topic has been introduced and we want to make sure all those great ideas are gathered and considered.

DELIVERABLE 1:

Memo Summarizing Initial Meeting(s) with Stakeholders

ROTATOR will submit a memo after we have our various meetings with the stakeholders, summarizing our efforts to-date as well as our assessment of the area's character features and opportunities in regards to this project.

BUDGET FOR PROCESS 1: \$7,000 (APPROX.)

PROCESS 2*Assessment and Ideation:*

After determining the district's character-defining features, desired outcomes and influencing factors, ROTATOR will begin the ideation process using these variables to create a broad swath of possible solutions. As we develop these open-ended ideas, the better ones will begin to distill and reveal their potential. These new potential solutions will comprise the spectrum of styles and visual language that all add up to a uniquely differentiating look and feel from other municipalities in the region. The best ideas that emerge will be refined and enhanced.

We anticipate the following tasks associated with Process 2:

BRAINSTORMING AND CONCEPTING

ROTATOR will explore a full range of concepts, ideas and solutions that have the potential to effectively engage community, keeping in mind a broad demographic appeal of the Portland Metro area.

REFINE LEADING IDEAS

After extensive ideation ROTATOR will distill the collection of ideas into a short list of the solutions with the greatest potential.

3 OR SO BEST OPTIONS

ROTATOR will present the leading ideas to the stakeholder group. Through two rounds of refinement, we will finesse and adapt these concepts to a specific implementation strategy and plan of execution.

DELIVERABLE 2:*Presentation of Best Options*

ROTATOR will present a range of best solution concepts that have been refined and ready for final review. This will ensure the level of detail executed meets expectations. This will also be an opportunity to discuss, with the stakeholder group, the ideas for final implementation to be included within the solution.

BUDGET FOR PROCESS 2: \$22,000 (APPROX.)

PROCESS 3*Implementation and Execution*

ROTATOR will deliver the design, strategy and total solution of the tourism marketing effort for Gladstone. We will create brand style guides and messaging documentation of the approved solution/experience. The intended outcome will position Gladstone as a compelling tourist destination in the Portland Metro region. Depending on the final form of these implementations, we will accompany the design with final files as necessary to equip all involved with how best to rollout the solution and how best to leverage the opportunity. ROTATOR puts a high priority on how the intended audience, as well as the local community, interacts with the final implementation, with the goal of clear and concise conveyance of the quality and character of the district and the resulting satisfaction of an experience that energizes the participants to eventually leave with positive feelings prompting them to share organically through social media and word of mouth. We want to both inspire stakeholders as to how they can leverage the historic character of the neighborhood and create a framework that helps them succeed as the area grows and flourishes.

We anticipate the following tasks associated with Process 3:

DESIGN REFINEMENT

ROTATOR will develop the final design for the technical implementation of the approved solution, documenting all necessary elements that support this experience.

TIMELINE:
JAN 1 – APRIL 1, 2020

PRIMARY CONTACT:
 Lance Kagey

PROJECT MANAGEMENT:
 Kendon Shaw

OUTCOME:
 Develop assets and strategy
 for Tourism Campaign

TOTAL BUDGET:
 Not to exceed \$50,000

IMPLEMENTATION STRATEGY

ROTATOR will manage production and execution of any tactical elements based on an approved implementation strategy.

EXECUTION

Execution will likely have multiple facets which may include such things as printed materials, physical installations, activity-based processes, guidelines, digital/interactive elements, and mobile-friendly aspects.

DELIVERABLE 3:

Full execution of design concept into actionable forms

ROTATOR will oversee the final implementation of strategy and execution of all physical aspects of the approved plan.

BUDGET FOR PROCESS 3: \$12,000 (APPROX.)

PROCESS 4

Promotion Strategy

A critical factor in implementation of this solution is the promotional strategy that allows this to take hold in the minds of our intended audience and to create the desired response which will encourage those visitors to take action contributing more dollars to the Gladstone economy. Our goal will be to develop integrated marketing strategy, recommending potential media opportunities within budget parameters.

We will need to work collaboratively to coordinate downtown business contacts, promotions, events and services. We will establish appropriate processes for tracking advertising and marketing spend. We want to make sure the team understands other possible funding channels for future work. As well, present potential strategies for immediate implementation of marketing and branding solutions, focused particularly on experience-based ideation.

We anticipate the following tasks associated with Process 4:

DELIVERABLE 4:

Strategy Documentation

ROTATOR will develop strategy and corresponding documentation that will have the intended result of drawing people in and exciting them about the potential of visiting Gladstone.

Define Social Media Strategy

ROTATOR will create the social media strategy and possible assets necessary to promote via this medium. This might include motion graphics animated gifs, facebook posts, instagram content, mail chimp efforts and similar strategy elements.

BUDGET FOR PROCESS 4: \$9,000 (APPROX.)

While the exact duration of this project depends on a number of factors, ROTATOR believes the April 1 timeframe is achievable.

COST

ROTATOR proposes a not to exceed cost for this project of \$50,000. This budget is divided between 4 processes in the project:

- Process 1 – Stakeholder and Community Engagement (\$7,000)
- Process 2 – Assessment and Ideation (\$22,000)
- Process 3 – Implementation and Execution (\$12,000)
- Process 4 – Promotion Strategy (\$9,000)

LANCE KAGEYlance@ROTATORcreative.com
253.861.1056**ROTATOR CREATIVE**Owner/Partner
Community Engagement**10 INTERESTING FACTS**

- 1 LETTERPRESS ARTIST
- 2 FATHER OF TWINS
- 3 TACOMA HISTORY NUT
- 4 LUDDITE
- 5 SECRET GARDENER
- 6 I LOVE MY WIFE & FAMILY
- 7 PHENOMENOLOGY EXPERT
- 8 COMMUNITY BUILDER
- 9 ALWAYS LEARNING...
- 10 COFOUNDER OF *BEAUTIFUL ANGLE*

As an artist Lance has gained a reputation for being a passionate catalyst for community engagement. He has been credited as one of the leading artist/designers in the Northwest. His work is not only included in significant University and Museum collections but also by individuals around the world. In 2002 he co-founded *Beautiful Angle* with Tom Llewellyn.

ROTATOR2010 // *OWNER PARTNER*

Delivering community-centric design solutions to businesses and neighborhoods, beyond just paper and screens. We strive to be clear about whom we are in order to attract our soul brothers and sisters. Good design compels connections. Good design builds tribes.

FIRST NIGHT TACOMA-PIERCE COUNTY2009 - 2016 *EXECUTIVE DIRECTOR*

For the last 7 years, lead the team that produced the South Sound's premier New Years Eve music and arts festival which draws approx. 20,000 people annually to the downtown core. Responsibilities also included all design, marketing and promotional roles.

RUSSELL INVESTMENTS2007 - 2016 *ASSOC. CREATIVE DIRECTOR*

Help direct communications and marketing effort to convey Russell's messaging to both internal and external audiences.

SCHOOL OF VISUAL CONCEPTS2006 - 2009 *INSTRUCTOR*

Teach Elements of Typography and Elements of Design to entry level students.

RUSTY GEORGE CREATIVE2005 - 2007 *CREATIVE DIRECTOR*

Responsible for creative output of mid-sized design and marketing firm. This included both digital and print executions.

BCRA2004 - 2005 *ART DIRECTOR*

As Studio Head, managed graphic design studio producing internal and external presentations and website/print assets.

BEAUTIFUL ANGLE2002 - 2017 *CO-FOUNDER*

Helped create and establish Tacoma-centric poster art project producing monthly letterpress posters on a handcrank printing press. www.beautifulangle.com

KENDON SHAW

kendon@rotatorcreative.com
206.354.7883

ROTATOR CREATIVE Creative Strategist

10 INTERESTING FACTS

- 1 JACK OF ALL TRADES,
MASTER OF SOME
- 2 HAS VISITED COFFEE FARMS IN
THE MOUNTAINS OF NICARAGUA
- 3 FATHER OF 3
- 4 BELIEVES THAT YOUR MARGARITA
PIZZA IS THE BENCHMARK OF
YOUR PIZZA PLACE
- 5 PHOTOGRAPHER / VIDEOGRAPHER
- 6 PREVIOUSLY PLAYED MUSIC WITH
BOTH MARK AND LANCE
- 7 MAY TALK ROTATOR INTO
STARTING OUR OWN BAND
- 8 MET WIFE ON INTERNET
BEFORE IT WAS COOL
- 9 VORACIOUS LEARNER
- 10 ODDLY DECENT AT
MIMICKING ACCENTS

Kendon plays well in the 30,000 foot view, as well as the daily execution. He looks ahead at the business strategy and how our online touch points can impact the business at each level. He is comfortable and effective with both big picture strategy as well as content creation, collaborations and logistics and planning for live marketing events.

ROTATOR

2018 // *CREATIVE STRATEGIST*

Focused on strategy and social media implementations. Delivering top-tier creative solutions to build brands and enhance community connections.

VICTROLA COFFEE ROASTERS

2014 - 2018 *ONLINE MARKETING MANAGER*

In charge of online presence for two brands Victrola Coffee and Whidbey Coffee. He conceived, planned and executed the brands' online marketing strategy and many aspects of their branding and market strategies, including package design, new product launches, online stores, and creative content.

APPLE INC.

2009 - 2014 *TRAINING AND MANAGEMENT*

Expertly trained customers and employees, focused on leading to discovery. Pioneered new role of In-Store Trainer, responsible for strategy and execution of all internal on-going training efforts. Delivered creative training on all Apple pro apps. As Manager, supported internal development, on-going initiatives, and daily coaching.

NEW COMMUNITY CHURCH

2005 - 2009 *CREATIVE ARTS DIRECTOR*

Recruited, led and trained teams of volunteer musicians and technicians Produced and edited short video and motion graphics themed with the music and message to provide a fun and engaging experience. Produced live video and music production as well as assisting in stage and lighting design.

ADAM AUTERadam@rotatorcreative.com
253.753.6482**ROTATOR CREATIVE**
Designer**10 INTERESTING FACTS**

- 1 BI-LINGUAL — ENGLISH AND SPANISH
- 2 WORLD TRAVELER
- 3 LOVES PLAYING CRIBBAGE
- 4 LOVES CHOCOLATE EVEN MORE
- 5 PHOTOGRAPHER / VIDEOGRAPHER
- 6 SOLD CAR TO BUY A FARRADAY ELECTRIC BICYCLE
- 7 THE NEW KEYBOARDIST OF THE ROTATOR BAND
- 8 MARRIED TO THE GREATEST WOMAN IN THE WORLD
- 9 WANNABE CHEF
- 10 MOUNTAIN LOVING, TRAIL RUNNING OUTDOORSMAN

Adam transitioned from being a beloved Spanish teacher at an elite private school to applying that same discipline to design. He is fluent in translating client ideas and needs into smart design solutions. He connects with compassion, humor, and youthful energy to serve as a key community builder.

ROTATOR2019 // *DESIGNER*

Delivering strong design and engaging strategy implementations. He works very collaboratively both with stakeholder groups and internally with the design team.

CHARLES WRIGHT ACADEMY2012 - 2018 *SPANISH TEACHER*

In addition to designing and delivering both beginning and advanced Spanish curriculum in the classroom on a daily basis, I also coach the varsity boys and girls cross country teams, co-lead multi-day backpacking trips for the Outdoor Education program, co-lead international cultural immersion trips for our Winterim program, mentor a small group of students as an academic advisor, and partner with students to enhance our school's culture through our Student Faculty Senate.

CULVER ACADEMIES2011 - 2012 *SPANISH TEACHING FELLOW*

As a member of the Culver Academies Fellows program, independently taught two semesters of first year Spanish and one semester of second year Spanish. Also coached the junior varsity baseball team as an assistant coach and served as a resident advisor in a student dorm.

WORLD WIDE OPPORTUNITIES ON ORGANIC FARMS (WWOOF)2011 *VOLUNTEER*

Cortijada Los Gazquez // Velez Blanco, Spain
Can Torres// Figueres, Spain

Through this international volunteer program, I had the fortune of immersing myself in other cultures by living and interacting with families while partnering with them in their efforts to maintain a simple, sustainable lifestyle. The bulk of my work involved constructing a filtered rainwater well, clearing grass fields to prevent wildfires, harvesting crops, and assisting the development of vineyards.

GERMINALIA A.C.2010 *ECOLOGICAL CONSTRUCTION WORKSHOP CO-LEADER*

Germinalia A.C. // San Cristobal de las Casas, Mexico

Worked alongside trained architect to offer community locals an intensive workshop about sustainable construction techniques. Spent three months researching building methods, teaching the gathered information in Spanish to over 40 workshop participants, implementing what we learned by designing and initiating the construction process of a multi-use classroom and rainwater cistern.

FACETS MULTIMEDIA, INC.2009 *FILM CAMP INSTRUCTOR*

Co-leader of film camp. Helped teach over 50 youth how to analyze and critique both the artistic qualities and underlying messages of films. Assisted teams of students as they carried out the preproduction and production phases of their own movie. Helped develop reference guide and curriculum framework to assist teachers who wish to incorporate film into their classroom curriculum plans.

SCOTT VARGAscott@ROTATORcreative.com
253.219.1506

As an artist Scott has been working in the creative industry for the past twenty-five years, He has helped lead, inspire and build creative teams in various capacities.

ROTATOR2016 – PRESENT // *CONSULTING PARTNER*

Focused on interactive/digital executions as well as project coordination. Delivering top-tier creative solutions to build brands and enhance connections.

WASHINGTON STATE DEPARTMENT OF COMMERCE2018 – PRESENT // *VISUAL COMMUNICATIONS MANAGER*

Directors Office - Communications

RUSSELL INVESTMENTS2008 - 2016 *ASSOC. CREATIVE DIRECTOR, INTERACTIVE/DIGITAL*

Identity implementation and brand management has been a key role for me. I also set the visual and usability direction of all digital entities. Involvement with developing advertising, brand guideline execution, direct marketing, event-branded environments, and app design.

AT&T WIRELESS2003 - 2006 *SENIOR MANAGER OF VISUAL DESIGN*

Managing a large creative group that consisted of designers, developers, Information Architects and writers. Our team provided strategy and online solutions for the various business groups within the company.

marchFIRST1999 - 2001 *DESIGN DIRECTOR*

As part of a very large agency with over 9500 employees worldwide, in the local office my team was made up of designers and art directors. Working side-by-side with project managers, producers, account executives, and developers, we collaborated on projects for clients such as Adidas, Miller Brewing Company, Microsoft, Bill & Melinda Gates Foundation, Make-A-Wish Foundation.

MAGI GROUP1998 - 1999 *ART DIRECTOR*

A smaller interactive agency where my responsibilities included leading design efforts in coordination with one of the owners who was the Creative Director. Our clients consisted of companies such as Nintendo, LifePak, Microsoft, RR Donnelley, Watch Guard.

PALAZZO CREATIVE1996 - 1998 *SENIOR DESIGNER*

A small design house working on print collateral, live events, CD-ROMs, and the beginning of consumer websites. Primarily creating and designing, as well as client meetings and presentations. Our clients were the usual Seattle-based companies and organizations such as Fred Hutch, Siemens, Microsoft, Bellevue Square.

COSTCO WHOLESALE1993 - 1996 *DESIGNER*

Working in the Corporate Marketing department. The work I did here consisted mostly of print collateral and various marketing materials across the nation. This was before the web was part of everyone's daily lives, but is also where I started diving into interactivity and Costco's first website.

CONSULTING

1991 - 2019

I have spent many years working as a consultant, providing a variety of needs for agencies, corporations and small businesses. Starbucks, Nordstrom, DocuSign, Microsoft, and a variety of others

ROTATOR CREATIVE

Consultant specializing in Interactive/digital solutions, as well as operations and Project Coordination

10 INTERESTING FACTS

- 1 HOT ROD CAR BUILDER
- 2 FATHER OF TWINS
- 3 MID-CENTURY MODERN NUT
- 4 TECHNOLOGY WIZARD
- 5 SUMMER ROADTRIPPER
- 6 I LOVE MY WIFE & FAMILY
- 7 3D & MOTION GRAPHICS EXPERT
- 8 DESIGNED & BUILT HIS OWN HOME
- 9 ALWAYS LEARNING...
- 10 MASTERFUL MINIMALIST

MARK ALVIS

mark@rotatorcreative.com
206.849.4979

ROTATOR CREATIVE
Consulting Partner
Design & Brand

10 INTERESTING FACTS

- 1 VINTAGE DRUM COLLECTOR
- 2 FATHER OF TWIN GIRLS
- 3 TACOMA HISTORY BUFF
- 4 MAC & PC COMPUTER NERD
- 5 SUMMER GREEN THUMB!
- 6 I LOVE MY WIFE & FAMILY
- 7 COFFEE INDUSTRY EXPERT
- 8 IN MY SPARE TIME I ORGANIZE
- 9 ALWAYS LEARNING...
- 10 TOP TIER DRUMMER

As an artist Mark is a process-focused team member delivering well-crafted story-centric executions. Design specialist experienced in print, packaging, front end web design, systems building and creative strategy. A systems-minded detail freak. Strong love for typography, photography and the pursuit of clarity. He also has a strong grasp on the social media strategies that reinforce vibrant communities.

ROTATOR

2016 – PRESENT // *CONSULTING PARTNER*

Focused on Design and Brand executions. Delivering top-tier creative solutions to build visual language and enhance community connections.

RUSSELL INVESTMENTS

2015 - 2016 *SENIOR DESIGNER*

Part of global team of 16 focused on conveying the narrative of this investment industry firm's approach to improving financial security for people. Tasks included print design, information graphics and digital implementations.

STARBUCKS GLOBAL CREATIVE

2014 - 2015 *PACKAGE DESIGNER*

Develop packaging for global Ready-to-Drink / Consumer Goods.

STORYVILLE COFFEE COMPANY

2012 - 2014 *VISUAL DESIGNER*

Core designer for upscale coffee brand including retail store build outs. Concepting & production design, product renders, front end web design, and art direction.

DILLANOS COFFEE ROASTERS

2008 - 2012 *LEAD DESIGNER + DEPARTMENT SUPERVISOR*

Heavy workload, quick deadlines, multiple projects. Led team of three designers, providing assistance to local & national coffee businesses for Dillanos' whole bean customers. Worked directly with business owners in marketing strategy and brand development.

MARK ALVIS DESIGN

2006 - 2016 *INDEPENDENT DESIGNER*

Strong presence in the retail space particularly in the food and beverage sector as well as the music industry. Meticulous brand and identity development with a strong sense of thorough detail.

REFERENCES

Tom Llewellyn
DIRECTOR, GLOBAL CONTENT MARKETING
Russell Investments
1302 Second Ave
Seattle WA 98101
253.348.3521
tllewellyn@russellinvestments.com

See portfolio of work for an overview of the range of work done for Russell Investments. Work included print digital, events, exhibits, social media, advertising, strategy, and similar marketing activities.

Lori Bell
ECONOMIC DEVELOPMENT
City of Oregon City
625 Center Street
Oregon City, Oregon 97045
503-974-5517 x 1588
lbell@orc.org

Full range of implementations for experience-based tourism project focused on their municipal elevator as a starting point for visitor interaction.

Carrie Crook
OPERATIONS & VISITORS SERVICE MANAGER
Downtown Oregon City Association
814 Main Street
Oregon City, Oregon 97045
540 219 3445
carrie@downtownoregoncity.org

As a critical part of the Oregon City stakeholder group, DOCA helped with research and implementation of the Oregon City project. See portfolio for further details.

Ben D. Mauk
REAL ESTATE MANAGER
Univ. of Washington TACOMA
1900 Commerce Street
Tacoma, WA 98402
253.692.4331
bmauk@uw.edu

Branding and promotion of the neighborhood surrounding UW Tacoma — including identity, signage, experience design, marketing strategy and website.

Courtenay Chamberlin
PROJECT MANAGER
South Sound Together
cwc@harbornet.com
(253) 380-0681

South Sound Proud, a regional engagement campaign that leveraged a large community of stakeholders, artists and various municipal entities.

Current Capabilities, Past Work, Future Vision

WE WOULD LOVE TO HELP YOU

LET'S TALK

We have had a wide range of experience and we want to put that to work for you. We value a relationship that both encourages us and challenges us to do the best work we can. We consider ourselves partners with those we get to work with and we hope to put that expertise to work for you.

OUR CLIENTS

We bring together creative and marketing talent that have worked with the following organizations and brands over the years:

ROTATOR

21 Cellars	Northwest Vernacular
APP (Associated Petroleum Products)	NURA Health
Alaska Airlines	Oregon City
Artifacts Consulting	Pacific Grill
BCRA	Pedal Haus Brewery
Brooklake Church	Pioneer Human Services
Charles Wright Academy	Point Defiance Zoo and Aquarium
Children's Museum of Tacoma	Rainier Connects
Click! Cable TV	Rush Construction
City of Tacoma	Russell Investments
Curtis Lang Custom Homes	Safe Streets
D&B Retail Development	Seattle Direct Marketing Association
DOXA Painting Services	Seattle Public Library
Elements of Education	South Sound Proud
Emergency Food Network	Stadium High School
Experience 253	Starbucks
First Night Tacoma	Storyville
First Presbyterian Church Tacoma	Tacoma Art Museum
Foundation for Tacoma Students	Tacoma Creates campaign
Foss Waterway Authority	Tacoma Downtown Merchants Group
Grand Prairie Homes LLC	Tacoma Public Schools
Honor Coffee	Tacoma School of the Arts
Hotel America	The Commencement
IBMA (Int'l Bluegrass Music Assoc.)	The Roberson
Indigo Urgent Care	The Tacoma Partnership
Indochine	Tour of Urban Living
Institute for Functional Medicine	Trinity Presbyterian
John Harbottle Design	Twisty Cup Pro-Am
Lithia Motors	Univ. of Washington TACOMA
LGInternational (LGI)	Washington State History Museum
Metronome	Washington Technology University
MultiCare	Wingman Brewers
Museum of Glass	Wintergrass/Acoustic Sound
New Community	Working Waterfront Maritime Museum
Northwest Trek	



THANK YOU

INTRODUCTION TO ROTATOR

An overview of current capabilities, past work and future vision.

10.03.19 - Prepared by the Artists, Designers and Strategists of ROTATOR Creative.

CONTACTS:

Lance Kagey
OWNER/PARTNER
253.861.1056

Kendon Shaw
CREATIVE STRATEGIST
206.354.7883

ADDRESS:

ROTATOR CREATIVE
1730 Pacific Avenue, Suite 303
Tacoma, WASHINGTON 98402

ROTATOR is a studio of artists, designers and strategists, specializing in building communities. We believe that the creative mindset has the ability to transform trajectories and community outcomes. We have a strong track record of applying our problem-solving skillset to the most complex challenges and we're looking for people we can help.

Current Capabilities, Past Work, Future Vision

OREGON CITY

EXPERIENCE-BASED MARKETING

The challenge for this campaign was to create an experience for Oregon City that draws people to this historic town and encourages them to spend time and money locally. We leveraged their unique municipal elevator as a focal point — as a hub and starting point to explore the whole city. Our goal was to attract visitors from across

the Portland Metro area and the Pacific Northwest. The goal was to create stand-out, unique experiences that compel people to visit. The solution included a printed field guide, rack cards, Roof graphics upgrades to the elevator and observation deck, a merchant program as well as a social media promotional campaign.

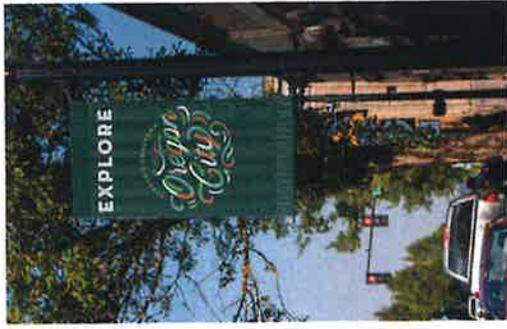


Current Capabilities, Past Work, Future Vision

OREGON CITY

175th MILESTONE MARKETING

By extending the initial marketing effort Oregon City has been able to leverage the momentum already created as they enter their 175th year as a city. Efforts included street banners, a city-wide festival event, various marketing giveaways, and an expanded website presence for historical storytelling.



Current Capabilities, Past Work, Future Vision

RUSSELL INVESTMENTS

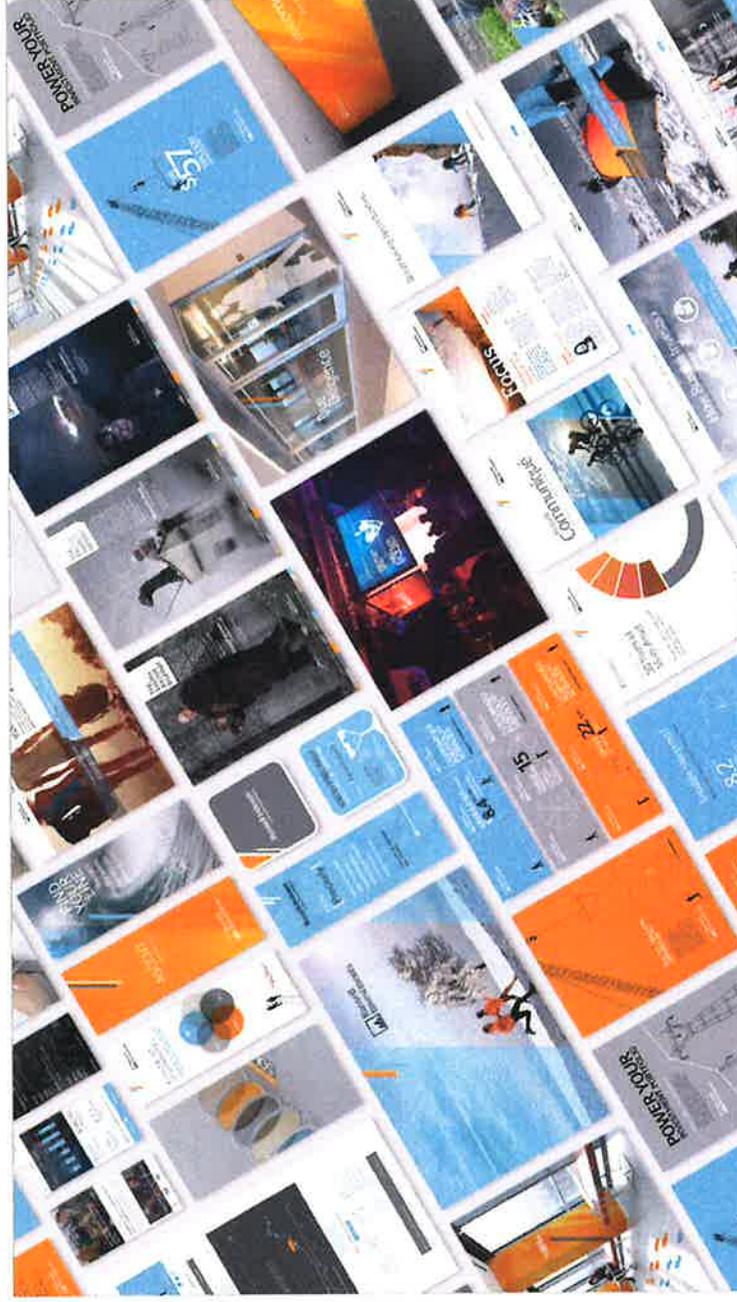
A CASE STUDY

As a smaller company in the financial industry, Russell Investments had a challenge to differentiate itself among the larger players. Our involvement with Russell was to develop and implement their brand, to help guide it through the changing technologies and an ever-increasing competitive landscape. We took a brand that was fragmented and inconsistent and brought it to a place where the Marketing and Communications efforts consistently delivered the top performing ads in the industry and had a unified presence that other larger firms began to emulate. Our team delivered the full range of creative solutions including video and motion graphics, environmental and event experiences, print and mobile executions, and messaging and strategy work.

SEE THE VIDEO OVERVIEW

<https://youtu.be/laaBexwkhk>

FULL BRAND IMPLEMENTATION

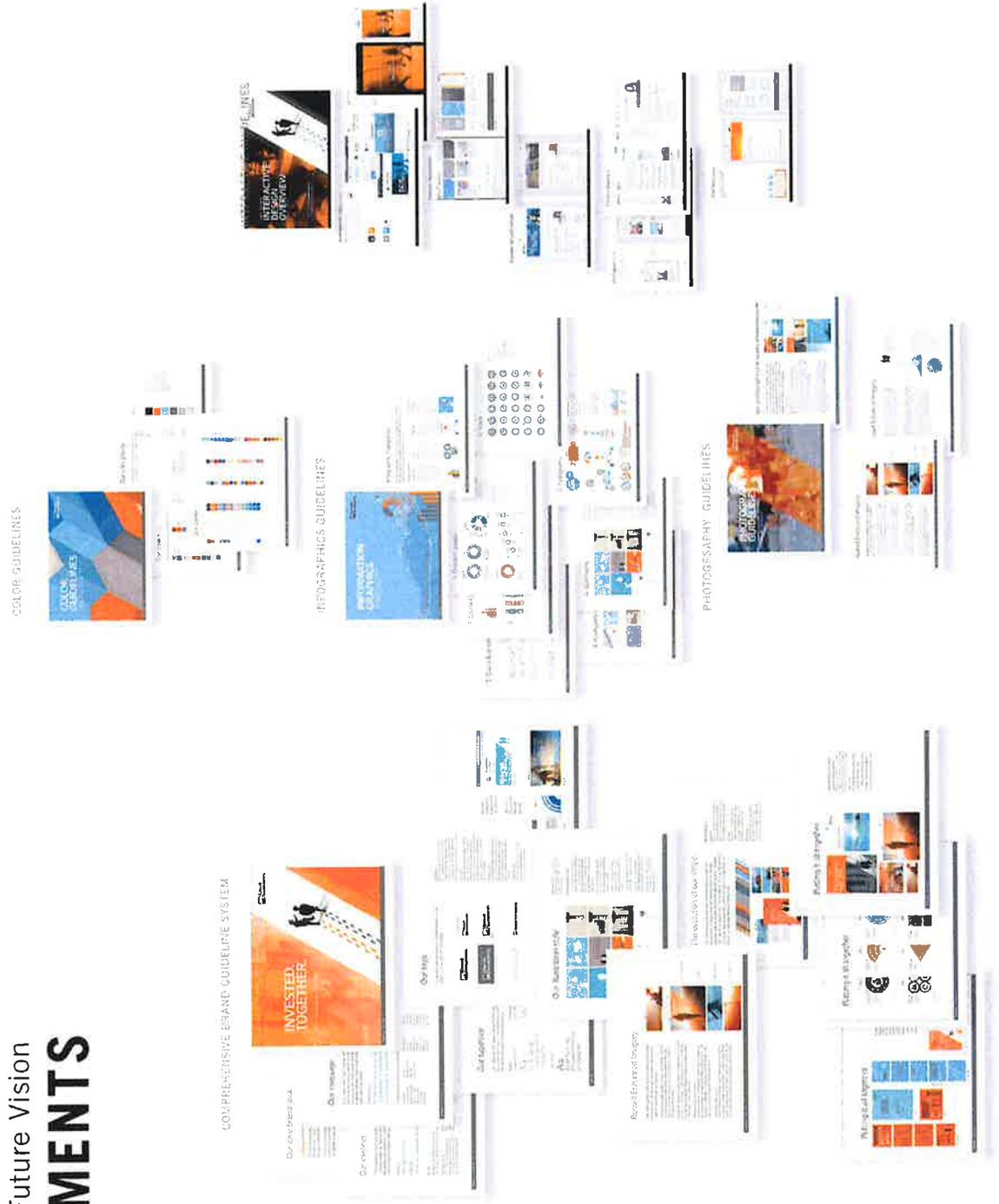


Current Capabilities, Past Work, Future Vision

RUSSELL INVESTMENTS

A CASE STUDY

Globally consistent, regionally relevant was the mantra of the Russell design team. We created a full system of guidelines that delineated the full identity of this global firm. It needed to be flexible enough to work across markets where some investors might be highly risk averse and then to other regions where the effective marketing language was bold and playful. An exhaustive complement of documents included broad overviews, simple one-pagers, individualized topics and so on. The system covered Logo, type and color usage as well as photography, brand voice, infographics, illustration style, web/interactive specs, and best practices documents on how to pull the whole brand together. This approach empowered partners around the world to successfully execute a consistent brand impression.

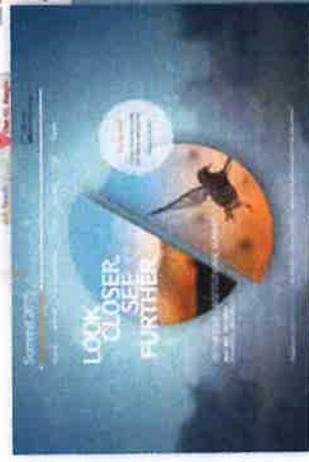


Current Capabilities, Past Work, Future Vision
RUSSELL INVESTMENTS
 MULTI-PRONGED DIGITAL MARKETING CHANNELS — A CASE STUDY

FULL CONCEPTING AND IMPLEMENTATION ACROSS MULTIPLE REGIONS AND CHANNELS



Summit 2015



Current Capabilities, Past Work, Future Vision
RUSSELL INVESTMENTS
 EXPERIENTIAL CONCEPTING AND IMPLEMENTATION — A CASE STUDY

FULL CONCEPTING AND IMPLEMENTATION ACROSS MULTIPLE REGIONS AND CHANNELS

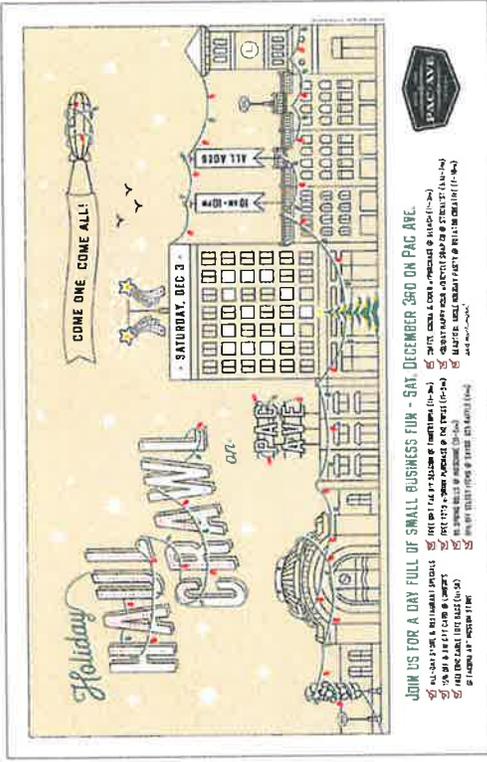
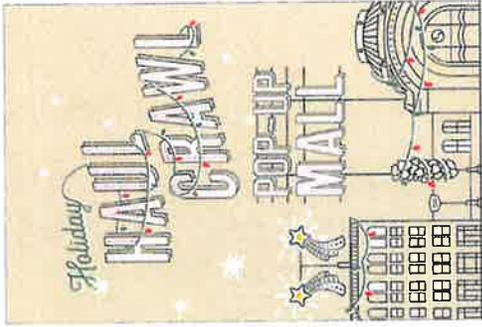


KNOW [Precisely]



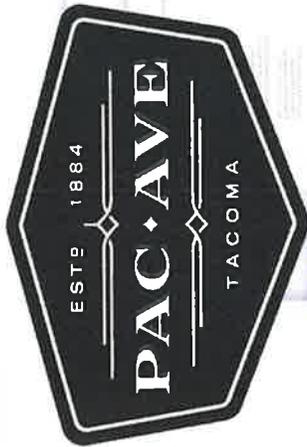
IDX (NY) table-tent design

HAUL CRAWL EVENT



Current Capabilities, Past Work, Future Vision
PAC AVE IDENTITY
 NEIGHBORHOOD BECOMES THE PLACE TO BE.

Working with stakeholders and community leaders, We developed an identity for the PAC AVE neighborhood and implemented that visual language as part of the holiday shopping season in 2016. The results have been a new enthusiasm for the area and increased sales for retailers. Additional efforts are moving forward to continue leveraging this momentum.



FULL IDENTITY DEVELOPMENT INCLUDING BRAND GUIDELINES

UNIT / PAC AVE LOGO LOCKUP



WEBSITE DEVELOPMENT



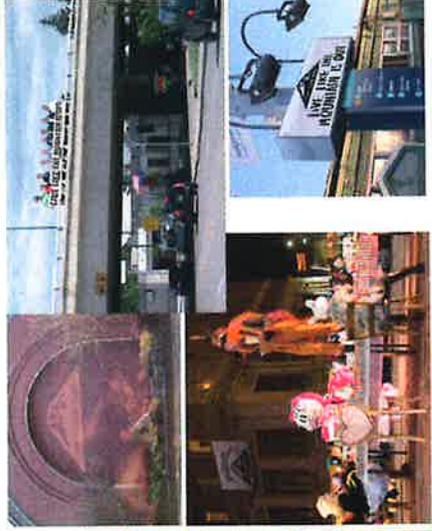
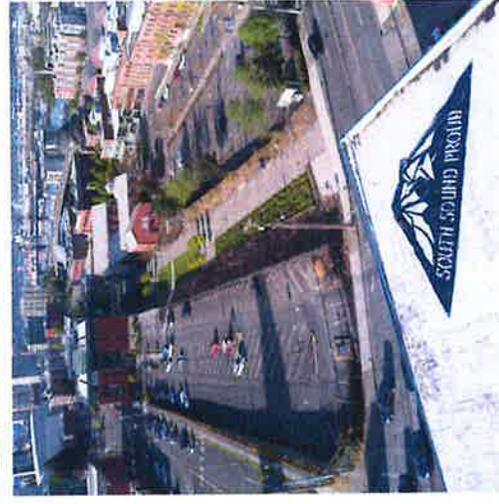
Current Capabilities, Past Work, Future Vision

SOUTH SOUND PROUD

COMMUNITY ENGAGEMENT PROGRAM

A large collaboration by various community stakeholders, civic leaders and regional business entities joined forces to create an expansive campaign to reach the whole South Sound region to build community pride.

SEE THE VIDEOS
<https://youtu.be/eYNwJg3eaQ>
<https://youtu.be/fYqhZxa-14Y>



CONCEPT DIRECTIONS

Current Capabilities, Past Work, Future Vision

NAMING AND LOGO DEVELOPMENT

BRINGING BRANDS TO LIFE.

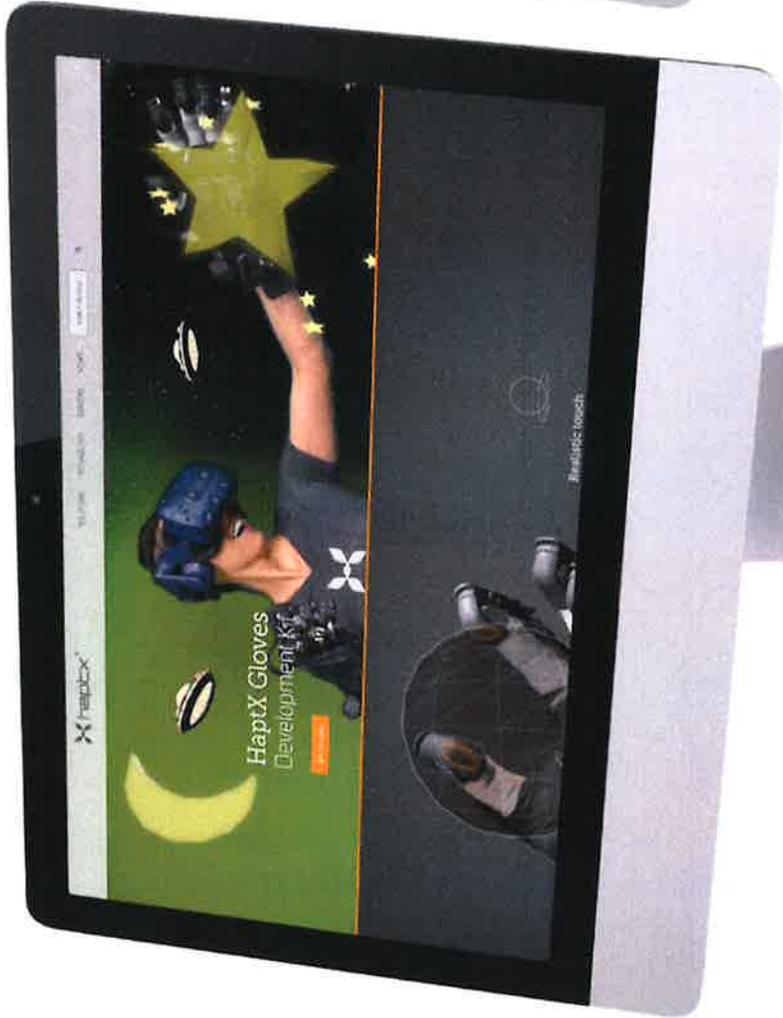
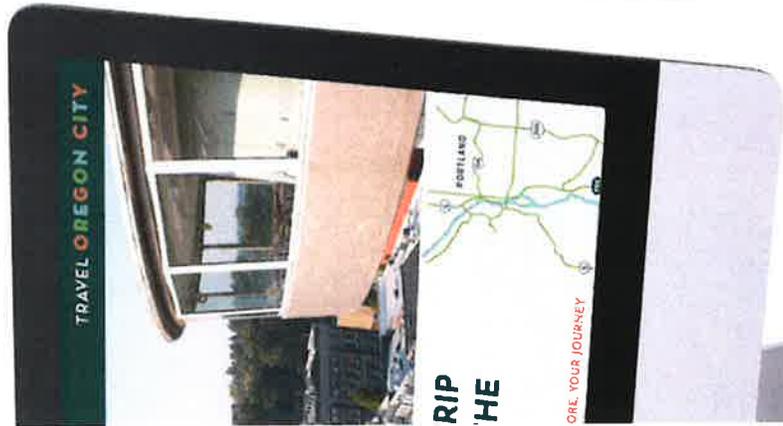
We have done extensive work creating original brand identities for a wide range of organizations.



Current Capabilities, Past Work, Future Vision

WEB/INTERACTIVE DESIGN

BRINGING BRANDS TO LIFE.



Current Capabilities, Past Work, Future Vision

BEAUTIFUL ANGLE

A STUDY IN PHENOMENOLOGY

Beautiful Angle is a guerrilla arts poster project in Tacoma, Washington. Approximately once per month hand-crafted, letterpress posters are created and then distributed around the city's via wheatpaste and staples. Artist/designer Lance Kagey and copywriter and author Tom Llewellyn began producing posters as an expression to draw the art scene and the larger community into conversation around topics that they were passionate about. Through alternative promotional methods and event-based activities Beautiful Angle has built an impressive legacy of impact in the region. Their posters are now included in museums and collections all over the world.

SEE THE SUBVERSIVE TED TALK
https://youtu.be/qoM_gM3q8BK



COMMUNITY BUILDING THROUGH ART



Current Capabilities, Past Work, Future Vision

BEAUTIFUL ANGLE

A STUDY IN PHENOMENOLOGY

Steamroller printing is a spectacle that draws large numbers of community members to experience the printmaking process.



Current Capabilities, Past Work, Future Vision

COMMUNITY BUILDING

BRINGING PEOPLE TOGETHER

Community building can be effectively achieved through event-based experiences. For 7 years Lance was director of First Night Tacoma-Pierce County, the Puget Sound's largest family-friendly New Year's Eve festival. Which has grown to approximately 20,000 participants annually during his tenure.

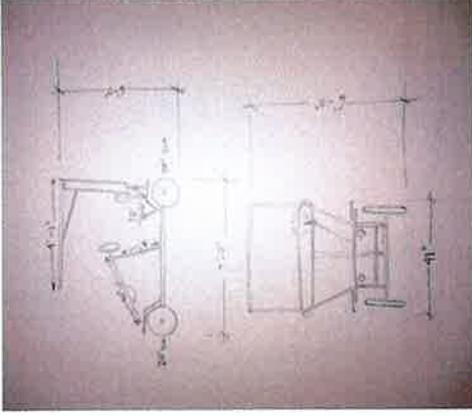
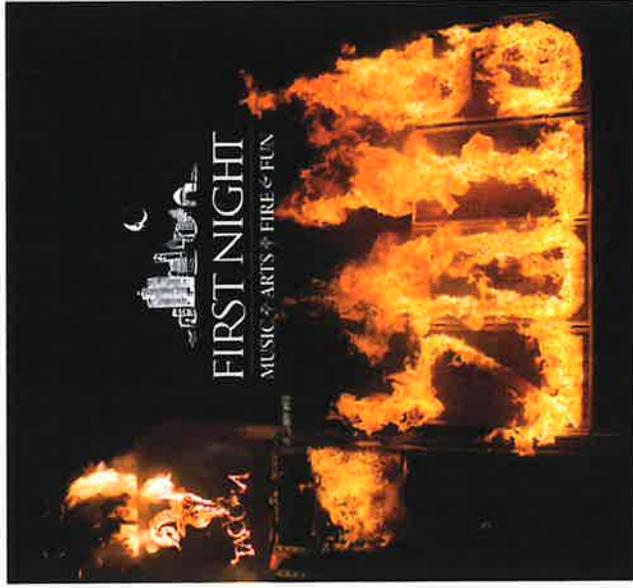


Current Capabilities, Past Work, Future Vision

COMMUNITY BUILDING

BRINGING PEOPLE TOGETHER

Making room for arts and culture in a community is a key component to building the vitality of a city. Research proves over and over that a vibrant art and cultural scene both builds economic health and educational success but also continuity of neighborhoods. First Night used this event-based approach to showcase arts and culture bringing people together, reinforcing those critical connections.

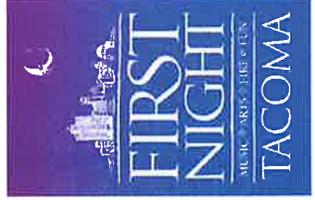
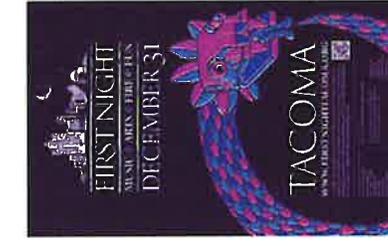


Current Capabilities, Past Work, Future Vision

EVENT PROMOTION

POSTER ART

ROTATOR has had a long history of working with organizations that have an event-based component to their offerings. From Wintergrass to First Night to ZooWoo to promoting The IBMAs in Nashville at the Ryman, we love the promotion of these types of community building events and consider this one of our strongest areas of expertise.



Current Capabilities, Past Work, Future Vision

TACOMA ART MUSEUM

ART INSTALLATION

This giant origami crane was created to celebrate the Japanese block prints that are part of Tacoma Art Museum's permanent collection.



Current Capabilities, Past Work, Future Vision

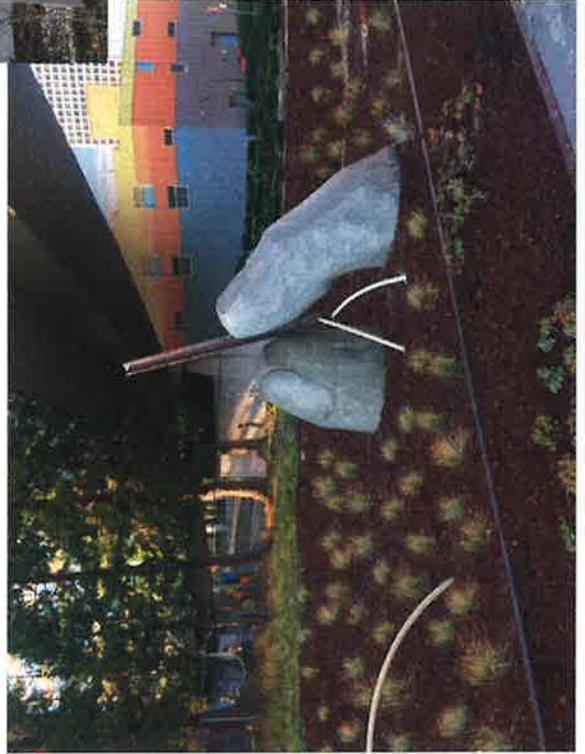
PRAIRIE LINE TRAIL

HISTORIC INTERPRETIVE ART INSTALLATION

We were commissioned to develop an installation that helped tell the historical significance of the Prairie Line Trail which is the western terminus of the transcontinental railroad. It is comprised of both a sculpture and mural elements.



IN PROCESS



ONE OF SEVERAL INSTALLATIONS



Current Capabilities, Past Work, Future Vision

FLOWERCLOUD

NEIGHBORHOOD BLOSSOMS.

During an extended construction phase in Tacoma's Lincoln neighborhood, the city hired ROTATOR to help mitigate the inconvenience of the torn-up sidewalks and roads with a unique community art project that invites participation from Businesses, Neighborhood folks, Metro Parks, Tacoma Public Schools and the Community-at-large.

The project consists of several strategic installations of larger clusters of flowers along construction fencing as well as facilitating community workshops where interested neighbors can come to a guided participation activity to embellish flowers with colors, patterns or words about how their community is blossoming.

Business owners can also be part of the enthusiasm by being a distribution point for *flowercloud* kits or by doing *flowercloud* window displays and other in-store installations. We believe the people of the community are enticed by the open-ended aspect of this project to allow it to evolve and "blossom" with their own creative interpretation of what is possible within the framework of this community art project.

There is a strength of community-building that is inherent within *flowercloud* to deliver a downpour of spirit, enthusiasm and creative expression into the Lincoln Neighborhood.

RESOLUTION 1151

***A RESOLUTION APPROVING MODIFICATIONS TO THE
CITY ADMINISTRATOR'S EMPLOYMENT CONTRACT***

WHEREAS, the Gladstone City Council evaluated the job performance of the City Administrator at the October 9, 2018 City Council meeting.

WHEREAS, the overall positive rating of the City Administrator's performance from October 10, 2017 to September 30, 2018 has initiated a change to the employment agreement between the City of Gladstone and the City Administrator.

WHEREAS, the current Employment Agreement of the City Administrator, attached as Exhibit "A" shall be modified by this resolution.

NOW THEREFORE BASED ON THE FOREGOING, the City of Gladstone hereby resolves as follows:

Section 1. Section IV SALARY, HOURS OF WORK, VACATION AND SICK LEAVE, of attached Exhibit "A" is modified as follows:

A. Salary. EMPLOYEE shall receive a salary of \$131,580, and shall be paid at the same interval as the CITY pays its other employees. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.

EMPLOYEE shall be entitled to receive a Cost of Living Adjustment (COLA) to her salary in the same percentage amount and at the same time as may be given to non-represented, regular, budgeted, full time employees in the City.

Section 2. Section VIII GENERAL BUSINESS EXPENSE, of attached Exhibit "A" is modified as follows:

A. Cell Phone. Recognizing the importance of constant communication and maximum productivity, CITY shall provide EMPLOYEE a City-issued cell phone in lieu of a monthly cell phone allowance.

Section 3. The City Council authorizes the Interim Human Resources Director to initiate a Payroll Change Form to the Finance Department incorporating the above changes to the City Administrator's original employment agreement retroactive to October 11, 2018.

Duly passed by the City Council this 27th day of November 2018.

ATTEST:



Tamara Stempel, Mayor



Tami Bannick, City Recorder

RESOLUTION 1151 - EXHIBIT "A"

COPY

EMPLOYMENT AGREEMENT
between
THE CITY OF GLADSTONE, OREGON
and
Jacque Betz

THIS EMPLOYMENT AGREEMENT is made and entered this 11th day of OCTOBER, 2017 (last dates signed by both parties below), by and between the CITY OF GLADSTONE, OREGON (hereinafter referred to as "CITY") and Jacque Betz (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION 1. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Administrator and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that she is for all purposes under this Agreement an at-will employee subject to the provisions of this employment agreement.
- B. The duties of EMPLOYEE, consistent with state law, the Gladstone City Charter, and pertinent ordinances shall include, but not be limited to, the following:
 1. Exercise control and supervision of all activities, departments and offices of the government except the office of Municipal Judge and the office of City Attorney, and shall as a member of a committee including the City Administrator, and such members of the City Council as determined by the Mayor and City Council, make recommendations to the Mayor and the City Council as to the appointment of certain positions as determined by the Gladstone Municipal Code 2.12.030 and the Gladstone City Charter. The City Recorder and department heads mentioned above shall be appointed by the Mayor and City Council after due consideration is given to the recommendation of the Committee. The City Administrator shall be responsible for the removal of all employees including department heads in accordance with the provisions of the city's personnel resolution and personnel policies. Before the City Administrator takes action to remove the City Recorder or a department head, the City Administrator shall consult with the City Council.
 2. Be the chief budget and fiscal officer of the city and shall perform the functions of budget

officer as prescribed by the Local Budget Law of Oregon (ORS Chapter 294). Shall provide for the Mayor and Council an annual fiscal year-end report showing the differences between revenues and expenditures and the ending cash balances for each fund as soon as possible after June 30th. Shall ensure that the accounts and fiscal affairs of the city are audited annually by accountants pursuant to a contract as required by ORS Chapter 297 and reported to the City Council.

3. Supervise the administration and be responsible for the enforcement of all laws and ordinances in effect within the city, except the provisions of any ordinance or laws which involve criminal violation, the responsibility of enforcement thereof shall be the duty of the police department; and shall be responsible for conducting analysis and making recommendations concerning policy matters to the City Council and shall administer and enforce the policies, rules, procedures and resolutions duly adopted by the Mayor and Council, and make recommendations to the Mayor and Council regarding the affairs of the city as the administrator may deem desirable.
 4. Be the chief purchasing and business agent with respect to all departments of the city.
 5. Prepare and submit to the Mayor and Council activity reports with respect to each of the city departments, not less than annually, and shall prepare and submit to the Mayor and Council such other reports as may be required or desirable concerning city affairs.
 6. Make available to the public usual and customary information concerning the operations of the city government.
 7. Perform such other and further duties as from time to time may be directed to be performed by action of the City Council.
- C. The Mayor and the other members of City Council (collectively City Council) acknowledge and agree to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of City Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Administrator. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.

SECTION II. TERM.

- A. This Agreement commences October 10, 2017 and expires on December 31, 2019. When the Agreement expires, the CITY has no further financial or other obligation to the EMPLOYEE. In the event the Council desires to extend the Agreement beyond the expiration date, the Council must do so through an amendment.
- B. Council will either extend this Agreement or allow it to expire. In the event Council does not extend this Agreement, the CITY agrees to provide one hundred twenty (120) calendar days written notice to EMPLOYEE. In the event the CITY does not provide one hundred twenty (120) calendar days written notice to EMPLOYEE, EMPLOYEE will receive compensation equal to the amount of time the CITY was deficient in providing notice. EMPLOYEE shall receive payment for the deficiency in EMPLOYEE's final paycheck.

- C. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE subject only to the provisions set forth in this Agreement.
- D. Nothing in this Agreement prevents, limits or otherwise interferes with the right of EMPLOYEE to resign at any time from her position with CITY subject only to the provisions set forth in this Agreement.
- E. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement, unless EMPLOYEE receives approval from City Council to hold outside employment.

SECTION III. TERMINATION.

- A. Termination. Before the Agreement expires, this Agreement may be terminated by either the CITY or EMPLOYEE for any reason whatsoever upon giving not less than thirty (30) calendar days' written notice to the other party. This notice provision does not apply to Terminations for Cause pursuant to subsection D.
- B. In the event the CITY terminates this agreement before the expiration date, the City Council may, at its discretion, opt not to have EMPLOYEE continue in her position during that thirty day period.
- C. Severance. In the event the CITY terminates this agreement before the expiration date and such termination is not for cause as set forth in (D) below, EMPLOYEE shall be entitled to (and CITY agrees to pay) a severance payment equal to the value of six (6) months' salary. Payment of the severance shall be made monthly, each payment being the value of one month's salary. The right to said payment shall cease if, during the period of the scheduled payments, EMPLOYEE accepts employment with another employer in local government administration. EMPLOYEE has an affirmative obligation to notify the City upon acceptance of other employment. In the event EMPLOYEE fails to notify CITY of her employment, CITY shall have the right (but not the obligation) to seek recovery from EMPLOYEE of any and all amounts improperly received as well as recovery of any cost(s) or fee(s) (including attorney fees) CITY incurs in pursuit thereof. In the event the City Council decides not to extend the Agreement and the Agreement expires, EMPLOYEE is not entitled to severance.
- D. Termination for Cause. EMPLOYEE's employment with CITY may be terminated immediately in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 1. EMPLOYEE fails or refuses to comply with the written policies, standards, and regulations of the CITY that are now in existence or that may from time to time be established;
 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods, or services to either her own or some other private

third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or

3. EMPLOYEE fails to perform faithfully or diligently his duties as City Administrator.

E. Effect of Termination for Cause. If EMPLOYEE is terminated for cause or conviction, then in that event the CITY shall have no obligation to pay the foregoing severance benefits.

SECTION IV. SALARY, HOURS OF WORK, VACATION AND SICK LEAVE.

A. Salary. EMPLOYEE shall receive a salary of \$120,000 and shall be paid at the same interval as the CITY pays its other employees. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.

Employee shall be entitled to receive a Cost of Living Adjustment (COLA) to her salary in the same percentage amount and at the same time as may be given to non-represented, regular budgeted, full time employees in the City.

B. Hours of Work/Administrative Leave. It is recognized that EMPLOYEE must devote a great deal of time outside the normal office hours to the business of the CITY. EMPLOYEE may take up to a maximum of forty (40) hours during the term of this Agreement as Administrative Leave to be used at EMPLOYEE's discretion during the term of this Agreement. EMPLOYEE shall not be entitled to receipt of monetary compensation for any unused accrued Administrative Leave.

C. Vacation. EMPLOYEE shall accrue vacation leave benefits at the same rate of 11.33 hours a month and otherwise consistent with the provisions of the City's most current Personnel Handbook.

D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Handbook.

E. Sick Leave. EMPLOYEE shall accrue sick leave benefits at the same rate as established for other similarly situated non represented City employees consistent with the provisions of the City's most current Personnel Handbook. In the event EMPLOYEE leaves employment, EMPLOYEE shall not be entitled to receipt of monetary compensation for any unused accrued sick leave.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

A. Retirement. EMPLOYEE will continue membership in the Oregon Public Employees Retirement System (PERS) and CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required other full-time City employees.

- A. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE at the same rate established for other similarly situated non represented City employees. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- B. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars and conferences including, but not limited to: the League of Oregon Cities (LOC), International City/County Management Association (ICMA) and the Oregon City County Management Association (OCCMA). The CITY shall permit a reasonable amount of time for EMPLOYEE to attend short courses, seminars, and conferences and the CITY shall pay for the direct costs necessary for travel, subsistence, and registration subject to the availability of funds and as approved in the annual budget.
- B. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.
- C. The CITY shall pay for EMPLOYEE membership fees for ICMA, OCCMA and Rotary.

SECTION VII. PERFORMANCE EVALUATION.

- A. The Mayor and City Council shall periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. After EMPLOYEE's one (1) year anniversary in this position (October 2018), the City Council and EMPLOYEE will participate in a performance review. This performance evaluation shall be done in Executive Session and consistent with Oregon's Public Meetings Law.
- B. In the event the City Council believes performance of EMPLOYEE as City Administrator is unsatisfactory or needs significant improvement in any area, the Council shall set out these concerns in writing and in reasonable detail and provide a copy to EMPLOYEE with expected timetables for achievements of improvement in each identified area. In no way does this limit the CITY's ability to exercise its powers pursuant to Section III.D.

SECTION VIII. GENERAL BUSINESS EXPENSES

- A. Cell Phone. Recognizing the importance of constant communication and maximum productivity, CITY shall provide EMPLOYEE a cellular phone allowance of seventy-five

(75) dollars per month. This allowance will be included in EMPLOYEE's regular paycheck.

- B. Automobile Allowance. Acknowledging that EMPLOYEE's duties require that she have the use of an automobile at all times during her employment with the CITY, EMPLOYEE shall receive a monthly motor vehicle allowance in the sum of Three Hundred Dollars (\$300.00) for the use of her private vehicle(s) on and for City purposes. EMPLOYEE shall neither be entitled to nor seek reimbursement for mileage for her private vehicle(s) for travel on and for CITY purposes. EMPLOYEE may but is not required utilize a City vehicle for travel on City business in excess of a 100 mile radius of the City.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless, and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in her individual or in her official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved

the matter through the mediation process set out in subsection (D) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF GLADSTONE, OREGON has caused this Agreement to be signed and executed by its Mayor; Jacque Betz has signed and executed this Agreement, both in duplicate, the day and year first written above



Tamara Stempel – Mayor



Jacque Betz

Tami Bannick

From: Tom Mersereau <trm47@comcast.net>
Sent: Wednesday, December 4, 2019 8:49 AM
To: Tami Bannick
Cc: 'Tom Mersereau'; Thomas Mersereau
Subject: City Administrator Review

Tami,

If my recent rating of our City Administrator has not been included, as Gladstone City Councilor I would like it to be noted as a 99.0.

I also believe Ms. Betz deserves a good Raise, to be determined by the Council.

I would also like this information to be past on to the City Council accordingly.

Thank You,

Councilor Thomas (Tom) Mersereau

PRESENTATION



Metro



District 2 Metro Update

December 10, 2019

Parks and Nature

- Metro's successful Parks and Nature bond measure will be used to purchase land, restore fish and wildlife habitat and complete trails through Metro's parks and nature system.
- Thank you, voters!



Affordable housing

Delivering on the promises of the November 2018 housing bond – building homes for 12,000 people



Southwest Corridor

Extending MAX to create a reliable, fast transportation option and improve the quality of life for people who work, shop and live in communities from Bridgeport Village to downtown Portland.



Get Moving 2020

Together, we will shape a successful investment measure that prepares us for our future and begins a bold new chapter in greater Portland's story.



Garbage and recycling

- Recycling
- System Investments
- Food scraps



Community Placemaking

- Metro's Community Placemaking grants help people tackle community challenges or opportunities through arts-based, equity-focused projects.



Oregon Zoo

Zoo partners
with U.S. Fish and
Wildlife Service
and Native
American
tribes on new
lamprey exhibit



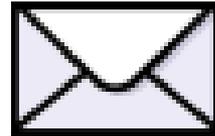
Your questions

Christine Lewis

Metro Councilor, District 2

503-797-1887

Christine.lewis@oregonmetro.gov



www.oregonmetro.gov/connect



Arts and conference centers

Garbage and recycling

Land and transportation

Oregon Zoo

Parks and nature

oregonmetro.gov

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

NOVEMBER 2019 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 11/1/2019 - Halloween Event Review
- 11/2/2019 - Food Pantry Prep
- 11/4/2019 - Library IGA Meeting
- 11/5/2019 - Kiwanis Meeting
 - Meeting with John Southgate
 - Gladstone Library Meeting
- 11/6/2019 - Food Pantry Shift
 - Library Task Force Meeting
- 11/7/2019 - Clackamas County Coordinating Committee Meeting
- 11/8/2019 - Veterans Event
- 11/10/2019 - Puderbaugh Memorial Cleanup
 - Citizen Meeting
- 11/11/2019 - Veterans Day Parade
- 11/12/2019 - City Council Meeting
 - Clackamas County Policy Session
- 11/13/2019 - Food Pantry - Stocking
- 11/14/2019 - Coffee with Eric Underwood / PGE
 - WES Governance Meeting
 - WES Advisory Committee Meeting
- 11/15/2019 - Dinner at Somerset with the Sequira's and the Nigerian Director of the Bill and Melinda Gates Foundation
- 11/18/2019 - Holiday Tree Lighting Planning
 - Review Contract and Documents
 -
- 11/19/2019 - Citizen Meeting
 - Review Committee Positions and Liaisons
- 11/20/2019 - GEMS Meeting
 - Food Pantry – Shift Lead

- 11/21/2019 - Food Pantry Shift
- 11/22/2019 - Citizen Meeting
- Oregon Ethics Commission Meeting
- 11/26/2019 - Meeting with Jacque
- Food Pantry Prep
- Holiday Tree Lighting Prep
- 11/29/2019 - Holiday Tree Decorating
- Holiday Tree Lighting Party

NOTES

**PRELIMINARY
CITY COUNCIL
AGENDA
PLANNING
DOCUMENT**

**January 14, 2020
Regular City Council Meeting
6:30 pm**

Consent	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (December) • Accept the Notice of DLCD Technical Assistance grant award 		
Presentation	PGE Decarbonization Program Updates	Govern. Affairs Eric Underwood	
	Accept the 2018-19 Fiscal year audit	IFD Brucker	
	City Council Liaison Appointments	Mayor/Council	

**January 25, 2020
9:00 am – 1:00 pm**

	City Council/department head annual retreat at the Gladstone Senior Center		
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**January 28, 2020
Volunteer Orientation/Ethics Training
6:00 pm**

	City Council Chambers		
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**February 11, 2019
Regular City Council Meeting
6:30 pm**

Consent	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (January) 		
Presentation	PGE Incentive Programs For Residents	Eric Underwood	
	State of the Cities Address –Mayor Stempel		
To Be Set			
	Update the Traffic Signal Maintenance and Transportation Engineering Services IGA with Clackamas County	PWD Whynot	

