

**GLADSTONE CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
January 14, 2020 – 6:30 PM**

6:30 p.m.

CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS OR CORRECTIONS

PRESENTATION: Portland General Electric Decarbonization Program Updates – Government Affairs Eric Underwood

CONSENT AGENDA:

1. Approval of December 10, 2019 Regular Meeting Minutes
2. Approval of November Bank Balances
3. Budget Report for Period ending 11-30-2019
4. Approval of November Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for December 2019
7. Resolution 1171 – Designating On-Point Credit Union as a Designated Depository of the City and authorizing certain City officials to withdraw funds.

CORRESPONDENCE – none

REGULAR AGENDA:

8. **RESOLUTION 1172 – A RESOLUTION ADOPTING A REVISED MASTER FEE SCHEDULE AND REPEALING RESOLUTION 1169**
Consider approving Resolution 1172- a resolution adopting a revised master fee schedule to include updates to a Water Environmental Services (WES) utility reduction from \$25.36 per equivalent dwelling unit (EDU) to \$24.95.
9. **OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT GRANT**
Consider authorizing the City Administrator to sign the City of Gladstone Grant TA-21-183 Agreement for Housing Needs Analysis & Code Amendments assistance from the Oregon Department of Land Conservation and Development.

10. CITY COUNCIL LIAISON APPOINTMENTS

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 25, 2020 – City Council/Department Heads Annual Retreat, 9:00 a.m. to 2:00 p.m., Gladstone Senior Center
- January 28, 2020 – Volunteer Orientation/Ethics Training, 6:00 pm, Gladstone City Council Chambers.

PRESENTATION

Decarbonization in PGE's Service Area

December 2019

Elysia Treanor
Environmental Policy Manager



What is deep decarbonization?

DEEP DECARBONIZATION

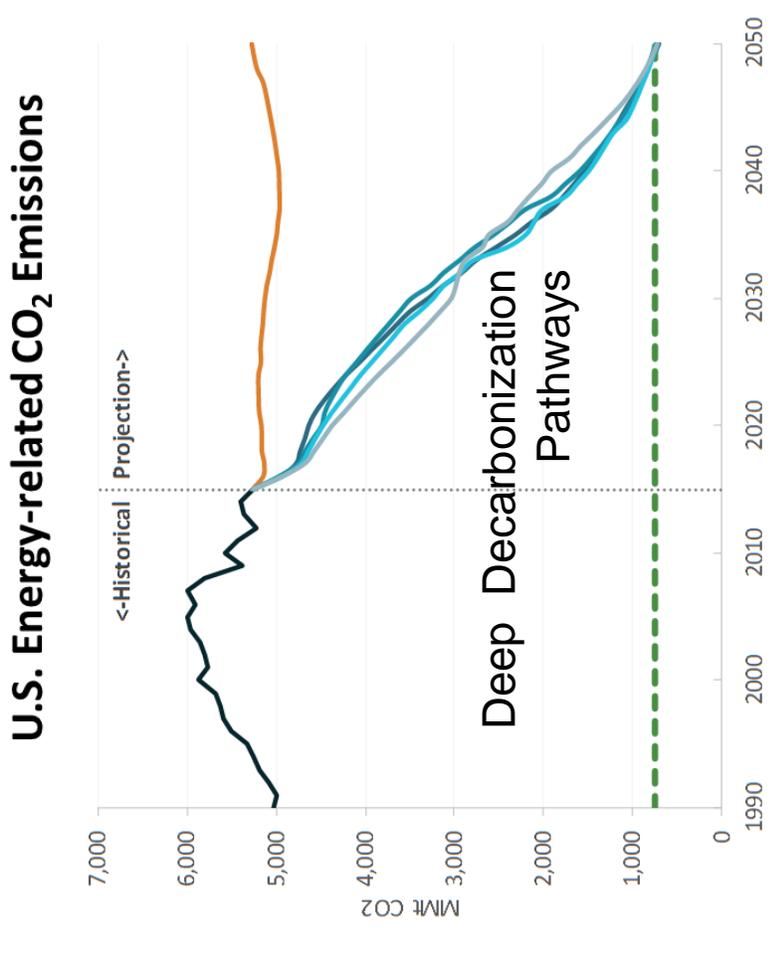
Transformation of the energy economy consistent with keeping global warming less than 2°C

ENERGY SYSTEM

The network of all energy producing, converting, delivering, or consuming infrastructure

PATHWAY

Plan or blueprint to achieve deep decarbonization of the energy system



Source: Evolved Energy Research



**PGE
commissioned a
Decarbonization
Study to inform
the next IRP and
to help inform
carbon policy
conversations
in Oregon**

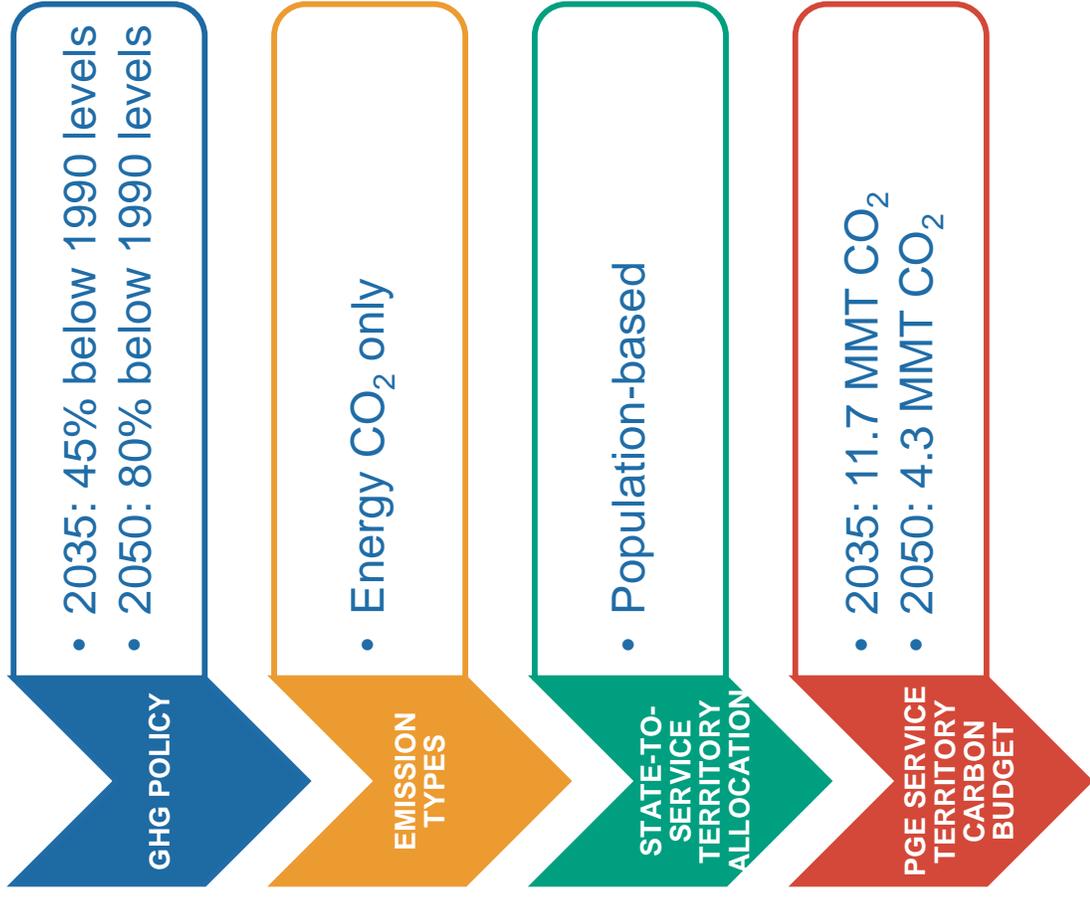
Presentation 3

PGE's decarbonization study

- Study developed economy-wide decarbonization pathways across PGE's service area (including transportation and non-electric end uses)
- Emissions target: **80% reduction by 2050**, consistent with guidance from the scientific community for limiting global temperature rise to 2°C
- PGE commissioned the study to address key questions:
 - How might energy services be met in PGE's service area in a decarbonized future?
 - What are the implications for PGE's electricity demand – both magnitude and shape?
 - How much renewable infrastructure will be needed to support economy-wide decarbonization?
 - What might energy (not just electricity) costs look like for our customers?

Scope of decarbonization study

- PGE service territory only
 - Three energy scenarios (pathways) that transition to a low-carbon future
- All energy types
 - Gasoline, hydrogen, etc.
- Energy-related CO₂ only
 - Does not include industrial process emissions, landfills, agricultural CO₂ emissions or non CO₂ GHGs
- Allocated state-wide budget to PGE service territory using its share of state's population (45-47% of total)
 - By 2050, per capita energy CO₂ emissions decrease from 16.0 tCO₂ to 1.6 tCO₂/person



Study principles

Natural stock rollover

- No early replacement - vehicles and appliances replaced upon failure
 - This creates inertia in the energy system, limits the rate of emissions reductions

Technology cost and performance

- No technological breakthroughs – study uses only commercial or near-commercial technologies and today’s forecasts for gradual technology improvement
 - More rapid technological improvement would reduce costs

Conservation and behavior change

- Study assumes no structural change to the energy services demanded by our customers
 - Additional conservation, behavioral change, smart city planning, etc. make it easier to meet the reduction goals

Deep decarbonization pathways investigated



High Electrification

Fossil fuel consumption is reduced by electrifying end-uses to the extent possible and increasing renewable electricity generation



Low Electrification

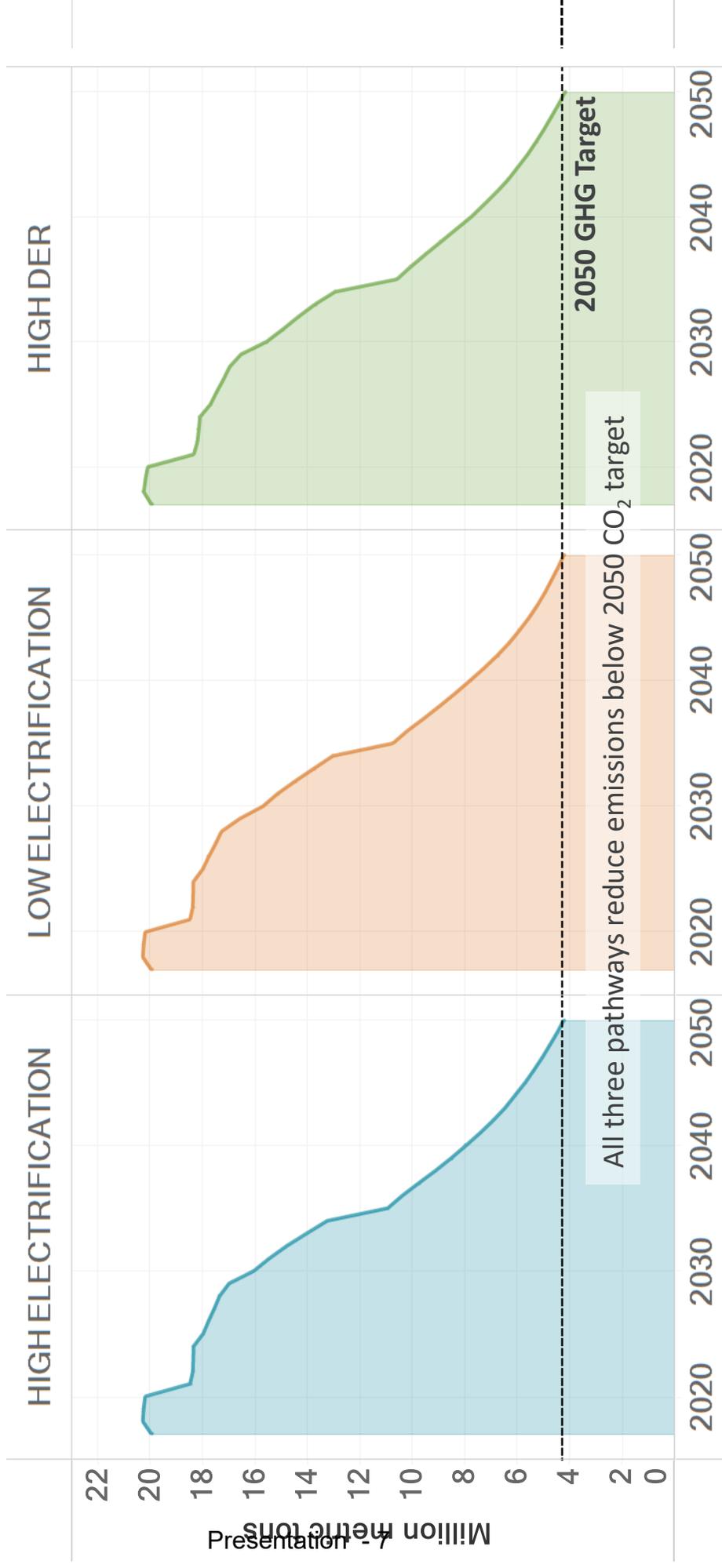
Greater use of renewable fuels, notably biofuels and synthetic electric fuels, to satisfy energy demand and reduce emissions



High DER

Distributed energy resources proliferate in homes and businesses, which also realize higher levels of electrification

Multiple pathways achieve 2050 reduction targets

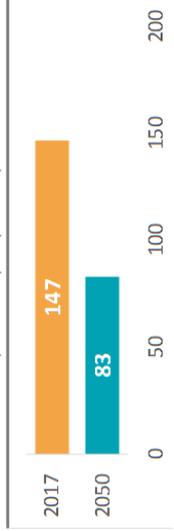


All pathways require success across all three pillars



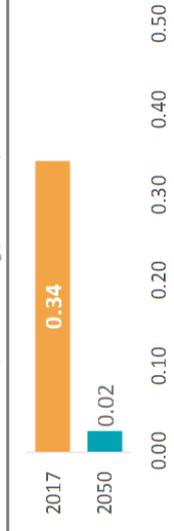
Energy Efficiency

Final Energy Consumption per Person
(MMBtu per person)



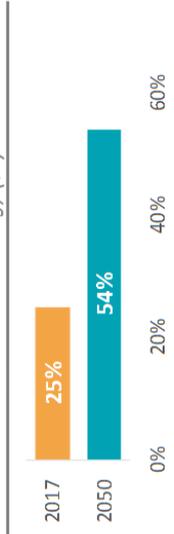
Electricity Decarbonization

Carbon Intensity of Electricity Generation
(tonnes CO₂ per MWh)



Electrification

Share of Electricity and Electric Fuels
in Total Final Energy (%)



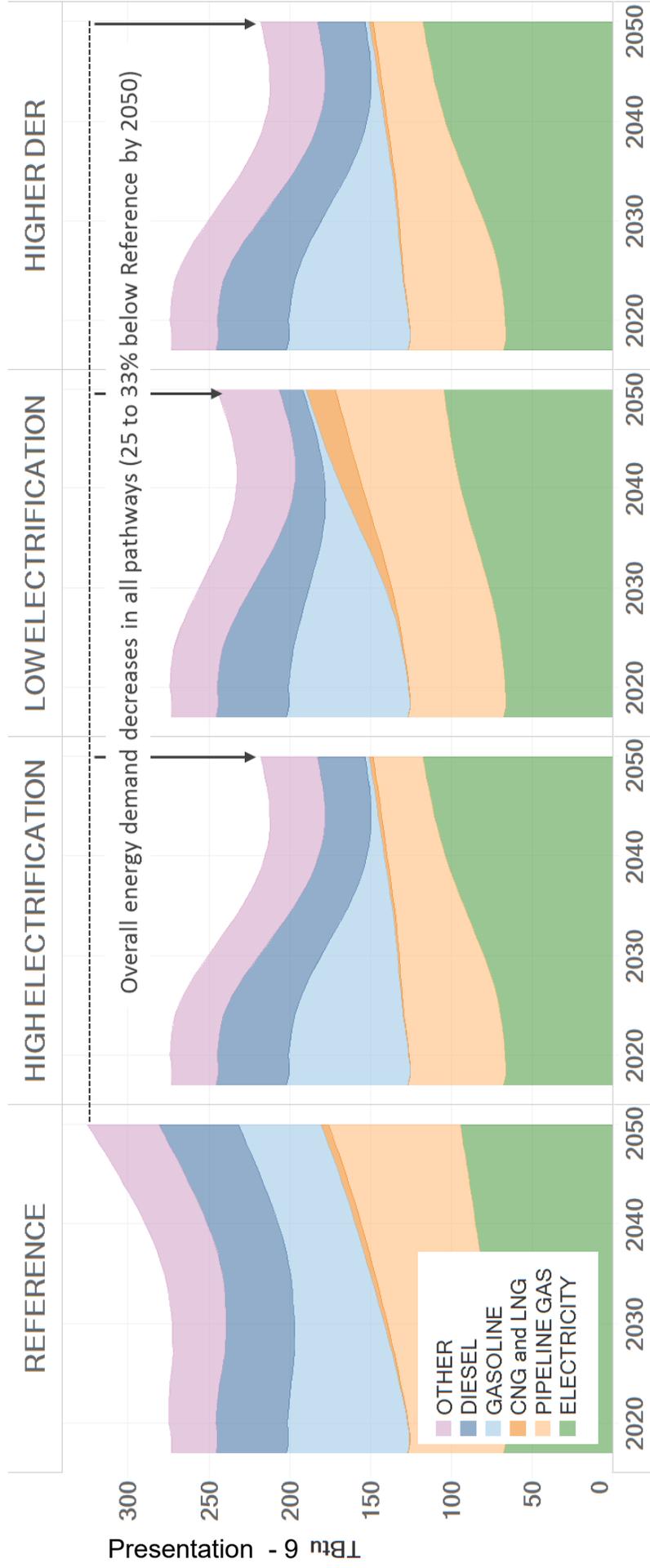
High
Electrification

Low
Electrification

High
DER

Impacts to energy demand

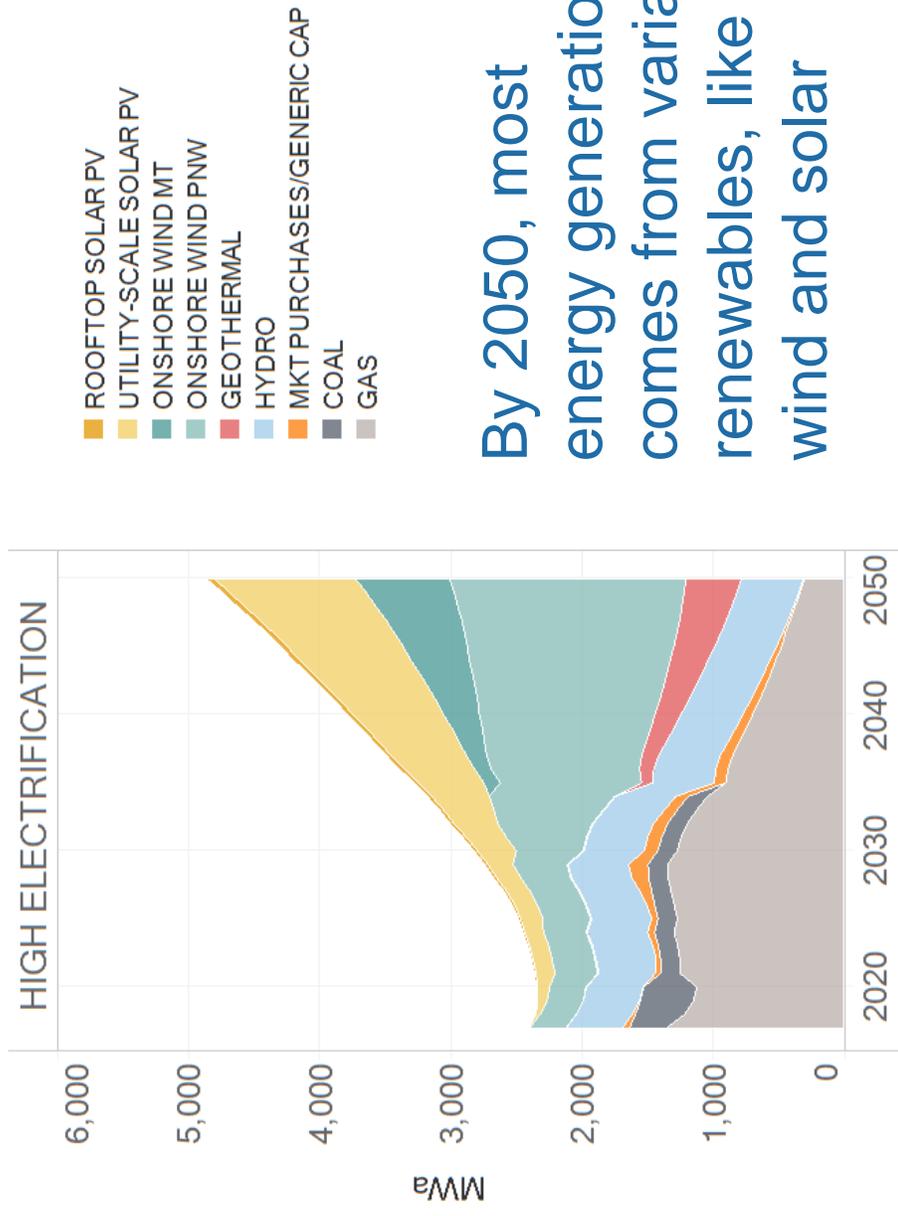
In deep decarbonization pathways, total energy consumption drops 25% to 33% relative to the Reference Case by 2050, but reliance on electricity increases



Presentation 6 - Tbtu

Electricity systems in a deeply decarbonized future will need new capabilities to efficiently integrate variable renewable resources

Implications for the electricity system

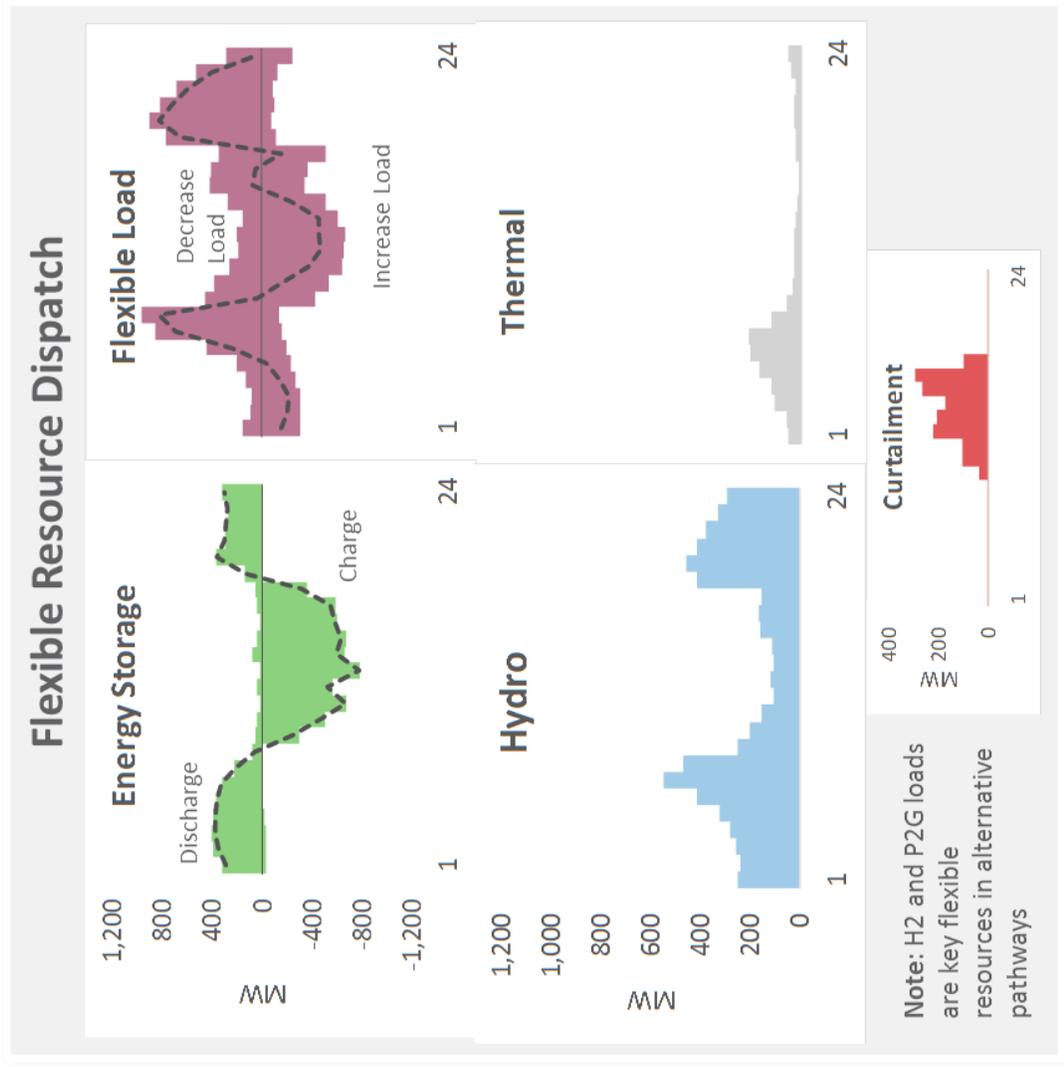


By 2050, most energy generation comes from variable renewables, like wind and solar

In a deeply decarbonized future, flexibility in the electricity system is provided by generators, loads, and storage

Presentation - 11

Balancing solutions



Decarbonization takeaways

- Meeting 2050 GHG goal across the economy in PGE's service area is possible, but will require transformative changes in how we use, produce, and deliver energy
- Transformation of the energy economy will rely on:
 - Both consumer and producer participation
 - Timely planning and coordination to reduce barriers to implementation
- New sources of flexibility (e.g., energy storage and flexible loads) can complement traditional sources of flexibility (hydro and thermal) to ensure renewables are efficiently integrated
 - Flexible EV charging and flexible water heaters show particular promise under the electrification pathways
- Electrification of the transportation sector plays a critical role in achieving GHG reduction targets

Thank you!



To learn more about our Decarbonization Study:
<https://www.portlandgeneral.com/our-company/energy-strategy/resource-planning/integrated-resource-planning>



CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of December 10, 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; Nancy McDonald, Interim Human Resources Director; Chad Jacobs, City Attorney

Mayor Stempel went over the meeting agenda.

PRESENTATION – METRO:

Councilor Christine Lewis said that in November the voters passed their Parks & Nature bond renewal. It will fund projects across the region. The 2008 Housing Bond is building homes for 12,000 people across the region – they are making great progress toward their bond goals (3,900 affordable homes). They are reserving 1,600 homes for people who earn very low incomes (0 - 30% median family income). They are building half of the homes at family size (2, 3 & 4 bedroom apartments). There is a pilot project happening in Gladstone.

Southwest Corridor – their effort to work with Tri-Met to extend Max to create reliable, fast transportation options and improve quality of life for people who work, shop, and live in communities in the southwest part of our region. They have the draft EIS completed and have a preferred alternative that's been selected and all of the parties/partners are talking about specifics for design and engineering as they continue to hone the budget and discussions are ongoing regarding funding, which includes a 2020 transportation ballot measure.

Metro has the opportunity to work with government, business, and community advocates in order to shape a potential investment measure for 2020 that will prepare for a future in transportation that is going to change the way things have been going. They have been working off an outdated system that hasn't received investment to the standard necessary for how many people are in this region trying to get around. They have put together a task force of 35 people who have met during this year and they are close to coming up with a recommendation on some priority corridors. These will be corridors suited for investment in the measure. The task force meeting in Clackamas County is next week, December 18th, at the Harmony Campus at 5:30 p.m. The measure will also include some region-wide programs such as safe routes to school, downtown main streets, etc.

Garbage and recycling – Metro is coordinating with local governments to develop recycleornot.org (as well as Facebook and Instagram) – a region-wide campaign that's a resource that was launched this summer to help people understand what can and can't be recycled and answer common recycling questions. They are working with local and state governments in industry on long term planning so they can continue to evolve and develop a resilient system. They are looking at a potential update to the Oregon City transfer station that may include moving some services off of that site onto a second location to help alleviate the traffic issues there. Metro is also looking at the possibility of processing food waste at their own sites. Community place-making program is just now open. The grants help people tackle community challenges and opportunities through arts and creative expression and equity focused projects. This is an opportunity

for community groups to participate with Metro – they are looking to award up to \$190,000 in their next grant cycle. Staff is available with assistance and there will be informational sessions throughout the region. Community based organizations with non-profit status or individuals who partner with a fiscal partner are eligible – the deadline to apply is February 3rd, 2020.

They have a new exhibit at the Oregon Zoo that is in partnership with Native American tribes and the U.S. Fish & Wildlife Service – the Lamprey exhibit has real educational value.

Mayor Stempel asked if the addition of a restroom at the Gladstone Nature Park would be something that would fall under the Nature & Neighborhoods grant program. Ms. Lewis said she believes they could apply for a Nature & Neighborhood capital grant for that and it would be an excellent use of the local share funds. Councilor Reisner asked what Metro’s stance is in regard to the State’s desire to toll Abernethy Bridge and the north part of I-205 through Portland. Ms. Lewis said Metro is in the process of beginning their own study – looking at specifically congestion pricing with an interest that is different than that of the State, which is that the entire system needs to be evaluated. She will forward Metro’s letter on this topic to City staff.

AGENDA ADDITIONS OR CORRECTIONS:

Ms. Betz had one addition and two corrections. She has provided a draft letter to the Mayor and Council that she would like them to consider in support for the Trolley Trail Bridge project on the McLoughlin Corridor – this will be item #13 on the agenda. There are two staff reports under item #10 – they are correcting the staff report for Park and Recreation Advisory Board (it is four applications received for four positions; not three). The other staff report is for Traffic Safety Advisory Board – that should be three applications for three positions (the staff report said two).

CONSENT AGENDA:

1. Approval of November 12, 2019 Regular Meeting Minutes
2. Approval of October Bank Balances
3. Budget Report for Period ending 10-31-19
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 extends the agreement by six months, to July 31, 2020
8. Approve a contract extension for Linda Belooof as the Gladstone Municipal Judge

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

CORRESPONDENCE:

None.

REGULAR AGENDA

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

Fire Chief Huffman went over the staff report. They are seeking approval for the purchase of a new fire engine to replace one of the fleet of two fire engines. The engine that is going to be replaced was built in 1996. The engine they would like to purchase is a Pierce Velocity Pumper NH761 for a cost of \$616,953. It takes approximately one year to build and deliver a new

apparatus so they are trying to get ahead of that and time the selling of the old apparatus. The purchase is fully funded with the general and levy funds – there will be approximately \$170,000 in the apparatus replacement fund after the purchase. The purchase of the new engine will sustain their fleet for the next 15 – 20 years. The fire engines are the backbone for emergency response and fire fighting in the City.

Councilor Tracy asked where the money from selling the old engine goes. Chief Huffman said it goes back into the general fund.

Councilor Mersereau made a motion to approve the purchase of the Pierce Velocity Pumper NH761, pursuant to Pierce Manufacturing Proposal dated November 14, 2019. Motion was seconded by Councilor Todd. Motion passed unanimously.

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.

10. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES:

Ms. Betz said the Audit Committee appointment is for 2020, they won't actually meet until late fall for orientation, and if they don't have a full Audit Committee that's okay. The next time the Budget Committee meets will be February of 2021 so they have time to recruit people. There was only one application received for the Library Board, but it will be dissolving as of December 2020. Councilor Reisner said at the last Library Board meeting their recommendation was to try to recruit someone from outside the City but within the service area. Mayor Stempel suggested holding the Audit, Budget, and Library vacancies open for another two months so they can recruit more and appoint them later. Councilor Reisner suggested appointing Dr. Colson now. Councilor Mersereau feels they shouldn't wait for more people to apply; the applicants deserve an answer.

- a) Audit Committee (1 application received for 2 positions) – Mayor Stempel would like it held open for two more months to get additional applicants. It was agreed to wait since there was only one applicant.

Councilor Reisner made a motion to continue advertising for the vacant positions for the Library Board, Audit Committee, and the Budget Committee until the February meeting. Motion was seconded by Councilor Neace. Motion passed unanimously.

- b) Refer to above.
- c) Refer to above.
- d) Park & Recreation Advisory Board (4 applications received for three positions – Filling one position that has been vacated and three full term positions)
Councilor Reisner made a motion to fill the long term positions with the current board members: John Eichsteadt, Mindy Garlington, and Bruce Hildreth with Andrew Labonte being appointed to the position that expires at the end of 2020. Motion was seconded by Councilor Mersereau. Motion passed unanimously.
- e) Planning Commission (4 applications received for 3 positions – 2 are for four-year terms and 1 is to complete a vacated term that ends in December 2020) – Councilors voted for

two full term positions and selected Michael Milch and Natalie Smith. Councilors voted for the vacated position and selected Darren Williams.

- f) Senior Center Advisory Board (2 applications received for two positions)
Councilor Neace made a motion to appoint Linda Andrews and Nancy Turner for the two positions. Motion was seconded by Councilor Todd. Motion passed unanimously.
- g) Traffic Safety Advisory Board (3 applications received for 3 positions)
Councilor Neace made a motion to appoint Andrew Labonte, Clair Coy, and Yvonne McNeil for the three positions. Motion was seconded by Councilors Todd and Reisner. Motion passed unanimously.

Mayor Stempel said there will be a volunteer orientation on January 28th.

11. SERVICES FOR DEVELOPMENT OF GLADSTONE TOURISM BRAND AND STRATEGY:

Ms. Betz said this is an exciting project that they will kick off in January. The City implemented an ordinance to collect transient lodging tax – as of September 2019 Gladstone has collected approximately \$189,000 for tourism promotion. According to ORS 323.007 they have to be very careful about how they spend the money – at least 70% of the tax dollars have to be used for tourism promotion. The next step is to put together a tourism plan and they will also go through a City-wide branding exercise. The proposal was sent out through the Oregon Procurement Information Network and on the City's website. Lori Bell, Economic Development for Oregon City, has helped with the RFP and the solicitation process. They received eight responses. They assembled a team of evaluators who scored the applications and Rotator received the highest percentage (91.8%). Even though the \$50,000 is right at the City Administrator's spending authority she would like the City Council to reaffirm the selection and direct her to enter into a Professional Services Agreement with Rotator. There are four stages to the proposal: a robust stakeholder and community engagement process, assessment and ideation, implementation and execution, and a promotion strategy. All of this will be completed by the end of April of 2020, which will coincide with the move to the new Gladstone Civic Center.

Councilor Tracy asked what they collected in the transient lodging taxes in 2015/2016 – the answer was zero. He asked if they had made it clear to the citizens that they just started collecting these fees because it's a fairly significant amount of money. Ms. Betz said they already have hotelier managers questioning the City on how they're spending the money and they're not. If they were spending it they would be violating state statute. Tourism dollars are supposed to be spent on encouraging more people to want to stay overnight in our region. Mayor Stempel asked Ms. Bell if she worked with Rotator before – Ms. Bell said they were hired by Oregon City before she went to work for the City of Oregon City, but she worked with them and had a very positive experience with them. Mayor Stempel asked why they didn't choose a local, female-owned company. Ms. Bell said they talked through that, everyone reviewed their scores, but the one factor was that they referred to a City of Gladstone in Missouri and the other proposals did not do as well of a job demonstrating how they could execute a brand and Rotator had many examples of how they could work within the community, how they could address different organizations, etc. Councilor Tracy said Rotator did a fantastic job with the projects in Tacoma. He feels they were a good choice.

Ms. Betz wanted to point out that they did not put travel costs in their proposal.

PUBLIC COMMENTS:

Mindy Garlington said she is impressed with the things that Rotator said they would do. She asked if they had letters of intent from stakeholders who are going to put money on this or if the tourism

dollars are going to pay for everything. Ms. Betz said they will put together a list of people/businesses from the Gladstone community to participate in this. Ms. Garlington wants to know what the end result will be. Ms. Betz said they will put together a strategic plan on how Gladstone should spend their tourism dollars, so they are not going to be requiring businesses to invest in this project. Ms. Garlington hopes they will include the parks because they are a big draw.

Councilor Neace made a motion to reaffirm the selection committee's selection and direct the City Administrator to enter into a Professional Services Agreement with Rotator. Motion was seconded by Councilor Tracy. Motion passed unanimously.

12. CITY ADMINISTRATOR EMPLOYMENT AGREEMENT:

Mayor Stempel said the current contract expires on December 31st. They need to discuss any changes they'd like to make. Mr. Jacobs went over the options on how to proceed.

PUBLIC COMMENTS:

Mindy Garlington said in comparing the wages to other cities of Gladstone's size it is fairly comparable and she feels that Ms. Betz is doing a fabulous job. Her concern is that if we turn this position over in the next year or so is that our starting position, would someone expect more than that, is that in our budget, and is everybody in the City going to get raises above and beyond their cost of living raises. She said there were a lot of people at the Park and Recreation Board meeting last night who were asking why they wanted to charge park fees, why there wasn't money, shouldn't the money come from the general fund, etc.

Nancy McDonald said a performance evaluation was done in the fall of last year and as a result of that Ms. Betz was granted a pay increase. In addition, her contract allowed for a cost of living increase equal to what the other employees received – that happened July 1, 2019. Also in the fall of 2018 was when Ms. McDonald presented the compensation and classification plan and that covered every position within the City and was unanimously approved by the City Council to retro a lot of the positions back to January 1st. They also held contract negotiations for the ASFME and Police units, which went on until the summer. Everyone in the City got brought up according to the classification/compensation plan. She submitted all the information on the City Administrator at that time when the City Council was doing her evaluation and they granted a raise. The budget was prepared based on that. Any raise that the City Council decides on could be contained in the Administration budget.

Councilor Tracy wanted to clarify that they phased out the Assistant City Administrator position – that is correct. He said that was a cost saving opportunity, but asked when Ms. Betz transitioned to City Administrator if there was an increase then as well – there was. He went over the reasons to have a competitive salary for the position.

Councilor Reisner said comparing the salary to those of surrounding cities is like comparing apples to oranges because the other cities are twice as big as Gladstone. He said we may be losing police officers to other cities but we aren't losing administrative people. He feels they are "padding the coffers". Ms. McDonald disagreed. She said the cities they used for this analysis are the same cities that were used for all the other positions in the City – the only deviation was that not all of those cities had fire departments. There was further discussion regarding number of personnel, responsibilities, etc.

Councilor Todd asked out of the comparables that they were given how many of those had Assistant City Administrators that are taking over a share of the load on a lot of the work – Ms. McDonald did not have an answer for that. Ms. Betz said that four of the cities have Assistant City Managers.

Councilor Reisner asked Ms. Betz what she thought would be fair – she was not prepared to answer that question.

Councilor Neace asked Councilor Reisner if he put his questions/comments in writing and said that it should have been shared with the rest of the Councilors to review. He said they just came out as discussion.

Councilor Mersereau said he believes they want to keep Ms. Betz and her team, he believes they need to give her a fair raise, and he believes the professionalism of Gladstone’s City organization has greatly grown over the years. He suggested a 7.5% raise.

Ms. Betz said the employees get step increases and 5% plus COLAs and the 3% so they are averaging approximately an 8% increase for those who have not topped out.

Councilor Tracy said they should have taken care of this six months ago and this is not the way to go about it professionally. He feels the 7.5% increase gives us the strength in the market and he is comfortable with that.

Councilor Reisner asked what figure was put in the budget for the City Administrator for the biennium. Ms. McDonald could not answer that since the Finance Director was not at the meeting.

Councilor Mersereau made a motion to provide a 7.5% raise on the base. Motion was seconded by Councilor Neace. Motion passed (6 - 1, Councilor Reisner with a nay vote). Ms. Bannick then took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – no. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. (Motion passed 6 -1)

Mr. Jacobs said the Council also needed to have a discussion regarding the other terms of the contract and whether or not they want them to remain the same. They also need to have a discussion regarding the effective date of the raise that they are offering.

Councilor Mersereau asked Ms. Betz if there was anything in the contract that she wanted to change. Ms. Betz asked if they wanted to do an annual evaluation or only do one when the contract is expiring in two years. Mayor Stempel recommended doing a two-year extension and do an evaluation in 1.5 years and make a specific date to do it. She said a raise for the City Administrator should be tied to what the rest of the employees are getting so that it stays even. Councilor Mersereau recommended doing the raise on the anniversary date. Mayor Stempel feels it should be at the end of the contract/beginning of the new contract (January 1, 2020). Councilor Neace would like to have a sub-committee put together to consider any increase for next year.

Councilor Tracy asked Mr. Jacobs if there was a way to execute this contract January 1 and amend the contract and either negotiate with Ms. Betz or to make sure they go through the contract again and look at some of the needs the City and/or she may have. Mr. Jacobs said as long as there is mutual consent you can amend the contract at any point in time during the term. He said if they are going to have a sub-committee or delegate authority to more than one person that is basically creating a sub-committee of the Council which then invokes all the regular public meeting law

requirements. There was further discussion regarding a sub-committee and the scenarios/rules that apply. Mr. Jacobs said that Ms. Betz would entertain the idea of extending the current contract for a couple of months and have the expiration date extend out without changing any other provisions and have the payment/raise retroactive to January 1st in order to give the Council more time for a decision. She asked if the Mayor and Council President could talk to her about specifics – Mr. Jacobs said the Council could delegate authority to the Mayor to do that and if the Mayor wanted to consult with less than a quorum of the full body that she would have the ability to do so because the Council has not created an official sub-committee.

It was agreed to extend the contract until February 29th, 2020 without changing any provisions and in the interim the Mayor will have discussions with Ms. Betz, along with Councilor Tracy, then they will come back to the Council with a draft contract and any raise increase will be retroactive to January 1st, 2020. This will be finalized by February 29th, 2020 and will be voted on at the March Council meeting.

Councilor Neace made a motion to extend the City Administrator's current contract until March 15, 2020. Motion was seconded by Councilor Todd. Councilor Tracy added an amendment to the motion; extending the contract until March 31, 2020. Motion passed unanimously.

13. METRO T-2020 BOND:

Mayor Stempel said this is a bond to get transportation funds for corridor projects and other regional projects. John Southgate said they have talked about funding for the trolley bridge during the meetings that he has attended and his advice is to endorse that. He commended Mayor Stempel for making sure that Gladstone is at the table and influencing these very important regional decisions. Ms. Betz said that Metro isn't sure how they're going to fund this yet, but we need the trolley trail bridge to be part of the McLoughlin Corridor piece and support for that. It will go to their task force on December 18th. This is a letter of support for the Council.

Councilor Reisner asked if they could use the tourism tax for something like the trolley trail bridge – Ms. Betz said she thinks they will find that that is one of the recommended projects that they use those funds for because it is a regional type draw.

Councilor Tracy said he is in support, but at a different time. He said he needs to see more information regarding the funding mechanism/mechanics. He said when a funding mechanism is revealed would be the time for us to get onboard from an endorsement standpoint. Mr. Southgate believes they will be advocating which projects to be included at the December 18th meeting. He suggested revising the letter to say that we want to know more about the funding before we fully support the whole package, but if there is a package we support the McLoughlin Corridor project. It was agreed to hold off on this until they get some questions answered.

BUSINESS CARRIED FORWARD:

Mayor Stempel said when they receive correspondence she feels we need to receive it the week before a meeting so it can be included in the packets so they have ample time to review it and come to the meetings to discuss it. She would like that any correspondence has to be received the Monday prior to the meeting so that Ms. Bannick can include it in the packet and if it comes in after that date it gets pushed to the next meeting. Mayor Stempel said she spoke with a citizen who said they wanted to be involved but they were afraid to speak at a meeting for fear of retaliation so she felt that anonymous correspondence was the way for her to share her opinions. Mayor Stempel said she doesn't like anonymous correspondence but they need to discuss whether they want to allow that.

Councilor Reisner made a motion that all correspondence to be considered for the packets has to be received one week prior to the meeting so that it can be included in the packets and available to the public for review. Motion was seconded by Councilor Todd.

Discussion: Mr. Jacobs suggested adding “unless otherwise required by law”.

Councilor Reisner agreed to amend his motion. Motion was seconded by Councilor Neace. Motion passed unanimously.

Councilor Todd feels that anonymous correspondence can be included in the packet but she doesn't want them read at the meetings. Councilor Mersereau has mixed feelings. Mr. Jacobs said there is a constitutional right to petition the government anonymously so he believes they do have to accept it, but it doesn't have to be included in the Council packets or read aloud.

BUSINESS FROM THE AUDIENCE:

Tracy Meskel said she came to the Park & Recreation Board meeting yesterday after hearing that they were going to start charging fees at Meldrum Bar Park. She is on a fixed income and is on disability. She feels that if they start charging she would like to see something happen with the funding. She would like the City Council to fund the parks and recreation so they do not have to grab from the bottom of the general fund. She said that Meldrum Bar is the biggest asset for the City.

John Robinson said his wife worked for the library for the past 5.5 years. He said recently a letter went out complimenting the four full-time staff. The letter neglected to thank the two principal part-time staff who have been employed longer than $\frac{3}{4}$ of those four full-time employees. He feels that was neglectful and shameful. He said as a result his wife quit because she felt they didn't appreciate her.

Bill Osburn said the reading of the anonymous letter by Councilor Neace at the last meeting was very inappropriate and unprofessional. He said the personal attacks going back and forth on both sides just caused a lot of hard feelings and issues. He said the ethics complaint was dismissed – he won't pursue it but he thinks some things were pointed out that he hopes the Council would address in the future. He said that Gladstone is lacking in regard to procedures that need to be in place to handle complaints. He said that residents need to feel they aren't wasting their time. He feels that right now there is favoritism, cliques, etc. He would like to see some policies adopted in the next year, as well as transparent processes, so that if a complaint comes in it is looked at to make sure everything is on the up and up.

BUSINESS FROM THE COUNCIL:

Councilor Mersereau:

He wanted to compliment all of the Department Heads and people writing the reports for the different departments. He also wanted to compliment Police Chief Schmerber and Fire Chief Huffman regarding their reports.

He wished everyone a Merry Christmas.

Councilor Todd:

She said she and a group of friends will be caroling in downtown Gladstone. The group is called “Caroling with a Cause” and if anyone wants to join in they will be going out this Friday at 7:00 p.m. and meeting at the corner of Portland Avenue/Gloucester. They will be collecting food for the Gladstone Food Pantry.

Councilor Reisner:

He said the Library Board and Library Foundation asked him to pass on a huge thank you for passing the Library IGA.

He wished everyone a Merry Christmas and Happy New Year.

Councilor Tracy:

He apologized to Mr. Robinson – he said as a representative of the City that is not the way to treat an employee, especially someone who serves the City. He said it may have been an oversight. Ms. Betz said that Ann Robinson *was* recognized at an event that Clackamas County and the City had. They took a group picture, they gave flowers, they gave a gift card to her, and that will be the feature of the January newsletter. She said she would be happy to discuss this with Mr. Robinson after the meeting.

Councilor Tracy said things are going well in the City. The Civic Center will be finished soon.

He said he understands Mr. Osburn's comments and he appreciates them, but some of the people on the Council have struggled with unity/cooperation/compromising, but they have been doing fairly well going forward and he likes the momentum. He hopes the citizens see it reflected as being positive. The whole idea is that they all work and compromise and they all lead at different levels. He said it's tough for him to be attacked in social media and elsewhere by Mr. Osburn and have him come and lecture to them. He said they all have different ways of looking at these issues and these policy decisions.

He wished everyone a Merry Christmas.

Councilor Neace:

She wanted to remind everyone that this coming Saturday at 8:00 a.m. is the Kiwanis breakfast at the Senior Center – she encouraged everyone to come. It is free. They will be serving eggs, bacon, juice, and coffee.

She thanked Mr. Osburn for sharing his comments. She has taken a long, hard look at her feelings toward him. She is sorry if the letter she read aloud offended him. She said that maybe he will have a better feeling and understanding when Councilor Reisner read the letter that Mr. Osburn wrote about her. She said it's time to bury the hatchet and move forward. She said the Council has gotten better and they are working together – they want things good for this community. She said when you are constantly attacked it puts you on the offensive.

Mayor Stempel:

She gave an update on the Sewer District Governance – they will be meeting on December 12th to review the intergovernmental agreement. After three years of meetings they finally came to a consensus which allows each of the participating cities to have an elected official on the advisory committee. In the past they did not have a representative. They are also going to have an elected body that serves as mediators if there are issues that arise. She hopes to have the IGA for review in January.

She attended the GEMs meeting (Gladstone Emergency Management group) on November 20th – she was disappointed in the turnout. She said that we as a city need to take emergency preparedness much more seriously. In a catastrophic event the police/fire departments will not be able to attend to everyone – we will need to depend on each other. She said we need to come together as a community and come up with a plan. She will be pushing this topic at the strategic planning meeting.

The Park and Recreation Board is still trying to find a way to function without a budget. They are frustrated because every time they come up with a plan for funding they are told no because there isn't staff, money, or time. She said we need to have a serious conversation to change this. Last night they voted to move

forward with the site plan for both the Nature Park and Meldrum/Dahl Beach. The Parks Board has been meeting with all the groups that use the park and are trying to figure out where to put everybody and how to move forward, but there is no site plan. They also voted to move forward with the sale of the West Ridgeway open space.

She thanked Councilors Reisner, Tracy, and Todd for attending the holiday tree lighting party – it was good to see the elected officials there. She thanked Colin Black for letting them use the big room at the Senior Center. The event was very well attended this year. Black Rock Coffee supplied all the cocoa and coffee – they were awesome. Jody with Gladstone Smiles Dentistry helped Santa and provided cookies. Michele with Sherwood Forest Preschool supplied crafts for all the kids, which they loved. Dr. Colson found his calling by playing the piano and singing Christmas carols. She thanked everyone who provided cookies. She feels this will become an annual tradition.

ADJOURN:

Meeting was adjourned at 8:45 P.M.

Approved by the Mayor this _____ day of _____, 2020.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder

BANK BALANCES						
Month Ending Balance						
Bank	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
LGIP -City Of Gladstone #4472	\$ 11,015,342.35	\$ 9,857,248.31	\$ 9,487,777.94	\$ 9,225,297.13	\$ 14,010,238.76	
LGIP - Urban Renewal Agency #4650	11,966,359.82	11,995,582.46	12,022,533.86	10,247,657.50	9,547,593.51	
Checking Accounts:						
General Fund	212,487.17	68,755.50	205,791.19	213,791.86	450,832.68	
Urban Renewal	14,162.39	14,162.43	14,162.43	13,394.36	13,394.36	
Municipal Court	28,545.29	25,719.74	27,881.47	29,000.62	23,814.45	
Totals	\$ 23,236,897.02	\$ 21,961,468.44	\$ 21,758,146.89	\$ 19,729,141.47	\$ 24,045,873.76	\$ -
Bank	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
LGIP -City Of Gladstone #4472						
LGIP - Urban Renewal Agency #4650						
Checking Accounts:						
General Fund						
Urban Renewal						
Municipal Court						
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



City of Gladstone, OR

Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

		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	3,924,036.79	3,924,036.79	-4,685,068.21	45.58 %
100-000-310050	PRIOR YEAR TAXES	300,000.00	300,000.00	15,503.42	27,577.23	-272,422.77	9.19 %
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	15,297.13	70,508.63	-234,491.37	23.12 %
	RptType: 3100 - LOCAL TAXES Total:	9,957,247.00	9,957,247.00	3,954,837.34	4,022,122.65	-5,935,124.35	40.39 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	305,000.00	305,000.00	33,046.22	33,046.22	-271,953.78	10.83 %
100-000-311010	ALCOHOL TAX REVENUE	450,846.00	450,846.00	29,126.66	65,171.48	-385,674.52	14.46 %
100-000-311015	MARIJUANA TAX	99,457.00	99,457.00	0.00	15,645.44	-83,811.56	15.73 %
100-000-311020	CIGARETTE TAX REVENUE	28,155.00	28,155.00	1,002.40	4,650.05	-23,504.95	16.52 %
	RptType: 3110 - STATE SHARED TAXES Total:	883,458.00	883,458.00	63,175.28	118,513.19	-764,944.81	13.41 %
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	250,000.00	250,000.00	0.00	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	9,458.78	9,458.78	-330,541.22	2.78 %
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	0.00	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	9,458.78	49,511.54	-1,700,488.46	2.83 %
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	184,000.00	184,000.00	13,380.00	15,940.00	-168,060.00	8.66 %
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	500.00	3,025.00	-4,975.00	37.81 %
	RptType: 3130 - LICENSES AND PERMITS Total:	194,000.00	194,000.00	13,880.00	19,000.00	-175,000.00	9.79 %
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	640.00	2,921.25	-5,578.75	34.37 %
100-000-314020	PLANNING APPLICATION FEES	70,000.00	70,000.00	0.00	2,236.00	-67,764.00	3.19 %
100-000-314025	SOCIAL SERVICES CONTRACT	75,000.00	75,000.00	0.00	8,744.79	-66,255.21	11.66 %
100-000-314030	LIEN SEARCH FEES	12,000.00	12,000.00	570.00	2,370.00	-9,630.00	19.75 %
100-000-314040	ALL OTHER LIBRARY RECEIPTS	16,000.00	16,000.00	989.14	6,474.04	-9,525.96	40.46 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	187,500.00	187,500.00	2,199.14	23,738.24	-163,761.76	12.66 %
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	0.00	101,790.28	101,790.28	0.00 %
100-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,189.72	2,189.72	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	0.00	103,980.00	103,980.00	0.00 %
RptType: 3150 - GRANTS							
100-000-315030	POLICE GRANTS	0.00	0.00	0.00	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: 11/30/2019

		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	0.00	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	23,999.39	116,185.19	-658,814.81	14.99 %
	RptType: 3260 - FINES AND FORFEITURES Total:	775,000.00	775,000.00	23,999.39	116,185.19	-658,814.81	14.99 %
	RptType: 3301 - INTEREST						
100-000-330100	INTEREST	250,000.00	250,000.00	20,474.00	106,244.43	-143,755.57	42.50 %
	RptType: 3301 - INTEREST Total:	250,000.00	250,000.00	20,474.00	106,244.43	-143,755.57	42.50 %
	RptType: 3600 - MISCELLANEOUS						
100-000-360000	ALL OTHER GF RECEIPTS	70,000.00	70,000.00	38,034.39	47,613.98	-22,386.02	68.02 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	0.00	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	970.00	3,957.72	-13,042.28	23.28 %
100-000-362213	MEAL CHARGES	33,000.00	33,000.00	1,410.75	5,407.48	-27,592.52	16.39 %
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	40,415.14	94,080.93	-50,919.07	64.88 %
	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	4,128,439.07	4,901,896.04	-13,334,878.96	26.88 %
	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	0.00	0.00	-490,862.00	0.00 %
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	0.00	0.00	-789,375.00	0.00 %
	Department: 910 - TRANSFER IN Total:	789,375.00	789,375.00	0.00	0.00	-789,375.00	0.00 %
	Revenue Total:	18,834,530.00	19,026,150.00	4,128,439.07	4,901,896.04	-14,124,253.96	25.76 %
	Expense						
	Department: 121 - ADMIN						
	RptCategory: 40 - PERSONNEL SERVICES						
100-121-431010	CITY ADMINISTRATOR	284,124.00	284,124.00	11,594.00	57,970.00	226,154.00	20.40 %
100-121-431020	CITY RECRDR/HR MGR	293,480.00	293,480.00	12,727.03	56,756.03	236,723.97	19.34 %
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	24,375.00	97,389.00	20.02 %
100-121-431500	ACCOUNTING CLERK	204,110.00	204,110.00	6,837.19	34,148.92	169,961.08	16.73 %
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	368.94	1,677.25	7,141.75	19.02 %
100-121-470000	ASSOCIATED PAYROLL COSTS	583,090.00	583,090.00	17,849.06	86,971.75	496,118.25	14.92 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,699,684.00	1,699,684.00	54,251.22	262,297.65	1,437,386.35	15.43 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	134,000.00	134,000.00	12,921.25	46,605.87	87,394.13	34.78 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	84,000.00	84,000.00	20,100.00	20,100.00	63,900.00	23.93 %
100-121-500130	LEGAL FEES	216,000.00	216,000.00	8,710.00	25,016.22	190,983.78	11.58 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	25.00	2,995.24	22,004.76	11.98 %
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	990.43	25,820.13	134,179.87	16.14 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	384,650.00	384,650.00	4,192.42	23,013.23	361,636.77	5.98 %
100-121-520120	BANK CHARGES	7,500.00	7,500.00	382.01	1,729.39	5,770.61	23.06 %
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: 11/30/2019

		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	874.86	4,836.97	33,473.03	12.63 %
100-121-520450	CITY NEWSLETTER	70,000.00	70,000.00	1,026.11	15,264.03	54,735.97	21.81 %
100-121-530000	FIRE & LIABILITY INSURANCE	200,000.00	200,000.00	0.00	149,440.39	50,559.61	74.72 %
100-121-530200	EMERGENCY MANAGEMENT	25,000.00	25,000.00	42.75	637.60	24,362.40	2.55 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	231.24	1,283.66	3,716.34	25.67 %
100-121-540120	PERSONNEL RECRUITMENT	20,000.00	20,000.00	64.78	252.78	19,747.22	1.26 %
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	85.00	6,169.36	38,830.64	13.71 %
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	287.00	1,474.19	18,525.81	7.37 %
100-121-560120	TELEPHONES	30,000.00	30,000.00	952.38	4,603.39	25,396.61	15.34 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,574,460.00	1,574,460.00	50,885.23	341,323.35	1,233,136.65	21.68 %
Department: 121 - ADMIN Total:		3,274,144.00	3,274,144.00	105,136.45	603,621.00	2,670,523.00	18.44 %
Department: 122 - INFORMATION TECHNOLOGY							
RptCategory: 40 - PERSONNEL SERVICES							
100-122-432010	IT MANAGER	198,120.00	198,120.00	7,932.00	31,728.00	166,392.00	16.01 %
100-122-470000	ASSOCIATED PAYROLL COSTS	79,889.00	79,889.00	2,140.02	8,560.37	71,328.63	10.72 %
RptCategory: 40 - PERSONNEL SERVICES Total:		278,009.00	278,009.00	10,072.02	40,288.37	237,720.63	14.49 %
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	17,015.79	24,697.65	9,502.35	72.22 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	35,112.00	35,112.00	1,472.78	5,856.53	29,255.47	16.68 %
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	174.14	846.48	4,445.52	16.00 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		112,504.00	112,504.00	18,662.71	40,514.96	71,989.04	36.01 %
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	28,734.73	80,803.33	337,209.67	19.33 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	17,294.00	17,294.00	770.73	4,080.54	13,213.46	23.60 %
100-124-437070	UTILITY WORKER, JOURNEY	55,223.00	55,223.00	2,228.50	11,932.67	43,290.33	21.61 %
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	18.91	873.88	1,126.12	43.69 %
100-124-450500	CAREER RECOGNITION PAY	510.00	510.00	21.87	116.88	393.12	22.92 %
100-124-470000	ASSOCIATED PAYROLL COSTS	32,469.00	32,469.00	1,337.80	7,316.21	25,152.79	22.53 %
RptCategory: 40 - PERSONNEL SERVICES Total:		123,986.00	123,986.00	4,377.81	24,320.18	99,665.82	19.62 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	105,000.00	105,000.00	2,378.00	12,996.94	92,003.06	12.38 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	2,374.06	6,213.80	98,786.20	5.92 %
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	6,344.18	26,732.75	113,267.25	19.09 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		360,700.00	360,700.00	11,096.24	46,630.49	314,069.51	12.93 %
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	15,474.05	115,950.67	665,735.33	14.83 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	128,445.00	128,445.00	5,272.57	26,362.85	102,082.15	20.52 %
100-220-432035	COURT ADMINISTRATOR	147,900.00	147,900.00	5,921.00	30,401.08	117,498.92	20.56 %

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		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	6,136.94	31,028.00	126,074.00	19.75 %
RptCategory: 40 - PERSONNEL SERVICES Total:		434,926.00	434,926.00	17,330.51	87,859.10	347,066.90	20.20 %
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	12,000.00	61,800.00	16.26 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	3,500.00	15,700.00	51,300.00	23.43 %
100-220-500136	MUNICIPAL COURT JUDGE	73,800.00	73,800.00	3,000.00	15,000.00	58,800.00	20.33 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
100-220-500138	JURY EXPENSES	2,000.00	2,000.00	10.12	10.12	1,989.88	0.51 %
100-220-500282	COURTROOM SECURITY	16,000.00	16,000.00	770.00	2,480.00	13,520.00	15.50 %
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	1,810.04	3,557.22	23,942.78	12.94 %
100-220-540220	TRAVEL, CONFERENCES & TRAININGI...	4,000.00	4,000.00	0.00	1,146.72	2,853.28	28.67 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		276,100.00	276,100.00	12,090.16	49,994.06	226,105.94	18.11 %
Department: 220 - COURT Total:		711,026.00	711,026.00	29,420.67	137,853.16	573,172.84	19.39 %
Department: 240 - POLICE							
RptCategory: 40 - PERSONNEL SERVICES							
100-240-432110	POLICE CHIEF	294,520.00	294,520.00	10,167.35	50,663.35	243,856.65	17.20 %
100-240-432130	POLICE LIEUTENANT	220,220.00	220,220.00	8,745.00	48,127.52	172,092.48	21.85 %
100-240-432140	POLICE DETECTIVE	163,009.00	163,009.00	14,245.50	67,764.41	95,244.59	41.57 %
100-240-432160	POLICE OFFICER	1,270,810.00	1,270,810.00	34,507.81	198,405.86	1,072,404.14	15.61 %
100-240-432170	POLICE SERGEANT	521,961.00	521,961.00	20,553.00	89,017.55	432,943.45	17.05 %
100-240-432182	PROPERTY ROOM TECHNICIAN	57,912.00	57,912.00	1,926.17	11,421.00	46,491.00	19.72 %
100-240-432185	POLICE RECORDS CLERK	110,324.00	110,324.00	4,416.00	22,080.00	88,244.00	20.01 %
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	7,734.52	69,143.13	190,856.87	26.59 %
100-240-450200	HOLIDAY PAY	22,000.00	22,000.00	592.89	8,911.42	13,088.58	40.51 %
100-240-450300	PROFICIENCY PAY	77,428.00	77,428.00	3,723.08	17,808.45	59,619.55	23.00 %
100-240-450500	CAREER RECOGNITION PAY	0.00	0.00	211.10	909.18	-909.18	0.00 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,614,224.00	1,614,224.00	52,064.70	280,334.84	1,333,889.16	17.37 %
RptCategory: 40 - PERSONNEL SERVICES Total:		4,612,408.00	4,612,408.00	158,887.12	864,762.66	3,747,645.34	18.75 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	76,440.00	76,440.00	2,010.45	39,083.50	37,356.50	51.13 %
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	2,500.00	2,500.00	7,000.00	26.32 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENS...	0.00	139,880.00	195.93	5,633.53	134,246.47	4.03 %
100-240-520112	FIREARMS/AMMUNITION	68,000.00	68,000.00	659.40	6,929.48	61,070.52	10.19 %
100-240-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	139.15	652.96	-652.96	0.00 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	150,000.00	150,000.00	7,036.25	32,155.11	117,844.89	21.44 %
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	698.71	3,800.24	36,199.76	9.50 %
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	785.39	8,275.29	55,724.71	12.93 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	40,000.00	40,000.00	1,807.61	17,552.52	22,447.48	43.88 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	8,200.00	8,200.00	12.99	338.97	7,861.03	4.13 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	40,868.00	40,868.00	1,703.56	8,810.03	32,057.97	21.56 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		682,748.00	682,748.00	17,549.44	131,636.92	551,111.08	19.28 %
RptCategory: 60 - CAPITAL OUTLAY							
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	220,000.00	220,000.00	0.00	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	0.00	78,530.37	146,469.63	34.90 %
Department: 240 - POLICE Total:		5,520,156.00	5,520,156.00	176,436.56	1,074,929.95	4,445,226.05	19.47 %

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		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	43,725.00	187,435.00	18.92 %
100-250-432220	FIRE MARSHAL	205,864.00	205,864.00	7,932.00	39,885.00	165,979.00	19.37 %
100-250-432240	FIRE CAPTAIN	489,027.00	489,027.00	19,267.09	95,091.18	393,935.82	19.44 %
100-250-432290	ON-CALL FIREFIGHTERS	548,000.00	548,000.00	16,482.21	91,712.46	456,287.54	16.74 %
100-250-450100	OVERTIME	50,000.00	50,000.00	3,748.11	14,033.94	35,966.06	28.07 %
100-250-450500	CAREER RECOGNITION PAY	0.00	0.00	237.96	1,189.80	-1,189.80	0.00 %
100-250-470000	ASSOCIATED PAYROLL COSTS	682,019.00	682,019.00	28,253.22	138,767.85	543,251.15	20.35 %
100-250-470040	LIFE & DISABILITY INSURANCE	8,000.00	8,000.00	71.28	356.40	7,643.60	4.46 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,214,070.00	2,214,070.00	84,736.87	424,761.63	1,789,308.37	19.18 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-250-500110	CONTRACTUAL & PROFESSIONAL SER...	0.00	0.00	0.00	3,184.32	-3,184.32	0.00 %
100-250-500150	MEDICAL DIRECTOR CONTRACT	29,000.00	29,000.00	1,060.00	5,230.00	23,770.00	18.03 %
100-250-500210	COMPUTER/TECHNOLOGY SERVICES	0.00	0.00	0.00	894.00	-894.00	0.00 %
100-250-500498	SHARE COST CCOM DISPATCH	170,000.00	170,000.00	7,374.08	36,870.44	133,129.56	21.69 %
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	-143.35	395.87	11,604.13	3.30 %
100-250-520124	FIRST RESPONDER SUPPLIES	53,000.00	53,000.00	1,811.63	6,928.86	46,071.14	13.07 %
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	2,576.98	24,063.99	59,736.01	28.72 %
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	5,920.08	21,406.12	118,593.88	15.29 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	5,280.00	5,280.00	15.68	1,054.84	4,225.16	19.98 %
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	3,813.26	5,014.45	9,985.55	33.43 %
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	447.67	9,751.63	52,248.37	15.73 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	30,000.00	30,000.00	285.74	4,126.04	25,873.96	13.75 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	64,000.00	64,000.00	1,276.11	21,297.74	42,702.26	33.28 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		792,330.00	792,330.00	24,437.88	145,240.65	647,089.35	18.33 %
RptCategory: 60 - CAPITAL OUTLAY							
100-250-661010	ROUTINE EQUIP REPLACEMENT	0.00	0.00	0.00	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	0.00	158,621.87	544,059.13	22.57 %
Department: 250 - FIRE Total:		3,517,461.00	3,709,081.00	109,174.75	728,624.15	2,980,456.85	19.64 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	10,198.00	40,732.00	20.02 %
100-526-437050	PUBLIC WORKS SUPERVISOR	77,820.00	77,820.00	3,468.29	18,362.39	59,457.61	23.60 %
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	721.65	4,221.63	13,787.37	23.44 %
100-526-437070	UTILITY WORKER, JOURNEY	134,877.00	134,877.00	8,124.78	40,965.22	93,911.78	30.37 %
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	51.59	2,258.21	4,741.79	32.26 %
100-526-450500	CAREER RECOGNITION PAY	0.00	0.00	272.66	1,392.98	-1,392.98	0.00 %
100-526-470000	ASSOCIATED PAYROLL COSTS	232,885.00	232,885.00	8,924.01	47,485.63	185,399.37	20.39 %
RptCategory: 40 - PERSONNEL SERVICES Total:		656,978.00	656,978.00	23,602.58	137,380.77	519,597.23	20.91 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	65,000.00	65,000.00	811.16	2,297.75	62,702.25	3.54 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	140,000.00	140,000.00	3,355.14	19,137.48	120,862.52	13.67 %
100-526-520132	HAZARDOUS TREE REMOVAL	60,000.00	60,000.00	5,700.00	8,332.00	51,668.00	13.89 %

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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	1,103.82	5,757.03	36,242.97	13.71 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	3,360.00	3,360.00	325.15	772.58	2,587.42	22.99 %
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	280.79	2,202.42	27,797.58	7.34 %
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	1,994.70	13,228.68	46,771.32	22.05 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		406,860.00	406,860.00	13,570.76	51,787.69	355,072.31	12.73 %
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	37,173.34	190,596.41	1,061,852.59	15.22 %
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	0.00	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	0.00	2,949.62	3,050.38	49.16 %
RptCategory: 40 - PERSONNEL SERVICES Total:		66,000.00	66,000.00	0.00	19,697.32	46,302.68	29.84 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	34.34	1,054.47	1,945.53	35.15 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	49.95	512.95	4,487.05	10.26 %
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	84.29	1,633.18	8,566.82	16.01 %
Department: 527 - RECREATION Total:		76,200.00	76,200.00	84.29	21,330.50	54,869.50	27.99 %
Department: 528 - SENIOR CENTER							
RptCategory: 40 - PERSONNEL SERVICES							
100-528-435210	SENIOR CENTER MANAGER	171,144.00	171,144.00	6,851.00	34,255.00	136,889.00	20.02 %
100-528-435240	TRAM DRIVER	61,914.00	61,914.00	2,645.86	13,744.88	48,169.12	22.20 %
100-528-435250	NUTRITION CATERER	51,595.00	51,595.00	2,088.29	13,376.11	38,218.89	25.93 %
100-528-435280	CENTER ASSISTANT	95,413.00	95,413.00	4,022.93	20,208.43	75,204.57	21.18 %
100-528-435295	BUILDING MONITOR	10,000.00	10,000.00	346.88	1,532.53	8,467.47	15.33 %
100-528-450500	CAREER RECOGNITION PAY	3,405.00	3,405.00	133.89	721.77	2,683.23	21.20 %
100-528-470000	ASSOCIATED PAYROLL COSTS	169,016.00	169,016.00	6,100.41	31,351.79	137,664.21	18.55 %
RptCategory: 40 - PERSONNEL SERVICES Total:		562,487.00	562,487.00	22,189.26	115,190.51	447,296.49	20.48 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-528-510075	NUTRITION PROGRAM SUPPLIES	36,000.00	36,000.00	1,748.43	5,302.60	30,697.40	14.73 %
100-528-520140	TRAM EXPENSES	12,500.00	12,500.00	563.48	4,398.84	8,101.16	35.19 %
100-528-520190	MISCELLANEOUS EQUIPMENT	7,500.00	7,500.00	0.00	467.82	7,032.18	6.24 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	16,000.00	16,000.00	1,019.79	3,903.32	12,096.68	24.40 %
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	69.79	618.17	10,749.83	5.44 %
100-528-540200	DUES & MEMBERSHIPS	2,800.00	2,800.00	0.00	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	325.81	1,434.42	5,565.58	20.49 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		95,768.00	95,768.00	3,727.30	16,445.17	79,322.83	17.17 %
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	25,916.56	131,635.68	539,619.32	19.61 %
Department: 529 - LIBRARY							
RptCategory: 40 - PERSONNEL SERVICES							
100-529-435320	LIBRARY ASSISTANT II	360,000.00	360,000.00	23,820.84	101,549.50	258,450.50	28.21 %
100-529-435392	ON CALL LIB ASSISTANT	0.00	0.00	2,627.40	12,280.59	-12,280.59	0.00 %
100-529-450500	CAREER RECOGNITION PAY	0.00	0.00	274.51	830.67	-830.67	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	8,746.25	54,026.23	140,973.77	27.71 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	555,000.00	555,000.00	35,469.00	168,686.99	386,313.01	30.39 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-529-500110	CONTRACTUAL & PROFESSIONAL SER...	265,900.00	265,900.00	6,041.08	24,164.33	241,735.67	9.09 %
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	0.00	14,907.85	80,092.15	15.69 %
100-529-510082	ADULT/CHILDREN'S PROGRAMS	7,500.00	7,500.00	265.38	1,224.24	6,275.76	16.32 %
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	153.09	1,316.47	4,683.53	21.94 %
100-529-530100	RENTALS AND LEASES	9,000.00	9,000.00	1,474.86	3,571.21	5,428.79	39.68 %
100-529-542000	PUBLICATIONS & SUBSCRIPTIONS	4,500.00	4,500.00	0.00	192.31	4,307.69	4.27 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	421,550.00	421,550.00	7,934.41	47,864.14	373,685.86	11.35 %
	Department: 529 - LIBRARY Total:	976,550.00	976,550.00	43,403.41	216,551.13	759,998.87	22.18 %
	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	570,954.81	3,504,604.98	15,521,545.02	18.42 %
	Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	3,557,484.26	1,397,291.06	1,397,291.06	0.00 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 205 - ROAD AND STREET FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
205-000-309999	BEGINNING FUND BALANCE	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	75,041.09	365,546.62	-1,471,576.38 19.90 %
	RptType: 3110 - STATE SHARED TAXES Total:	1,837,123.00	1,837,123.00	75,041.09	365,546.62	-1,471,576.38 19.90 %
RptType: 3120 - RIGHT OF WAY FEES						
205-000-312050	RIGHT OF WAY - TELECOM	436,000.00	436,000.00	38,750.44	76,367.78	-359,632.22 17.52 %
205-000-312055	RIGHT OF WAY - OTHER	450,000.00	450,000.00	5,318.31	5,318.31	-444,681.69 1.18 %
205-000-312060	ROW LICENSES & APP FEES	6,000.00	6,000.00	0.00	50.00	-5,950.00 0.83 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	892,000.00	892,000.00	44,068.75	81,736.09	-810,263.91 9.16 %
RptType: 3141 - SDC						
205-000-314075	TRANSPORTATION SDC'S	20,000.00	20,000.00	0.00	67,809.82	47,809.82 339.05 %
205-000-314076	SDC Reimbursement Fee	0.00	0.00	0.00	2,711.18	2,711.18 0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	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	3,550.00	24,479.34	-35,520.66 40.80 %
	RptType: 3600 - MISCELLANEOUS Total:	60,000.00	60,000.00	3,550.00	24,479.34	-35,520.66 40.80 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,559,123.00	4,559,123.00	122,659.84	542,283.05	-4,016,839.95 11.89 %
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	122,659.84	542,283.05	-4,509,670.95 10.73 %
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	10,198.00	40,732.00 20.02 %
205-305-437050	PUBLIC WORKS SUPERVISOR	77,822.00	77,822.00	3,468.28	18,362.36	59,459.64 23.60 %
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	1,623.72	8,864.99	29,345.01 23.20 %
205-305-437070	UTILITY WORKER, JOURNEY	242,705.00	242,705.00	10,026.61	51,278.24	191,426.76 21.13 %
205-305-439011	SEASONAL HELP	45,000.00	45,000.00	0.00	10,449.55	34,550.45 23.22 %
205-305-450100	OVERTIME	8,000.00	8,000.00	135.06	1,760.96	6,239.04 22.01 %
205-305-450500	CAREER RECOGNITION PAY	2,309.00	2,309.00	153.07	797.67	1,511.33 34.55 %
205-305-470000	ASSOCIATED PAYROLL COSTS	301,436.00	301,436.00	11,204.24	59,137.18	242,298.82 19.62 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	800,585.00	800,585.00	28,650.58	160,848.95	639,736.05 20.09 %
RptCategory: 50 - MATERIAL AND SERVICES						
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	109,200.00	109,200.00	1,815.53	8,718.05	100,481.95 7.98 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	500,000.00	500,000.00	321.44	183,015.25	316,984.75 36.60 %
205-305-520172	STREET LIGHT MAINTENANCE	165,000.00	165,000.00	6,245.56	36,697.00	128,303.00 22.24 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	45,000.00	45,000.00	0.00	2,821.64	42,178.36 6.27 %
205-305-520178	STREET SIGN MAINTENANCE	45,000.00	45,000.00	567.68	5,155.84	39,844.16 11.46 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	1,797.22	14,543.09	50,456.91 22.37 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	325.15	772.58	3,387.42 18.57 %
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	280.79	10,484.90	34,515.10 23.30 %
205-305-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	217.50	4,782.50 4.35 %

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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	270.64	1,929.36	12.30 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	990,560.00	990,560.00	11,407.51	262,736.89	727,823.11	26.52 %
	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	40,058.09	423,585.84	3,637,753.16	10.43 %
	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	40,058.09	423,585.84	4,628,368.16	8.38 %
	Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	0.00	0.00	82,601.75	118,697.21	118,697.21	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 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	553,953.84	553,953.84	-757,369.16 42.24 %
228-000-310050	PRIOR YEAR TAXES	48,000.00	48,000.00	2,188.60	3,893.05	-44,106.95 8.11 %
	RptType: 3100 - LOCAL TAXES Total:	1,359,323.00	1,359,323.00	556,142.44	557,846.89	-801,476.11 41.04 %
RptType: 3301 - INTEREST						
228-000-330100	INTEREST	7,800.00	7,800.00	878.20	1,198.49	-6,601.51 15.37 %
	RptType: 3301 - INTEREST Total:	7,800.00	7,800.00	878.20	1,198.49	-6,601.51 15.37 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,532,123.00	1,532,123.00	557,020.64	559,045.38	-973,077.62 36.49 %
	Revenue Total:	1,532,123.00	1,532,123.00	557,020.64	559,045.38	-973,077.62 36.49 %
Expense						
Department: 245 - POLICE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
228-245-432160	POLICE OFFICER	155,208.00	155,208.00	6,624.19	33,683.42	121,524.58 21.70 %
228-245-432165	SCHOOL RESOURCE OFFICER	155,208.00	155,208.00	6,749.84	33,912.35	121,295.65 21.85 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	127,715.00	127,715.00	5,113.00	25,565.00	102,150.00 20.02 %
228-245-432195	EXECUTIVE ASSISTANT	122,467.00	122,467.00	5,113.00	25,380.63	97,086.37 20.72 %
228-245-450100	OVERTIME	80,000.00	80,000.00	1,559.50	9,611.02	70,388.98 12.01 %
228-245-450200	HOLIDAY PAY	0.00	0.00	53.78	224.52	-224.52 0.00 %
228-245-450300	PROFICIENCY PAY	30,385.00	30,385.00	888.82	5,208.35	25,176.65 17.14 %
228-245-450500	CAREER RECOGNITION PAY	0.00	0.00	197.37	1,041.25	-1,041.25 0.00 %
228-245-470000	ASSOCIATED PAYROLL COSTS	482,308.00	482,308.00	17,484.19	86,289.45	396,018.55 17.89 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,153,291.00	1,153,291.00	43,783.69	220,915.99	932,375.01 19.16 %
RptCategory: 50 - MATERIAL AND SERVICES						
228-245-500498	SHARE COST CCOM DISPATCH	295,000.00	295,000.00	11,869.66	59,348.38	235,651.62 20.12 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	90.79	489.14	3,510.86 12.23 %
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	11,960.45	60,479.10	280,720.90 17.73 %
	Department: 245 - POLICE LEVY Total:	1,494,491.00	1,494,491.00	55,744.14	281,395.09	1,213,095.91 18.83 %
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	55,744.14	281,395.09	1,250,727.91 18.37 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	501,276.50	277,650.29	277,650.29 0.00 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 229 - FIRE LEVY FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
229-000-309999	BEGINNING FUND BALANCE	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	252,614.30	252,614.30	-345,107.70 42.26 %
229-000-310050	PRIOR YEAR TAXES	18,000.00	18,000.00	998.04	1,775.31	-16,224.69 9.86 %
	RptType: 3100 - LOCAL TAXES Total:	615,722.00	615,722.00	253,612.34	254,389.61	-361,332.39 41.32 %
RptType: 3301 - INTEREST						
229-000-330100	INTEREST	12,000.00	12,000.00	1,078.07	4,120.62	-7,879.38 34.34 %
	RptType: 3301 - INTEREST Total:	12,000.00	12,000.00	1,078.07	4,120.62	-7,879.38 34.34 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,078,722.00	1,078,722.00	254,690.41	258,510.23	-820,211.77 23.96 %
	Revenue Total:	1,078,722.00	1,078,722.00	254,690.41	258,510.23	-820,211.77 23.96 %
Expense						
Department: 255 - FIRE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
229-255-432230	TRAINING CAPTAIN	160,532.00	160,532.00	6,526.00	32,008.00	128,524.00 19.94 %
229-255-439010	PART TIME	46,000.00	46,000.00	1,834.02	9,007.34	36,992.66 19.58 %
229-255-439011	SEASONAL HELP	20,000.00	20,000.00	63.12	8,690.56	11,309.44 43.45 %
229-255-470000	ASSOCIATED PAYROLL COSTS	124,471.00	124,471.00	6,009.98	30,313.92	94,157.08 24.35 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	351,003.00	351,003.00	14,433.12	80,019.82	270,983.18 22.80 %
RptCategory: 50 - MATERIAL AND SERVICES						
229-255-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	500.00	2,500.00	17,500.00 12.50 %
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	0.00	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	500.00	7,871.50	82,128.50 8.75 %
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	79.98	79.98	24,920.02 0.32 %
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	79.98	1,646.31	530,353.69 0.31 %
	Department: 255 - FIRE LEVY Total:	973,003.00	973,003.00	15,013.10	89,537.63	883,465.37 9.20 %
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	15,013.10	89,537.63	989,184.37 8.30 %
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	239,677.31	168,972.60	168,972.60 0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)						
Revenue						
Department: 910 - TRANSFER IN						
RptType: 3990 - TRANSFERS IN						
307-910-399390	TRANSFER IN FROM URBAN RENEWAL	12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	-9,163,291.00 28.22 %
RptType: 3990 - TRANSFERS IN Total:		12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	-9,163,291.00 28.22 %
Department: 910 - TRANSFER IN Total:		12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	-9,163,291.00 28.22 %
Revenue Total:		12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	-9,163,291.00 28.22 %
Expense						
Department: 307 - CIVIC CENTER PROJECT						
RptCategory: 50 - MATERIAL AND SERVICES						
307-307-620320	PROJECT MGMT-OWNERS REP	0.00	122,677.00	8,044.95	37,143.60	85,533.40 30.28 %
307-307-620325	OTHER PROF. SERVICES	0.00	25.00	0.00	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	8,044.95	41,465.83	105,064.17 28.30 %
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	1,792,623.00	4,369,721.00	5,641,891.00 43.65 %
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	2,963.10	19,647.31	20,256.69 49.24 %
307-307-620365	LAND ACQUISITION/SITE PREP	0.00	957.00	0.00	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	1,795,586.10	4,391,626.31	5,894,745.69 42.69 %
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	1,803,631.05	4,433,092.14	6,148,809.86 41.89 %
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	1,803,631.05	4,433,092.14	8,332,907.86 34.73 %
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):		0.00	0.00	-203,631.05	-830,383.14	-830,383.14 0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 390 - URBAN RENEWAL FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
390-000-309999	BEGINNING FUND BALANCE	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	876,344.50	876,344.50	-993,655.50 46.86 %
390-000-310050	PRIOR YEAR TAXES	20,000.00	20,000.00	3,516.29	6,207.96	-13,792.04 31.04 %
	RptType: 3100 - LOCAL TAXES Total:	1,890,000.00	1,890,000.00	879,860.79	882,552.46	-1,007,447.54 46.70 %
RptType: 3301 - INTEREST						
390-000-330100	INTEREST	20,000.00	20,000.00	20,075.15	125,360.13	105,360.13 626.80 %
	RptType: 3301 - INTEREST Total:	20,000.00	20,000.00	20,075.15	125,360.13	105,360.13 626.80 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	16,666,000.00	16,666,000.00	899,935.94	1,007,912.59	-15,658,087.41 6.05 %
	Revenue Total:	16,666,000.00	16,666,000.00	899,935.94	1,007,912.59	-15,658,087.41 6.05 %
Expense						
Department: 410 - URBAN RENEWAL						
RptCategory: 50 - MATERIAL AND SERVICES						
390-410-500110	CONTRACTUAL & PROFESSIONAL SER...	4,000.00	4,000.00	0.00	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	0.00	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	0.00	490,861.00 0.00 %
	RptCategory: 89 - TRANSFERS OUT Total:	490,861.00	490,861.00	0.00	0.00	490,861.00 0.00 %
	Department: 410 - URBAN RENEWAL Total:	1,617,461.00	1,617,461.00	0.00	504,151.07	1,113,309.93 31.17 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
390-920-899307	TRANSFER OUT TO CIVIC BUILDINGS ...	12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	9,163,291.00 28.22 %
	RptCategory: 89 - TRANSFERS OUT Total:	12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	9,163,291.00 28.22 %
	Department: 920 - TRANSFER OUT Total:	12,766,000.00	12,766,000.00	1,600,000.00	3,602,709.00	9,163,291.00 28.22 %
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	1,600,000.00	4,106,860.07	12,559,139.93 24.64 %
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	0.00	0.00	-700,064.06	-3,098,947.48	-3,098,947.48 0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 730 - SEWER FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
730-000-309999	BEGINNING FUND BALANCE	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	53,060.33	265,486.30	-1,084,262.70 19.67 %
730-000-314055	TRI-CITY SERVICE DISTRICT	3,473,582.00	3,473,582.00	157,769.31	795,930.20	-2,677,651.80 22.91 %
730-000-314080	CONNECTION FEES	10,000.00	10,000.00	19.10	19.10	-9,980.90 0.19 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	4,833,331.00	4,833,331.00	210,848.74	1,061,435.60	-3,771,895.40 21.96 %
RptType: 3141 - SDC						
730-000-314110	SEWER SDCS	15,000.00	15,000.00	5,412.48	60,714.96	45,714.96 404.77 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	225.52	3,070.04	3,070.04 0.00 %
	RptType: 3141 - SDC Total:	15,000.00	15,000.00	5,638.00	63,785.00	48,785.00 425.23 %
RptType: 3600 - MISCELLANEOUS						
730-000-360000	ALL OTHER SEWER RECEIPTS	2,000.00	2,000.00	100.00	10,699.34	8,699.34 534.97 %
	RptType: 3600 - MISCELLANEOUS Total:	2,000.00	2,000.00	100.00	10,699.34	8,699.34 534.97 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,786,331.00	5,786,331.00	216,586.74	1,135,919.94	-4,650,411.06 19.63 %
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	216,586.74	1,135,919.94	-4,819,971.06 19.07 %
Expense						
Department: 703 - SEWER						
RptCategory: 40 - PERSONNEL SERVICES						
730-703-431500	ACCOUNTING CLERK	27,611.00	27,611.00	1,053.00	5,265.00	22,346.00 19.07 %
730-703-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	10,198.00	40,732.00 20.02 %
730-703-437050	PUBLIC WORKS SUPERVISOR	59,895.00	59,895.00	2,894.35	13,953.94	45,941.06 23.30 %
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	1,623.72	8,864.99	31,655.01 21.88 %
730-703-437070	UTILITY WORKER, JOURNEY	143,225.00	143,225.00	7,472.30	37,616.93	105,608.07 26.26 %
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	113.58	2,147.63	7,852.37 21.48 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	193.29	978.76	-978.76 0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	249,431.00	249,431.00	8,615.59	43,165.79	206,265.21 17.31 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	676,057.00	676,057.00	24,005.43	125,651.84	550,405.16 18.59 %
RptCategory: 50 - MATERIAL AND SERVICES						
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	3,017.99	15,890.42	94,109.58 14.45 %
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	0.00	170,065.60	898,447.40 15.92 %
730-703-500458	TRI-CITY SERVICE DISTRICT	2,583,000.00	2,583,000.00	215,542.48	518,550.52	2,064,449.48 20.08 %
730-703-520120	BANK CHARGES	0.00	0.00	1,001.68	5,730.14	-5,730.14 0.00 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	2,994.93	4,356.28	100,643.72 4.15 %
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	557.62	4,614.16	50,385.84 8.39 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	740.83	2,254.32	1,905.68 54.19 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	599.59	3,317.68	12,682.32 20.74 %
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	280.79	5,678.98	15,321.02 27.04 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	0.00	217.50	4,782.50 4.35 %

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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	108.14	535.90	2,664.10	16.75 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	3,993,373.00	3,993,373.00	224,844.05	731,470.25	3,261,902.75	18.32 %
	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	248,849.48	857,122.09	4,761,353.91	15.26 %
	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	248,849.48	857,122.09	5,098,768.91	14.39 %
	Fund: 730 - SEWER FUND Surplus (Deficit):	0.00	0.00	-32,262.74	278,797.85	278,797.85	0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 740 - WATER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
740-000-309999	BEGINNING FUND BALANCE	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	144,519.35	886,055.81	-2,533,694.19	25.91 %
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	144,519.35	889,505.81	-2,540,244.19	25.94 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S	10,000.00	10,000.00	0.00	38,195.60	28,195.60	381.96 %
740-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,933.52	2,933.52	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	0.00	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	144,519.35	940,924.25	-4,527,825.75	17.21 %
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	144,519.35	940,924.25	-4,697,385.75	16.69 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	33,133.00	33,133.00	1,263.60	6,318.00	26,815.00	19.07 %
740-704-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	10,198.00	40,732.00	20.02 %
740-704-437050	PUBLIC WORKS SUPERVISOR	61,712.00	61,712.00	2,956.56	14,404.57	47,307.43	23.34 %
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	1,623.72	8,864.99	31,655.01	21.88 %
740-704-437070	UTILITY WORKER, JOURNEY	239,422.00	239,422.00	12,037.57	61,105.04	178,316.96	25.52 %
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	114.21	2,838.83	12,161.17	18.93 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	191.77	1,023.37	-1,023.37	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	324,712.00	324,712.00	11,645.73	58,413.00	266,299.00	17.99 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	859,873.00	859,873.00	31,872.76	163,165.80	696,707.20	18.98 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	135,000.00	135,000.00	6,245.58	29,022.72	105,977.28	21.50 %
740-704-500240	METER READING CONTRACT	50,000.00	50,000.00	2,135.90	10,667.10	39,332.90	21.33 %
740-704-500422	OAK LODGE WATER PURCHASES	0.00	0.00	981.84	981.84	-981.84	0.00 %
740-704-500425	WHOLESALE WATER	1,304,000.00	1,304,000.00	35,828.00	195,617.53	1,108,382.47	15.00 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	896.70	5,065.18	7,934.82	38.96 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	310,000.00	310,000.00	18,863.73	85,605.88	224,394.12	27.61 %
740-704-520162	LABORATORY WATER TESTS	20,000.00	20,000.00	2,725.00	5,954.00	14,046.00	29.77 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	30,000.00	30,000.00	2,682.29	2,682.29	27,317.71	8.94 %
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	557.62	7,596.01	37,403.99	16.88 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	4,660.00	4,660.00	431.40	1,263.85	3,396.15	27.12 %
740-704-520430	UTILITY BILLS & POSTAGE	12,000.00	12,000.00	599.60	3,297.67	8,702.33	27.48 %
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	1,393.14	5,644.09	16,355.91	25.65 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	144.75	1,694.75	8,305.25	16.95 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

		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	1,504.78	7,636.47	32,363.53	19.09 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		2,006,160.00	2,006,160.00	74,990.33	362,887.73	1,643,272.27	18.09 %
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	106,863.09	692,636.53	4,308,282.47	13.85 %
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	106,863.09	692,636.53	4,945,673.47	12.28 %
Fund: 740 - WATER FUND Surplus (Deficit):		0.00	0.00	37,656.26	248,287.72	248,287.72	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

		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	58,048.13	289,786.02	-1,303,743.98	18.19 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,593,530.00	1,593,530.00	58,048.13	289,786.02	-1,303,743.98	18.19 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	10,000.00	10,000.00	0.00	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	0.00	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	58,048.13	346,278.73	-1,522,251.27	18.53 %
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	58,048.13	346,278.73	-1,691,811.27	16.99 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	27,195.00	27,195.00	1,053.00	5,265.00	21,930.00	19.36 %
750-705-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,039.60	10,198.00	40,732.00	20.02 %
750-705-437050	PUBLIC WORKS SUPERVISOR	59,897.00	59,897.00	2,894.37	13,798.68	46,098.32	23.04 %
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	1,623.69	8,864.88	31,654.12	21.88 %
750-705-437070	UTILITY WORKER, JOURNEY	110,447.00	110,447.00	3,855.00	15,851.34	94,595.66	14.35 %
750-705-439011	SEASONAL HELP	35,000.00	35,000.00	0.00	9,421.56	25,578.44	26.92 %
750-705-450100	OVERTIME	4,000.00	4,000.00	20.55	1,041.18	2,958.82	26.03 %
750-705-450500	CAREER RECOGNITION PAY	0.00	0.00	26.92	137.63	-137.63	0.00 %
750-705-470000	ASSOCIATED PAYROLL COSTS	200,629.00	200,629.00	4,425.48	22,308.37	178,320.63	11.12 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	562,789.00	562,789.00	15,938.61	86,886.64	475,902.36	15.44 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	2,901.55	15,653.85	94,346.15	14.23 %
750-705-520120	BANK CHARGES	0.00	0.00	1,001.70	5,730.59	-5,730.59	0.00 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	3,304.50	4,935.74	60,064.26	7.59 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	22,000.00	22,000.00	562.66	3,034.17	18,965.83	13.79 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,160.00	5,160.00	431.34	1,070.24	4,089.76	20.74 %
750-705-520430	UTILITY BILLS & POSTAGE	15,800.00	15,800.00	599.77	3,298.67	12,501.33	20.88 %
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	44.14	3,827.64	7,672.36	33.28 %
750-705-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	0.00	250.00	2,750.00	8.33 %
750-705-560100	UTILITIES	1,000.00	1,000.00	54.14	270.64	729.36	27.06 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	238,960.00	238,960.00	8,899.80	38,310.94	200,649.06	16.03 %
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	24,838.41	125,197.58	1,672,468.42	6.96 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

		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	24,838.41	125,197.58	1,912,892.42	6.14 %
	Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	33,209.72	221,081.15	221,081.15	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

	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	17,744.84	103,280.41	-596,719.59 14.75 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	26,000.00	26,000.00	492.85	2,839.98	-23,160.02 10.92 %
801-000-326040	STATE OF OREGON FINES/FEES	88,000.00	88,000.00	2,101.23	12,615.27	-75,384.73 14.34 %
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	1,374.90	-582.77	-5,582.77 11.66 %
	RptType: 3260 - FINES AND FORFEITURES Total:	825,000.00	825,000.00	21,713.82	118,152.89	-706,847.11 14.32 %
RptType: 3600 - MISCELLANEOUS						
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	38.93	303.43	303.43 0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	38.93	303.43	303.43 0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	865,000.00	865,000.00	21,752.75	118,456.32	-746,543.68 13.69 %
	Revenue Total:	865,000.00	865,000.00	21,752.75	118,456.32	-746,543.68 13.69 %
Expense						
Department: 220 - COURT						
RptCategory: 50 - MATERIAL AND SERVICES						
801-220-500500	CITY OF GLADSTONE FINES & FEES	690,000.00	690,000.00	23,779.39	110,872.57	579,127.43 16.07 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	532.07	2,983.59	19,016.41 13.56 %
801-220-500520	STATE OF OREGON FINES & FEES	88,000.00	88,000.00	2,370.87	14,627.13	73,372.87 16.62 %
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	66.07	326.13	-326.13 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	811,000.00	811,000.00	26,748.40	128,809.42	682,190.58 15.88 %
	Department: 220 - COURT Total:	811,000.00	811,000.00	26,748.40	128,809.42	682,190.58 15.88 %
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	26,748.40	128,809.42	736,190.58 14.89 %
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	-4,995.65	-10,353.10	-10,353.10 0.00 %
	Report Surplus (Deficit):	0.00	0.00	3,510,952.30	-1,228,905.84	-1,228,905.84 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	3,557,484.26	1,397,291.06	1,397,291.06
205 - ROAD AND STREET FUND	0.00	0.00	82,601.75	118,697.21	118,697.21
228 - POLICE LEVY FUND	0.00	0.00	501,276.50	277,650.29	277,650.29
229 - FIRE LEVY FUND	0.00	0.00	239,677.31	168,972.60	168,972.60
307 - CIVIC BUILDINGS CAPITAL FUN	0.00	0.00	-203,631.05	-830,383.14	-830,383.14
390 - URBAN RENEWAL FUND	0.00	0.00	-700,064.06	-3,098,947.48	-3,098,947.48
730 - SEWER FUND	0.00	0.00	-32,262.74	278,797.85	278,797.85
740 - WATER FUND	0.00	0.00	37,656.26	248,287.72	248,287.72
750 - STORM WATER FUND	0.00	0.00	33,209.72	221,081.15	221,081.15
801 - MUNICIPAL COURT TRUST FUND	0.00	0.00	-4,995.65	-10,353.10	-10,353.10
Report Surplus (Deficit):	0.00	0.00	3,510,952.30	-1,228,905.84	-1,228,905.84

CHECK REGISTER FOR NOVEMBER 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
11/01/2019	88097 - 88112	UB Refunds	1,066.07	UB Refunds - PW
11/06/2019	88113	Aramark	60.56	Mat/Coverall Rental - PW
11/06/2019	88114	Backflow Management Inc	24.00	Letters Mailed - PW
11/06/2019	88115	BMS Technologies	1,798.96	Utility Bills Printed/Mailed - PW
11/06/2019	88116	Bravo Land Care & Maintenance	360.00	Landscape Maintenance - SC
11/06/2019	88117	Cascade Centers, Inc.	55.20	Employee Assistance Program - FD
11/06/2019	88118	Cintas First Aid Lockbox	393.41	First Aid Supplies - LIB/PW
11/06/2019	88119	CIS Trust	1,494.44	Non-Disabling Reimbursement - Admin
11/06/2019	88120	Clackamas County Business	18,123.25	Library Director Services - Admin
11/06/2019	88121	Clackamas County Finance Department	28,195.75	Dispatch/Planning - PD/FD/Admin
11/06/2019	88122	Curtis, L. N. Co.	1,767.45	Uniforms/Equipment - PD
11/06/2019	88123	Gold Wrench	793.73	Vehicle Maintenance - PD
11/06/2019	88124	Home Depot Pro Institutional	750.08	Restroom/Paper Supplies - SC/FD
11/06/2019	88125	Houston, Marc R	1,060.00	Physican Advisor - FD
11/06/2019	88126	IJS Law, LLC	1,250.00	Indigent Defense - CT
11/06/2019	88127	Keith's Sporting Goods Inc	1,095.10	Firearms - PD
11/06/2019	88128	Life Safety Corporation	474.00	First Responder Supplies - FD
11/06/2019	88129	Lundquist Legal, LLC	3,000.00	Prosecutor Services - CT
11/06/2019	88130	Maxwell Rentals	1,000.00	Apartment Rental - FD
11/06/2019	88131	Office Depot	449.13	Office Supplies - CT/Admin/PD
11/06/2019	88132	Oregon Patrol Service	570.00	Courtroom Security - CT
11/06/2019	88133	Pacific Office Automation	712.22	Copier Lease/Usage - LIB
11/06/2019	88134	Pacific Office Automation Inc	14.55	Copier Usage - IT
11/06/2019	88135	Portland General Electric	5,774.61	Electric Usage - All Depts
11/06/2019	88136	Portland General Electric	5,426.50	New Poles - PW
11/06/2019	88137	Shred-it USA LLC	108.30	Shredding Service - PD
11/06/2019	88138	Smart Foodservice	55.29	Event Supplies - Admin
11/06/2019	88139	Smith-Wagar Brucker Consulting Inc.	12,621.25	Financial Services - Admin
11/06/2019	88140	Solutions Yes	24.08	Copier Usage - IT
11/06/2019	88141	Jill Tate	525.00	Transcription - Admin
11/06/2019	88142	Town & Country Fence Co. of Oregon	2,177.00	Fencing - FD
11/06/2019	88143	Val Codino Consulting	500.00	Professional Fees - FD
11/06/2019	88144	Verizon Wireless	2,467.65	Cell Phones - All Depts
11/06/2019	88145	Wilco	189.85	Generator Fuel - Admin
11/06/2019	88146	Withnell Motor Company	31,410.27	Dodge Durango - PD
11/08/2019	88147	Victory Truk'n	850.00	Materials Delivery - PW
11/08/2019	88148	Pitney Bowes	2,149.15	Postage - All Depts
11/13/2019	88149	Oregon DMV	34.50	Vehicle Reg Fee - FD
11/15/2019	ACH	U.S. Bank	35,911.31	P-Card Payment - All Depts.
11/21/2019	88150	Accurate Electric of Oregon I	6,254.66	Elictrical Repairs/Circuit Install - FD/SC
11/21/2019	88151	Airgas USA LLC	25.02	Oxygen Cylinders - FD
11/21/2019	88152	Allstream	1,278.41	Land Lines - All Depts
11/21/2019	88153	Aloha Produce Inc.	27.99	Produce - SC
11/21/2019	88154	Aramark	90.84	Mat/Coverall Rental - PW
11/21/2019	88155	Backflow Management Inc	247.50	Backflow Assembly Testing - PW
11/21/2019	88156	Barney & Worth, Inc.	1,256.72	Professional Fees - PW
11/21/2019	88157	Bateman Community Living	560.78	Frozen Lunchs/Foodservice Supplies - SC
11/21/2019	88158	Batteries Plus	49.92	Batteries - FD
11/21/2019	88159	BridgePay Network Solutions, LLC	126.60	UB Online Pmt Processing - PW
11/21/2019	88160	Canon Financial Services, Inc.	844.23	Coper lease/usage - IT
11/21/2019	88161	City Wide Tree Service Inc.	5,700.00	Hazardous Tree Removal - PW
11/21/2019	88162	Clackamas Auto Parts Inc	41.04	Auto Parts - FD
11/21/2019	88163	Clackamas County Environmental Health	40.00	Annual Permit - SC
11/21/2019	88164	Clackamas County Finance Department	11,285.92	Telecom/Planning/Signal Maint - PD/PW/Admin
11/21/2019	88165	Clackamas ESD	1,655.79	Offsite Data Storage - IT
11/21/2019	88166	Clackamas Fire District #1	2,022.09	Vehicle Maintenance - FD

CHECK REGISTER FOR NOVEMBER 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
11/21/2019	88167	Comcast	121.60	Cable/Internet - IT
11/21/2019	88168	Comcast Business	270.71	Cable/Internet - IT
11/21/2019	88169	Curtis, L. N. Co.	84.44	Uniforms - PD
11/21/2019	88170	Ecolab Food Safety Specialties, Inc.	56.85	Foodservice Supplies - SC
11/21/2019	88171	Ecolab Institutional Inc.	227.96	Foodservice Supplies - SC
11/21/2019	88172	EnviroGreen Spray Services	900.00	Noxious Vegetation Spraying - PW
11/21/2019	88173	Favorite Things Marketplace	80.00	Cake for Lib Meeting - Admin
11/21/2019	88174	General Tree Service	949.00	Weed Control - PW
11/21/2019	88175	Gibson Technical Services	537.51	Radio Installation - FD
11/21/2019	88176	Golden State Staffing Services, Inc.	25.00	Business License Refund - Admin
11/21/2019	88177	Heidi Bishop	225.00	Library Program - LIB
11/21/2019	88178	Home Depot	519.64	Supplies - FD
11/21/2019	88179	Home Depot Pro Institutional	10.59	Restroom Supplies - SC
11/21/2019	88180	Insight Public Sector	15,360.00	PD Records Mgmt Software - IT
11/21/2019	88181	R-Supply	195.90	Restroom Supplies - FD
11/21/2019	88182	Kevin John Carlson	10.12	Juror Fee - CT
11/21/2019	88183	Lucy Heil, Attorney at Law	1,900.00	Indigent Defense - CT
11/21/2019	88184	Metereaders	2,135.90	Meterreading - PW
11/21/2019	88185	Mr. Belvedere's Janitorial	2,170.00	Janitorial Svc - Admin/PD/SC/PW
11/21/2019	88186	Municipal Emergency Svcs	155.00	Compressor Maintenance - FD
11/21/2019	88187	Northwest Safety Clean	200.24	Screen printing - FD
11/21/2019	88188	Oak Lodge Water Services	86,657.35	Water/Sewer Fees - PW
11/21/2019	88189	One Call Concepts Inc	110.40	Utility Notifications - PW
11/21/2019	88190	Oregon DMV	6.00	Record Inquiry - Admin
11/21/2019	88191	Oregon Patrol Service	200.00	Courtroom Security - CT
11/21/2019	88192	Pacific Mobile Structures, Inc.	466.00	Mobile Office Rental - PW
11/21/2019	88193	Pacific Office Automation Inc	310.43	Copier Lease/Usage - IT
11/21/2019	88194	Pamplin Media Group	2,026.00	Newsletter Printing - Admin
11/21/2019	88195	Paramount Pest Control Inc	208.00	Pest Control - PW
11/21/2019	88196	Mike Patterson Plumbing	322.01	Plumbing Repairs - Fd
11/21/2019	88197	Portland General Electric	465.81	Electric Pole Replacement - PW
11/21/2019	88198	Portland General Electric	5,372.18	Street Light Electricity - PW
11/21/2019	88199	Portland Road & Driveway Co., Inc.	40.00	Dump Fees - PW
11/21/2019	88200	Ritz Safety	220.70	Safety Supplies - PW
11/21/2019	88201	Robert C Johnson	140.00	Landscape Maintenance - SC
11/21/2019	88202	Satcom Global Ltd.	42.75	Satellite Phone - PD
11/21/2019	88203	Les Schwab Tires	2,572.24	Vehicle Maintenance - PD
11/21/2019	88204	Sierra Springs	164.37	Drinking Water - PD/Admin
11/21/2019	88205	Sisul Engineering	3,918.75	Engineering Services - PW
11/21/2019	88206	Sonsray Machinery LLC	1,965.59	Vehicle Maintenance - PW
11/21/2019	88207	Stanard & Associates, Inc.	183.25	Testing Supplies - FD
11/21/2019	88208	Stein Oil Co. Inc.	4,408.80	Gasoline - PD/FD/PW/SC
11/21/2019	88209	Jill Tate	157.50	Transcription - Admin
11/21/2019	88210	TransUnion Risk and Alternative	50.00	Data Research - PD
11/21/2019	88211	United States Postal Service	1,026.11	Newsletter Postage - Admin
11/21/2019	88212	US Bank Equipment Finance	294.04	Copier Lease/Usage - IT
11/21/2019	88213	Verizon Wireless	283.73	Cell Phones - All Depts
11/21/2019	88214	Water Environment Services	113,924.80	Monthly Sewer Billing - PW
11/21/2019	88215	Watts Heating & Cooling	149.00	Service Call - FD
11/21/2019	88216	Wilsonville Lock Works, Inc.	378.00	Service Call - FD
11/26/2019	88217	ACS Testing, Inc.	4,010.16	Civic Building Costs - Admin
11/26/2019	88218	P & C Construction	1,052,632.00	Civic Building Costs - Admin
11/26/2019	88219	PBS Engineering & Environmental Inc.	560.13	Civic Building Costs - Admin
11/26/2019	88220	SAIF Corporation	288.05	Worker's Comp - Admin
11/26/2019	88221	Shiels Oblatz Johnsen	8,044.95	Civic Building Costs - Admin
11/29/2019	88222 - 88223	Payroll Checks	3,600.51	Payroll Checks

CHECK REGISTER FOR NOVEMBER 2019

Check Date	Check No.	Vendor	Amount	Line Item Description
11/27/2019	88224	Axa Equi-Vest	4,746.24	Voluntary Payroll Deferred Comp
11/27/2019	88225	Axa EVLICO	106.00	Non-PERS Retirement Pmt
11/27/2019	88226	Axa RIA	1,753.75	Non-PERS Retirement Pmt
11/27/2019	88227	CIS Trust	66,555.99	Monthly Health Insurance
11/27/2019	88228	Clackamas Community Federal Credit Union	1,039.55	GPA Union Dues
11/27/2019	88229	Gladstone Fire Department	575.00	Fire Members House Dues
11/27/2019	88230	Oregon AFSCME Council #75	1,128.15	AFSCME Union Dues
Total General Fund Checks:			<u>\$ 1,593,479.92</u>	
Total Urban Renewal Checks			<u>-</u>	
November 2019 Checks			<u><u>\$ 1,593,479.92</u></u>	

ATTORNEY CHARGES

Attorneys:	July, 2019	Aug, 2019	Sept, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Totals
City Charter	\$ -	\$ -	\$ -	\$ -			\$ -
Elections	-	-	-	1,608.50			1,608.50
Finance	305.50	141.73	-	-			447.23
General	70.50	-	-	6.20			76.70
Civic Center Project	258.50	1,833.00	352.50	-			2,444.00
Meeting Attendance	-	-	-	-			-
Governance/City Council	376.00	70.50	329.00	188.00			963.50
Meeting Attendance	837.92	767.42	767.42	1,049.42			3,422.18
Intergovernmental	94.00	2,453.00	2,239.40	2,711.88			7,498.28
Meeting Attendance	808.51	1,296.18	-	2,552.70			4,657.39
Land Use/ Community Development	963.50	1,104.09	188.00	352.50			2,608.09
Meeting Attendance	-	-	-	-			-
Parks & Recreation	23.50	-	-	-			23.50
Personnel/Labor	112.50	1,690.10	67.50	-			1,870.10
AFSCME	-	-	-	-			-
City Administration	-	-	-	123.30			123.30
Public Records & Meetings	-	-	-	47.00			47.00
Public Safety	180.00	-	-	-			180.00
Public Works	-	258.50	305.50	-			564.00
Real Property Transactions	-	-	-	-			-
Risk Management/Litigation	376.45	382.00	97.50	70.50			926.45
Rights of Way-Telecommunications	-	-	-	-			-
Urban Renewal	-	-	-	-			-
Total	\$ 4,406.88	\$ 9,996.52	\$ 4,346.82	\$ 8,710.00	\$ -	\$ -	\$ 27,460.22

(pmt on 12/05/19)

Attorneys:	Jan, 2020	Feb, 2020	Mar, 2020	Apr, 2020	May, 2020	June, 2020	Totals for Year
City Charter							\$ -
Elections							1,608.50
Finance							447.23
General							76.70
Civic Center Project							2,444.00
Meeting Attendance							-
Governance/City Council							963.50
Meeting Attendance							3,422.18
Intergovernmental							7,498.28
Meeting Attendance							4,657.39
Land Use/ Community Development							2,608.09
Meeting Attendance							-
Parks & Recreation							23.50
Personnel/Labor							1,870.10
AFSCME							-
City Administration							123.30
Public Records & Meetings							47.00
Public Safety							180.00
Public Works							564.00
Real Property Transactions							-
Risk Management/Litigation							926.45
Rights of Way-Telecommunications							-
Urban Renewal							-
Total	\$ -	\$ 27,460.22					



GLADSTONE PUBLIC WORKS

Staff Report for the Month of

December 2019

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

WATER DIVISION continues to be very busy making improvements and repairs to our water system. Most recently we have been focusing on adding water sampling stations around town to create a broader capacity for our required water quality testing:



Photos above: Manor Drive water sample station during installation.

Right: Manor Drive sample station completed.



Left: Edgewater Drive sample station during installation



Left: Crownview sample station completed.



Right: River Road sample station completed.



In addition to the aforementioned upgrades to our system, we also replaced a water service at 580 Portland Avenue.



SEWER DIVISION met with Water Environmental Services, WES, on December 19th. We conferred with engineers on rebuilding the Edgewater Pump Station with an eye toward entering into an IGA with WES for shared ownership and responsibilities of the pump station.





During the WES meeting, we also toured the Barton pump station on W. Clackamas Boulevard, photo above.

STORM DIVISION cleared storm basins in preparation for winter rains.

STREETS DIVISION completed leaf pickup on schedule. Final street sweeping rounds will take place in January.

We continue to move forward with our multi-year, phased in city-wide street sign replacement project. The first phase, which was the section north of Jennings Avenue, is completed. We are currently working on the second phase, which is the Oakridge and Valley View area. The second section will be completed soon, after which we will move on to subsequent phases.

The Clarendon Street Community Development Block Grant project is winding down to completion. Landscaping is one of the last items to complete, as well as the final lift of asphalt,

which is weather dependent. Once this project is done, we will have yet another brand new section of infrastructure and streets in our City. The new street, sidewalks, water, sewer, and storm systems will make the inconvenience worthwhile. Recently, the weather created some challenges for paving, as shown by photo right.



Once the weather allowed, it became a busy time for paving.

The first of two lifts was completed at the end of December, as shown in the photos above and right.





Photo left shows more challenges encountered with this project.

Right of Way inspections are ongoing with issues that will require a meeting with the major players to streamline the process while complying with PUC and City regulations. Public Works has made huge strides forward in ROW oversight and supervision. We are regularly inspecting ROW applications for compliance with our codes, and making sure that the companies working in the rights of way are not leaving dangerous and damaged conditions for the taxpayers to clean up.



The removal of large elm trees by a private business at the Corner of Portland Avenue and Gloucester required oversight by Public Works. We regulated the traffic light at the intersection to control traffic during the take down of the trees. The property owner's plan is to replace the old diseased elm trees with maple trees.



Public Works was happy to procure the new Snowflake holiday lights, coordinate the code updates and electrical work, as well as the installation of the lights on Portland Avenue this season. The lights will come down early January, be carefully stored, and brought out again next year for the community's holiday enjoyment.

FACILITIES AND FLEETS DIVISION has insured that our fleet is winterized and geared up to tackle the weather that winter might bring our way. Our snowplow, sanding truck, and new deicer are at the ready, and supplies are well stocked for the winter driving season.

PARKS DIVISION continues to battle vandalism and graffiti and the general day to day issues associated with the parks.

ADMINISTRATION continues to juggle multiple projects including:

- Working with WES to update our IGA
- Ongoing Planning and Development regarding new construction and reconstruction.
- Calculating SDCs for new development.
- Monitoring year end closeouts and inspections on open ROW permits.
- Completed the registration process to get the City into 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.
- Continuing the process for the Meldrum Bar dredging process. The applications to dredge are completed and submitted to both State and Federal regulatory agencies, and we are awaiting determination.
- Continuing administering the ODFW portion of the Meldrum Bar dredging grant, tracking staff time and process.

- Ongoing Civic Center progress is moving forward to completion. The mass excavation is completed, as is the parking curbs. The last project for public works is the final grading and the water line via Watts Street.
- Oak Lodge Water Services IGA discussions.
- Monitor progress on DEQ MAO requirements.
- Trolley Trail Feasibility Study is getting close to wrapping up this portion of the project.
- 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 and processes.
- Continuing to collect information on our water loss report, as require by the State.
- Ongoing management of the ROW permit closeouts regarding the companies using our rights of way. We continue to discover many unresolved issues and incomplete job sites requiring multiple inspections by Public Works and requiring administrative follow up to resolve.
- Moving forward with quotes for repair and painting the exterior of the Senior Center.





Gladstone Senior Center

Monthly Report

December 2019

Report Date: January 6, 2020

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

Seasons greetings and wishes of a very prosperous 2020 to the City! The staff of the Senior Center are very excited for what awaits us this year. December was a great month for us. We had a very successful month on numerous fronts. First, we had a great turn out to the Holiday Tree Lighting, a great way to start the month off. A big thanks to our Mayor, Councilor Santa, and many more that made it happen!

Next, as the Community School classes end their Fall term in early December, we wish to express our gratitude of the City Council for their continued support of our collaboration with Gladstone School District. This partnership enables both parties to benefit positively. Most importantly, this partnership keeps our aging population moving into the future. The next term, the Winter term, will be begin in early January.

Though Community School classes ended in early December and there were less people here daily, the staff of the Senior Center remained busy. There were several facility rentals in December, from our regular seasonal party rentals to new clients, it kept staff on their toes.

We ended the month with what was perhaps the largest Holiday Party attendance in recent history. This year, our annual Holiday Luncheon had over 85 guests and more than 10 volunteers assisting staff. There were so many guests, that we added 3 additional tables in the lobby. There was also a special visit from Santa and the guests were entertained by State Representative Mark Meek, serving assistance by our Mayor, City Administrator, and many more. We had a wonderful lunch, and everyone went home with full stomachs! Thank you to those who helped.

After the Holiday lunch, board members from the Gladstone Seniors Foundation assembled packages for our home bound clients. The packages were made up of donations from several groups and included toiletry items, snacks, hats & scarves, and much more. Members of St. Stephen's Lutheran Church social group, the So and Sew's, made wonderful stockings for each client and filled them with gifts. After all packages were assembled and organized, SCM Black and members of the Gladstone Seniors Foundation and the So and Sew's, delivered them to our clients.

As the rain and cold weather arrived, staff of your Gladstone Senior Center:

- Delivered and served more than 1,000 meals to clients.
- Provided more than 230 rides for personal, medical, and lunch to our clients.
- Hosted the last meeting of 2019 for the Gladstone/Clackamas County Library Taskforce.
- SCM Black met with staff from Clackamas County Library to discuss the possibility of hosting programs over the summer break.
- Senior Center staff continue to work on organization, preparing for the next year.
- SC staff are preparing for the 2019 Tax Filing season. As a reminder, reservations for this service will begin on 1/21/2020. The AARP Tax Assistance program aims at assisting low income individuals, specifically targeting seniors, with filing their taxes. For more information, please feel free to contact us at the Senior Center.
- SC staff continue job related training and work on our improving services, activities, and programs at the Senior Center.

As always, your Senior Center staff look forward to working with you in making Gladstone even better and moving forward into a very successful 2020. If you have any questions or concerns, please feel free to contact us at any time.

Respectfully,

Colin Black

Senior Center Manager



2019 Holiday Luncheon



Santa and our very own Jane!



Board members of the Gladstone Seniors Foundation and Gladstone/Oak Lodge Rotary assisting with meal service.



Board members of the Gladstone Seniors Foundation packing Holiday gift bags for our homebound clients.

Gladstone Police Department

Monthly Report

December 2019





Gladstone Police Department

CHIEF'S REPORT TO CITY ADMINISTRATOR AND COUNCIL



CHIEF'S REPORT

December 2019

Greetings,

December was a busy month for the Gladstone Police Department, both in regards to significant calls for service, code compliance issues and preparing to transition into a new police department.

My focus on code related issues involves the following:

Traffic Safety Committee (2019 goal)

- Truck Routes, specifically through truck traffic. I will present the Traffic Committee with a recommendation restricting through truck traffic between Oatfield and Hwy 99 that coincides with the Gladstone Traffic Safety Plan (2017). If Traffic Safety moves forward with the recommendation, I will present to City Council for adoption that will require amending resolution 718. This recommendation would **not** prevent local deliveries.

Dangerous Building Ordinance Research

- The purpose is to compare and contrast Gladstone's Dangerous Building Ordinance and others. These ordinances should deal with foreclosed (zombie) properties that are not structurally sound and are a hazard to the community and wellbeing of neighborhoods within the City of Gladstone.
- Future and likely simultaneously as the Dangerous building, research will be completed to deal with vacant and foreclosed property, specifically notification requirements, appearance and upkeep. Both ordinances will likely require a work session and City Council approval.

Hiring update

- One candidate recently passed his psychological examination and is moving forward in his process.
- Another Candidate is being sent to Background and we interview a lateral candidate next week.



**Gladstone Police Department
CHIEF'S REPORT TO
CITY ADMINISTRATOR AND COUNCIL**



**CHIEF'S REPORT
CONTINUED...**

End of Year Reporting:

- Work is underway to provide you and the Council an end of year report on the police departments activity and accomplishments. My hope is to have this available at the City Council / Department Head retreat.



**GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
DECEMBER 2019**



GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	556	8,603	9,853	-12.69%	Speeding	9
Officer Initiated Incidents	252	3,547	4,551	-22.06%	Driving While Suspended	9
Total Number of Incidents	808	12,150	14,404	-15.65%	Driving Uninsured	6
Number of Apartment Incidents	2	15	22	-31.82%	Improper Display	6
Police Reports Filed	201	3,536	3,916	-9.70%	No Operators License	3
Traffic Contacts	184	2,551	3,855	-33.83%	ALARM ADMINISTRATION REPORT	
Citations Issued (Charges)	50	985	1,919	-48.67%	Renewals Billed	0
DUI	0	6	3	100.00%	Renewal Fees Collected	\$975.00
Gang Contacts	0	0	0	0.00%	Senior Exempt Permits	0
Community Policing Contacts	11	116	91	27.47%	New Permits Issued	1
Murders	0	0	0	0.00%	False Alarms w/No Permit	1
K9 Deployments	7	46	18	27.47%	1st False Alarm Events	7
Tom Releases	2	11	3	800.00%	2nd False Alarm Events	1
Bike Helmet Contacts	0	9	0	900.00%	3rd False Alarm Events	3
					False alarm fees collected	\$500.00
					False alarm fees billed	800

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



**GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
DECEMBER 2019**



SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATEGORIES	HOURS
Abuse/Neglect	0	29	15	93.33%	Cover Short Shift	148.50
Accident/Injury or Fatal	1	18	13	38.46%	Court	18.00
Accident/Property Damage	5	89	100	-11.00%	Training	43.00
Assault	2	45	40	12.50%	Presentations/Meetings	6.00
Burglary	2	35	42	-16.67%	Other	25.00
Domestic Disputes	14	242	246	-1.63%	Swat	5.00
Drugs/Narcotics	5	54	72	-25.00%	K9	12.00
Disturbance-Fights-Noise	18	161	219	-26.48%	SRO	0.00
Forgery/Fraud	6	81	104	-22.12%		
Hit and Run	4	74	88	-15.91%		
Ordinance Violations	5	139	130	6.92%		
Runaway/Missing	3	63	62	1.61%		
Sex Offense	2	32	17	88.24%		
Suicide	13	122	78	56.41%		
Suspicious Person or Circumstance	43	623	728	-14.42%		
Thefts	14	244	368	-33.70%		
Trespass/Prowler	7	136	127	7.09%		
Vandalism	3	97	96	1.04%		
Vehicles Recovered	2	21	35	-40.00%		
Vehicles Stolen	3	54	54	0.00%		
Death/Not Suicide/Murder	1	22	15	46.67%		

**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

December 2019

- Abandoned Vehicles 2
- Parking Complaints 12
- Ordinance Violations 4
- Follow Ups 5
- Noise Complaint 1
- Assist Public 15
- Assist Police/ Fire 3
- Premise Check 1
- Suspicious Vehicle 1

- Barrington Store aka Arlington Mart @ 140 W Arlington St.
- This location has been the subject of several complaints over the last few years. In May 2016 there was a fire (later determined to be arson) and the business was closed. The vacant business later was the subject of a complaint that it was the source of a rat infestation among other code violations. The complainant indicated her exterminator not only told her Barrington Store was the source of the rat infestation but this conclusion was in his report. The exterminator was interviewed and he told me he could not claim that Barrington Store was the source of the rat infestation. I asked him if it was possible the complainants house was the source of the rat infestation and he told me yes. It was determined there was evidence there was a rat problem at 140 W Arlington. Property owner was notified of the other observed violations on the property and they were corrected.
- In May 2017 there was a complaint from another party and it was found that a violation existed. During the inspection I spoke with the complainant and asked if there was a rat problem at 140 W Arlington and he told me no, that he complained about the conditions because he wanted to get it addressed before it became a rat problem. Property owner was notified and the violations were corrected.
- In May 2019 the original complainant indicated violations existed on the property. I responded and found violations related to overgrown vegetation on the property. A citation was issued to the property owner. Property owner corrected the violation and paid a fix it ticket fee to the court.
- Chief Schmerber and I conducted an onsite inspection and found the property to be in relatively good condition. I observed a piece of garbage (discarded food container) and a couple boards laying up against the front of the building. These are technical violations



Gladstone Police Department CODE ENFORCEMENT REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT CONTINUED...

and the property owner will be notified they need to address the issue. Outside the minor violations the property is free of other code violations.

- ❖ The property owner of 245 W Arlington St is working with his son to correct violations on the property. One vehicle has been removed and the 2 remaining junk vehicles have found homes and will be removed shortly. Work has been done to bring overgrown vegetation into compliance. I will continue to work with the property owner to get these issues resolved.
- ❖ Met with contractors to obtain bids for possible abatement at 1640 Manor Dr.
 - It should be noted that between vacation and holiday time off, I worked 10 days in December.
 - Returning to normal schedule in January.
 - No Pictures this month.



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



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

December, 2019

CASES ASSIGNED	TOTAL
Gladstone police cases assigned for investigation follow-up	3
Outside police agency cases received and referred to investigator	0
DHS cross reporting cases referred to investigator and Child Abuse Team cases	1
Domestic Violence cases referred for investigator follow-up	0
Domestic Violence cases Review Only-No Action Required	1
Outside Agency Reports Reviewed	0
MISCELLANEOUS ASSIGNMENTS	TOTAL
Investigative Assists-Gladstone	2
Investigative Assists-Outside Agency	0
Sex Offenders Assessed/Interviewed	0
Sex Offenders Arrested	0

Monthly Detective Report
 December, 2019
 Detective Tony Fich

New Cases Assigned:

1. 19-029760 Juvenile Sex Crime. Received 12/18/19
2. 19-030107 Robbery 1. Occurred 12/20/19
3. 19-030900 Sexual Assault. Consulted 12/30/19. Assigned 12/21/19

Cases Cleared:

1. 19-026365 Alleged Sexual Abuse- Victim. Referred to Mental Health 12/05/19
2. 19-020670 Juvenile Sexual Abuse. Case Closed. Forensic results negative. 12/10/19
3. 18-009796 Encouraging Child Sexual Abuse. AOA McMinnville PD. Re-suspended due to lack of victim cooperation.
4. 19-019860 Juvenile Sexual Abuse. Completed case submitted to CCDA on 12/18/19.



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



DETECTIVES MONTHLY REPORT
CONTINUED...

Cases Assisted:

1. 19-028127 Domestic Violence-Follow-up victim interview. Suspect arrested after referred back to patrol.
2. 19-029190 Harassment/Shooting Threat-Submitted to City Prosecutor 12/18/19

Current Caseload:

1. 19-022110 Juvenile Sexual Abuse/Human Trafficking
2. 19-027126 Murder. Occurred 11/15/19
3. 19-029760 Juvenile Sex Crime. Received 12/18/19
4. 19-030107 Robbery 1. Occurred 12/20/19
5. 19-030900 Sexual Assault. Consulted 12/30/19. Assigned 12/21/19



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



DETECTIVES MONTHLY REPORT

Prepared by Detective Gilliam

December 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	0
MISCELLANEOUS ASSIGNMENTS	TOTAL
Investigative Assists-Gladstone	0
Investigative Assists-Outside Agency	0
Sex Offenders Assessed/Interviewed	0
Sex Offenders Arrested	0

Cases assigned in December 2019: 0

Cases closed in November 2019: 1 (Online sexual corruption)

Current cases: 5

- 19-021067 - Reckless Endangering/Assault II/Hit and Run
- 19-011267 - Sex Abuse (non-force/statutory)
- 19-009215 - Sex Abuse (non-force/statutory)
- 19-027373 – UUMV
- 19-020695 – Burglary



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



DETECTIVES MONTHLY REPORT
CONTINUED.....

Notes:

- Attended the quarterly SART (Sex Assault Response Team) MDT (12/05)
- Attended Healthy Boundaries & Behaviors MDT at Children's Center (12/11)
- Assisted Milwaukie PD, CCSO, and Molalla PD with a large-scale sting operation involving on-line sexual corruption of a child/luring of a minor resulting in multiple arrests (12/12)
- Assisted Patrol with an on-line sexual corruption case (19-028995) by doing on-line research of the suspect and reporting party.
- Assisted Patrol with a telephonic harassment case (19-029190) by doing surveillance of the suspect's apartment.

SWAT:

- Clackamas County SWAT was awarded the Tactical Team of the Year for 2019 at the annual OSSA awards banquet



**Gladstone Police Department
K9 REPORT TO CHIEF AND COUNCIL
MONTHLY UNIT OR SPECIAL ACTIVITY REPORT**



Prepared by: Officer Olson

December 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	2	5	12

This month K9 Nanuk and I attended the Clackamas County Shop with a Cop event for the second year in a row together. The event started with K9 Nanuk meeting the children at Gladstone Police Department. After we took the kids to breakfast shopping began at Walmart in Happy Valley. K9 Nanuk and I walked around and greeted everyone during the event. K9 Nanuk is super social and was happy to meet anyone he is introduced to.

December 11, I was dispatched to a mental health call involving a juvenile. The juvenile refused to cooperate by going to the hospital. The juvenile was gripping the inside of a bunkbed and it appeared like we might have to use force to get her out. She was asked if she wanted to meet K9 Nanuk. She quickly agreed and climbed off the bed. The juvenile walked outside with us and spent a few minutes petting K9 Nanuk. After she got onto the ambulance all on her own and she complied with AMR.

K9 Nanuk found a piece of evidence (pocket knife and container of cocaine) for Oregon City Police Department during an article search.



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



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman

December 2019

12/02 – Unattended car fire in a driveway on Webster Rd. No evidence of foul play.

12/03 – Two dogs located in the Nature Park. Were eventually returned to owner with Dog at Large warning.

12/04 – Trespass issue at Avamere Rehab. Assist Mult Co APS on their investigation.

12/08 – Residential Burglary. No forced entry. Only thing take was a laundry basket.

12/10 – Harassment/Threats via phone. Caller from Washington made threats to shoot tow company employees. Significant man-hour investigation determined caller was in Washington State and case was sent to City Prosecutor for issuance of a warrant.

12/23 – Stolen guitar recovered at A-1 Hawk. Suspect has warrant for his arrest. Follow up to happen when suspect is located on the warrant.

12/24 – Death Investigation at Somerset Lodge.

12/30 – Located transient camped in tent under the 99E Bridge at the river. Cited and released for trespass as he was previously issued a trespass notice for this location.

12/30 – Subject cited and released for Theft III. Shoplifted at Safeway. Caught by officers before store was aware.

12/31 – Local business employee scammed out of \$2000. Scammer acted as the owner of the company in a new type of scheme we have not seen.

12/31 – Day shift located the stolen vehicle graveyard took earlier in the shift. Vehicle was located around the corner from where it was reported to have been stolen.



Gladstone Police Department

SERGEANT REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



PATROL MONTHLY REPORT

Prepared by: Sergeant Carl Bell

December 2019

- Officer Day is currently working a prostitution (underage) case, generated by one of our local cop watchers.
- 2 HNT deployments where the suspect ended up surrendering.
- Robbery at local Subway. Suspect is tied to 6 other robberies.
- 29 warrant arrests.
- 70 offense reports written.

SHOP WITH A COP 2019





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



PATROL MONTHLY REPORT

Prepared by: Sgt. Leake

December 2019

Patrol Activity

12-04-19

- Officer Olson covered CCSO on a disturbance where a male was throwing things out of a second story apartment into the parking lot. Officer Olson deployed his dog but the subject gave up and was arrested by CCSO deputies. Officer Olson filed a report.
- Officer Orta worked on new Taser introduction/training project.

12-05-19

- Officer Orta worked through a custody dispute over a 2-year-old girl. Officer Orta did a good job in explaining that due to no custody agreement and no restraining order on file, father could take daughter and not return her at the agreed on time. Mother was encouraged to go get RO or custody agreement by court to keep this from happening again.

12-06-19

- Officer Butler, Officer Hutchinson, Sergeant Leake and Sergeant Bell responded to a car into the building at Safeway. The vehicle hit the front of the store, put it in reverse and hit a cart corral, crushing it against two other cars, then the car drove forward again and hit another car in the handicap space and hit the front of the store again. Driver was very elderly but had been reported as just leaving Vogies after a couple of whiskey cokes. Driver failed SFST's and was processed for DUII.

12-07-19

- Follow up on a strangulation case investigated by Officer Orr. Male suspect was interviewed and arrested.
- Officer Orr and Sergeant Leake were dispatched to help on a domestic call in Oregon City that turned into a big fight with police and ultimately 14 police cars were assigned to go help with fighting subjects and family who turned on police.
- Officer Day received a phone contact report concerning a male who contacted an underage male on a sex site. It was determined that social justice warriors set up the male by posing as the underage male and then made a confrontational video when the male met up with the supposed underage male. This investigation is continuing with Officer Day and Detective Gilliam working together to get more info and make the case.



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



PATROL MONTHLY REPORT
CONTINUED...

12-14-19

- Sergeant Leake and Officer Orr responded to assist GFD with a 90-year-old female choking and was not breathing. Upon arrival, Fire had saved the day using the Heimlich.

12-18-19

- Officer Olson took a runaway report with info where the juvenile may be. Officer Olson was able to track him down and took him to JRC after he refused to stay home if taken there.

12-20-19

- Officer Butler did follow up on the robbery at Subway after taking a call from an employee who did not want it known that she was talking with police. Officer Butler came up with some possible leads on a suspect or two.

12-25-19

- Sergeant Leake and Officer Day were dispatched to an assault call. The female victim reported being severely beaten by her husband the night before. The male was found at his work place at Treasure Auto and taken into custody without incident. The female was taken to the hospital for her injuries. This was an extensive investigation that involved detective assistance later and a search warrant that was executed.
- Officer Olson, Officer Day and Sergeant Leake as well as several other county and Milwaukie units were dispatched to a male walking north on 99E shooting a gun. The area was flooded with police but the subject was not found. A male was found who had a warrant and was arrested. He gave instrumental information about being at a bar with the shooter earlier and gave a great description of the shooter. The shooter was later found at Mai Wahs Bar and taken into custody, still in possession of the gun, which turned out to be stolen. Investigation continued with securing video of the subject from neighboring businesses.

12-31-19

- All Gladstone units went on a DV call where it was reported via text message that a female was being beaten badly. Units arrived and the subjects would not open the door. A plan was devised to get an officer onto the roof where an open bedroom window could be accessed. Officer Orr volunteered to go on the roof and was able to contact the male half in the room. The female was instructed to come downstairs and open the door. Both



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



PATROL MONTHLY REPORT
CONTINUED...

subjects were intoxicated and refused to give a statement of what happened. Both had injuries inflicted by the other so both went to jail.



Gladstone Police Department

SUPERVISORS REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



Prepared by SRO Graves

December 2019

SCHOOL RESOURCE 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	2	12
Assist Faculty with Problem	4	18
Meeting/Assist Family/Parents/Guardians	2	8
Classroom Presentations	1	1
Welfare Check/Home Check	2	6
Gang Affiliation Contacts	0	0

The only major incident for the month was an anonymous report of a student with a gun at the high school. The student was contacted and searched (locker as well) finding nothing. There were no threats made by the student. I tracked down the "anonymous" reporter and found their report to be less than accurate, and may just be a person they were having a "beef" with. The student was found to have Marijuana oil in his possession. Report was forwarded to JIAC.





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



TRAINING DIVISION MONTHLY REPORT

Prepared by: Sergeant Carl Bell

December 2019

The training unit strives to keep all Police Department members updated on legal and training issues. This is no small task considering that to maintain certification as a Police Officer in Oregon you must meet minimum requirements based on required annual or semi-annual training mandates. We also strive to send Officer's to training that may not be required, but relate to a particular Officer's field of expertise or for purposes of career development.

Officer	Training	Mandatory State/Federal	Hours
Danny Day	Firearms Instructor Course	N/A	16
Eric Graves	CCSO DV Training	N/A	8
Cameron Butler	CCSO DV Training	N/A	8
Dustin Olson	K9 Training	N/A	16
			Total: 48

All officers have completed annual training certifications.

GLADSTONE MUNICIPAL COURT DECEMBER 2019

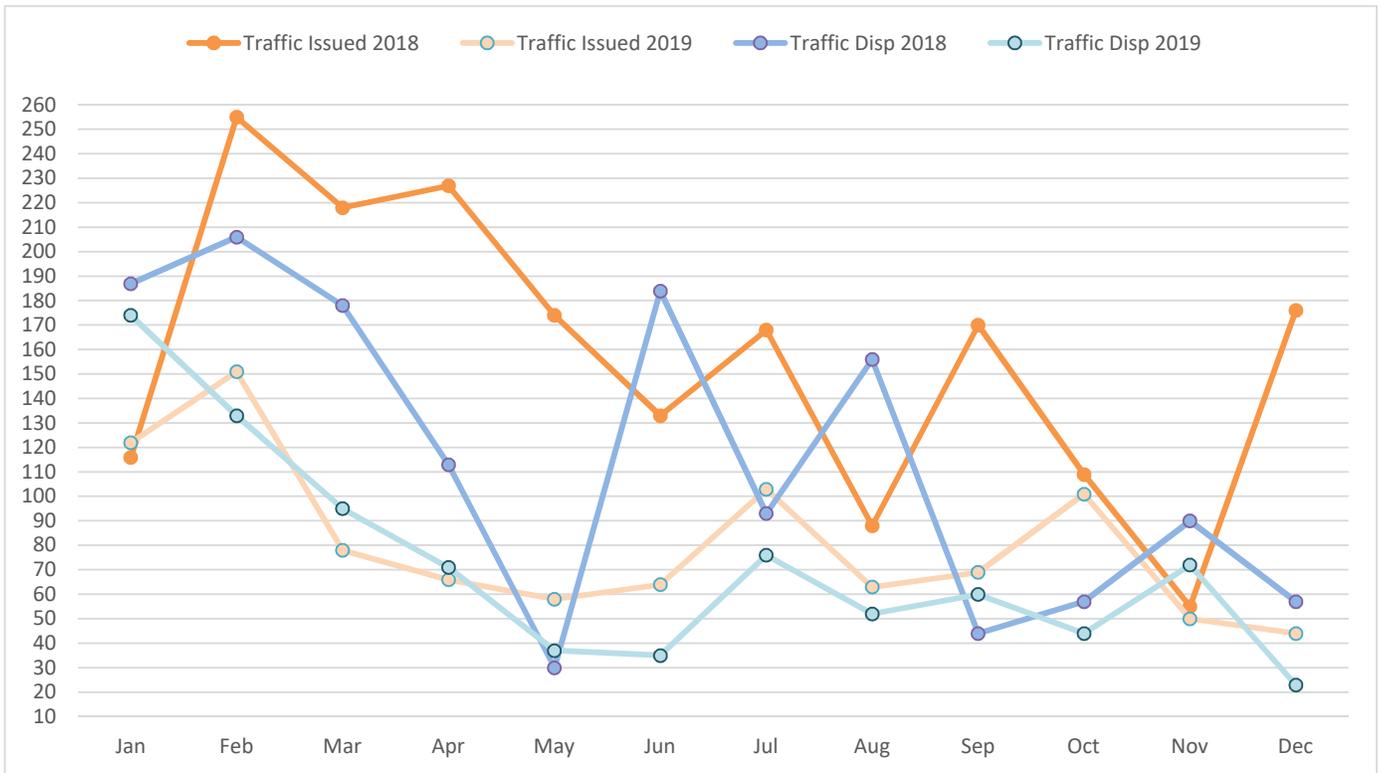
General Court Information for December 2019

- 44 violation filed
- 16 violations closed
- 1 misdemeanors filed
- 0 misdemeanors closed
- 7 violations were dismissed through the fixit program
- 76 cases were placed on a payment plan
- 6 warrants were issued
- 12 overdue payment letters were mailed
- 5 driver's licenses were requested suspended
- 25 cases were sent to collections
- 338 cases sent to Department of Revenue
- 1 Jury trial was held
- \$5,495.00 in violation fees assessed
- \$23,002.35 in violation fees paid
- \$5,908.47 in misdemeanor fees assessed
- \$4,987.86 in misdemeanor fees paid
- \$261.06 was collected by Oregon Department of Revenue
- \$5,926.96 was collected by Collection Agency
- \$15,208.47 was collected by Oregon Department of Revenue for the year.
- \$109,208.38 was collected by Western Collections Agency for the year.

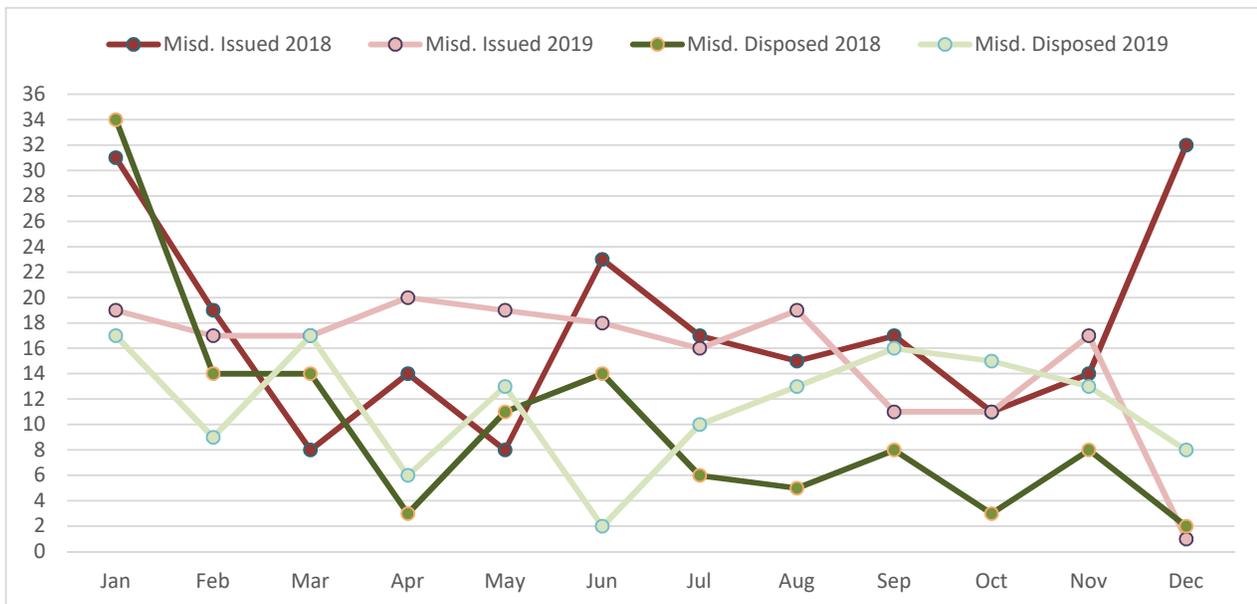
	Traffic Issued 2018	Traffic Issued 2019	Traffic Disp 2018	Traffic Disp 2019	Misd. Issued 2018	Misd. Issued 2019	Misd. Disposed 2018	Misd. Disposed 2019	Parking 2018	Parking 2019
Jan	116	122	187	174	31	19	34	17	10	4
Feb	255	151	206	133	19	17	14	9	5	2
Mar	218	78	178	95	8	17	14	17	11	5
Apr	227	66	113	71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

GLADSTONE MUNICIPAL COURT DECEMBER 2019

Traffic Violations Issued and Disposed 2018-2019



Misdemeanor Cases Filed and Disposed 2018-2019



GLADSTONE MUNICIPAL COURT DECEMBER 2019

	Viol. Fee assessed	Viol. Fees Paid	Misd. Fine Assessed	Misd. Fees Paid
<i>Jan. 2018</i>	\$ 82,695.26	\$ 31,475.75	\$ 41,340.50	\$ 11,583.12
<i>Jan. 2019</i>	\$ 62,173.00	\$ 28,973.67	\$ 16,748.50	\$ 10,315.17
<i>Feb. 2018</i>	\$ 84,425.75	\$ 28,879.41	\$ 20,820.00	\$ 10,649.57
<i>Feb. 2019</i>	\$ 33,666.05	\$ 24,608.32	\$ 10,875.25	\$ 9,955.57
<i>Mar. 2018</i>	\$ 36,815.08	\$ 42,146.18	\$ 14,588.00	\$ 9,977.53
<i>Mar. 2019</i>	\$ 22,064.00	\$ 20,162.83	\$ 28,158.17	\$ 9,856.19
<i>Apr. 2018</i>	\$ 44,254.00	\$ 39,299.22	\$ 10,547.00	\$ 8,528.31
<i>Apr. 2019</i>	\$ 16,306.00	\$ 30,546.05	\$ 7,019.95	\$ 8,667.79
<i>May. 2018</i>	\$ 38,926.00	\$ 34,218.09	\$ 11,427.50	\$ 13,873.70
<i>May. 2019</i>	\$ 32,791.91	\$ 19,997.76	\$ 6,620.32	\$ 7,002.92
<i>Jun. 2018</i>	\$ 50,968.00	\$ 38,467.85	\$ 13,796.00	\$ 12,249.84
<i>Jun. 2019</i>	\$ 18,497.75	\$ 18,540.84	\$ 5,178.05	\$ 12,325.76
<i>Jul. 2018</i>	\$ 33,509.79	\$ 27,625.22	\$ 3,172.00	\$ 12,793.70
<i>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
<i>Dec. 2019</i>	\$ 5,495.00	\$ 23,002.35	\$ 5,908.47	\$ 4,987.86

Gladstone Fire Department Monthly Report: December 2019

Report Date: January 7, 2019
To: City Administrator Jacque Betz
Cc: City Council
From: Fire Chief Rick Huffman

To end the 2019 year, Gladstone Firefighters were dispatched on 135 emergency responses in December. A summary of response data for 2019 is being compiled and will be shared in upcoming reports. Initial reports show 1,592 calls for service in 2019.

Gladstone Fire Department Emergency Responses: December 2019

CALL TYPE	CALL COUNT	CALL TYPE	CALL COUNT
ABDOMINAL PAIN ALPHA	1	FALLS BRAVO	9
ALFC - COMMERCIAL FIRE ALAR	2	FALLS DELTA	1
ALFR - RESIDENTIAL ALARM	9	HEART PROBLEM/ACD CHARLIE	1
ASSAULT/SEX ASLT/STUN GUN ALPH	1	HEMORRHAGE/LACERATION BRAVO	1
ASSAULT/SEX ASLT/STUN GUN BRAV	1	HEMORRHAGE/LACERATION DELTA	1
BACK PAIN (NON TRAUMA) ALPHA	2	INFF - INFORMATION FIRE	2
BACK PAIN (NON TRAUMA) CHARLIE	1	MISCELLANEOUS - FIRE	6
BH - BEHAVIORAL HEALTH	1	MISCN - MISC NON FIRE	3
BREATHING PROBLEMS CHARLIE	2	PA - PUBLIC ASSIST	54
BREATHING PROBLEMS DELTA	5	PSYCH/AB BEH/SUICIDE ATT BRAVO	1
CAR - CAR FIRE	3	PSYCH/AB BEH/SUICIDE ATT DELTA	1
CARDIAC/RESP ARREST ECHO	1	RFIRE - RESIDENTIAL FIRE	2
CFIRE - COMMERCIAL FIRE	1	SICK PERSON ALPHA	12
CHEST PAIN CHARLIE	4	SICK PERSON CHARLIE	7
CHEST PAIN DELTA	2	SICK PERSON DELTA	2
CHM - CHIMNEY FIRE	1	TAI - TRAFFIC ACCIDENT INJURY	1
CHOKING DELTA	2	TAU - TRAFFIC ACCIDENT UNK IMI	1
CONVULSION/SEIZURES BRAVO	1	UNCONSCIOUS/FAINTING ALPHA	1
CONVULSION/SEIZURES DELTA	2	UNCONSCIOUS/FAINTING CHARLIE	1
CPK - CARENAE ARREST	1	UNCONSCIOUS/FAINTING DELTA	5
DIABETIC PROBLEMS ALPHA	1	UNKNOWN PROBLEM BRAVO	6
DIABETIC PROBLEMS CHARLIE	9	UNKNOWN PROBLEM DELTA	1
FALLS ALPHA	5		

Source: Clackamas County "C-COM" 911 dispatch center.

Last month I discussed the reason for the number of responders to effectively provide emergency medical care. This month I would like to discuss the need for adequate staffing on a fire engine and the need to quickly responded to fires, one of the highest risks to our citizens. In our "Standards of Cover" document (adopted in 2018), the term "Effective Response Force" is used to describe how many firefighters are needed to adequately perform initial actions at fires and other calls. For a residential fire, the effective response force is 15 to 18 personnel. That number of personnel is not achievable without mutual aid from our partner fire agencies, notably Clackamas County Fire District 1.

The staffing at the Gladstone Fire Station is typically 2 or 3 firefighters that staff the Rescue Squad or the Fire Engine (also known as a Fire Company). One is a full-time Captain/Firefighter and the second (and third if available) are Part-Time/Paid On-Call Firefighters. The Oregon State definition of a "Fire Company" is "a group of fire fighters, usually three or more, who staff and provide the essential emergency duties of a particular emergency response apparatus" (OARD 259-009-0005). The struggle to have 3 firefighters on duty is due to the availability of our Part-Time/Paid On-Call

Firefighters, as most have full time jobs. The need for a 3-person crew to respond without delay and be a valuable part of the “effective response force” is vital for the ability to quickly extinguish a fire, rescue any trapped or injured citizens and perform other very important initial actions. Operating additional firefighting hoses, providing additional rescue capability, removing smoke, establishing a water supply from fire hydrants and providing incident command oversight are examples of the additional duties of the remaining effective response force.

The ability of fire to grow very rapidly is why we cannot delay our initial response. The past practice of waiting minutes for additional personnel to respond from home to the fire station and then to the emergency is not consistent with national standards of response for a city like ours. As stated in the Fire Department Strategic Plan (adopted in 2018), a significant goal I am working on is to develop a robust recruitment and retention plan for Part-Time/Paid On-Call Firefighters. If successful, this could allow us to have a 3-person crew ready to go 24/7.

Across the nation it is challenging to recruit and retain part-time and volunteer firefighters. There are many factors for this and I am exploring the local impacts on our efforts. I will update you in future reports on our recruitment efforts along with other reports on our strategic plan and standards of cover implementation.

As always, I am available to you for additional information and explanation.

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**

Fire Investigations-

- Responded to a report of a house fire on River Rd. on Christmas day. Small fire started in the microwave causing minor structural damage to the home. Due to extensive smoke damage the family was displaced by the event. Red Cross was contacted and made housing arrangements for the two residents.

Education events –

- Attended a combination Fire prevention/Christmas donation drive at Black Rock coffee. Fire prevention materials supplied to 200 to 300 customers.

Training events-

- Drill- review of Natural Gas hazards and department policies.
- Travel to Salem for software training on the Elite system. (State Fire Reporting program)

School district-

- Met with school district staff to discuss 2020 inspection schedule.

Meetings-

- Attend Christmas organizational meetings as well as multiple email correspondence with helpers, drivers and city personnel.
- Meet with Chief Huffman and the ISO representative about Gladstone fire insurance ratings.

Miscellaneous:

- Work with duty crew to measure narrow streets. When cars park on both sides, it is difficult to get through during emergencies in some areas.
- Helped coordinate Fire Dept. efforts in 2019 Christmas projects. Toy & Food drives.
- Assist injured firefighter with a SAIF claim for a fall while on duty.

Deputy Chief Hopperstad**Logistics**

Radio's and Pagers: I have been working with Fire com to try to figure out the connectivity and hearing issues with our wireless headset in Engine 391 and it appears the issue has been repaired. Starting to program some of our new portables with The HEAR System (area hospitals) in a useable channel on the radios.

Repairs: This month Squad 390 Engine 391 and C390 all had preventative maintenance done with S 390 getting new brakes on the rear wheels and E 391 getting new rear tires.

Meetings: Attended Fire Defense board meeting followed by C 800 fire users group at TVF&R Station 56. Attended C 800 user board followed by C 800 Board of directors meeting at CCOM. Also attended a Command Staff meeting with Chief Huffman and Command Staff. Attended CCFIT (Clackamas County Fire Investigation Team) annual lunch meeting at Boring Golf course.

Building Maintenance: Made arrangements with Overhead door to complete the repair on the damaged door for E 391 and all is well and operating good.

Logistics: During the holidays we had a need to use a few dry Chemical fire extinguishers one being a turkey deep fryer and the other being a transformer fire near the new Civic center and had them serviced and put back in service. Myself and Chief Funk spent a few hours going through our shop area at public works to rearrange things to clear space so we can park inside out of Public Works way. I also spent several hours helping distribute Christmas.

Captain Patrick Brost A Shift

55 of the 135 calls during December were on A shift. Good job everyone.

As most staff know, I was out on bereavement leave for several shifts early this month. I'd like to thank Capt. Newton and Eng. Miller for filling in for me for those shifts, along with the support from the rest of the members of Gladstone Fire and the city. It made everything much easier knowing I didn't have to worry about what was going on here while taking care of my family.

This month we spent training time on radios & communication, driver training, and ladders. With ladders we sprinkled in a bit of rope systems to test out a quick-deployment 3-to-1 system being developed by GFD staff.

Noteworthy progress was made on the scheduling program. We selected a vendor and a new application will be available soon. We plan on testing and possibly implementing this before the end of January, 2020.

Notable Events

December on a whole was quite busy on shift. Some of this was running calls, some of this was helping with the association and department's holiday efforts. This started at the beginning of the month.

December 1, at 20:09, E391 was dispatched to a car fire on W Arlington. We responded with two, myself and Engineer Sotin. We were assisted by GPD blocking traffic from both ends. We arrived to a fully-involved Dodge Durango. Between the time of the 9-1-1 call and announcing the fire was extinguished over the air was approximately 10 minutes.



December 13 we had an injury accident on Webster Rd, where an individual veered off the road into a rock, hitting it with significant impact. No other vehicles were around. When EMS arrived on scene, he was laying partially outside of his vehicle. T392 worked quickly with AMR to stabilize and transport the patient to a trauma center.



December 25th, we had two residential fires. The first was at 12:36 at Two Rivers Homeowners Cooperative (Formerly Gladstone Mobile Home Park). The call came in originally as a miscellaneous fire, which is typically a one-engine response, but was upgraded to a residential fire while E391 was turning out. We arrived quickly on scene (less than 5 ½ minutes after tap-out) to the scene of an incipient-stage fire in an older manufactured home. Due to quick work by the crew, we got a very good knock down with very minimal fire damage. This isn't always the case with this type of structure as they can catch fire and spread very rapidly. This home suffered fire/water damage and some smoke damage, but was largely saved. Great job to the crew for such safe, speedy, and efficient work. Engineer Atkeson was operating the

apparatus and FF/AO Person was the back seat firefighter. We were assisted by Clackamas E303 and E315. DO 394 with DC Hopperstad took command and FM Funk investigated the fire.



The second was an automatic aid response to Clackamas Fire District 1 at 15:50 on Rainier St. E391 responded with two (myself and Atkeson). We assisted with fire attack, overhaul, search, and checking for extensions. We remained on scene for approximately two hours while two other calls happened in Gladstone, and were covered by standby crews responding from home. While the house and contents were mostly lost, there were no injuries.

Unfortunately, 5 families (11 people) were displaced because of this fire. (Photo Clackamas FD1).

Captain Kirk Stempel B Shift

SPECIAL OPERATIONS / TECH RESCUE

This month we practiced mobilizing our quick response rope rescue equipment. With this equipment added to our apparatus, it will give us the advantage when making access to patients that require assistance.



OTHER ITEMS OF INTEREST



In the month of December, I had the opportunity to work with the recruits on driver training with DPSST at Molalla . Even though this was the first time some of them drove anything bigger than their personal car, they all did excellent going through the cone course multiple times and then spending a good portion of the day out on the street driving.

B shift also participated in training with the recruits on forcible entry day. A skill that takes time to master, but these four (4) individuals took it on and performed like professionals.



This year Gladstone Fire was able to help out 122 families with the Toy and Food drive. Being a part of this for many years, myself and my family, have always enjoyed bringing happiness to those families that are less fortunate.



SIGNIFICANT CALLS



On December 17th, Gladstone Fire was dispatched to a report of a pole fire. On arrival, we encountered not only a pole fire, but a transformer fully involved. We quickly took a defensive position and waited for PGE to arrive. This stubborn fire took 3 large drychemical extinguishers to fully extinguish. Unfortunately, the neighborhood was without power the majority of the day.

Captain Richard Newton C Shift

For the month of December 2019 Gladstone Fire Department (GFD) responded on 135 calls. On C-shift we responded to 45 of those calls. For the year of 2019 GFD responded on 1592 calls. On C-shift there were plenty of community events. From a fund raiser at Black Rock for the Gladstone Food and Toy drive, to the big delivery day. C-shift also assisted with recruit academy forcible entry training. Also on C-shift we did some driver training and aerial training.





Projects:

Pre-incident plans:

The Pre-incident plan project for the last month has been working on the car dealerships. As of the end of December there's 383 Pre-plans and well over 600 drawings in the First Look Pro program.

Operations:

The purchase of a new engine was passed by city council on December 10th, 2019. We should have a new engine within the new year.

Call:

On December 2nd, 2019 GFD responded on a working car fire. The fire was extinguished within five minutes of our arrival. Upon our arrival the car was fully involved and the car is a total loss.



On December 15th, 2019 T392 assisted Clackamas Fire E309 with an auto/pedestrian on I-205 NB @exit 11. One person was transported to OHSU.



City of Gladstone Monthly Report | December 2019

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YEAR TOTALS
Customer Service Counter Contacts	8	4	5	10	6	17	15	7	4	4	7	3	90
Customer phone/email contacts	48	42	35	45	52	73	68	56	62	68	46	30	625
Building Permits with Land Use Review	0	1	1	1	0	4	3	3	0	10	9	5	37
Pre-application conferences	3	1	0	1	0	0	0	0	0	0	1	0	6
Administrative Decisions	0	0	1	3	4	2	0	1	1	3	1	0	16

PLANNING COMMISSION ACTIONS/DECISIONS

- None

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- None

PRE-APPLICATION CONFERENCES

- None

ADMINISTRATIVE PERMITS

- None

BUILDING PERMITS WITH LAND USE REVIEW

DECEMBER

Date	Address	Building Permit #	Description
12/05/2019	435 W Arlington	B0591719	Tenant Improvement
12/05/2019	200 W Jersey St	B0552819	New SFR
12/05/2019	190 W Jersey St	B0626419	New SFR
12/11/2019	540 Portland Ave	B0642719	Remodel
12/24/2019	250 W Hereford St	B0676319	New SFR

FUTURE ITEMS/PROPERTY UPDATES

Location	Topic
Webster Ave.	Proposed Zone Change and Property Line Adjustment. Public Hearing to be Scheduled once a complete application is received.

City of Gladstone Staff Report

Report Date: January 7, 2020
Meeting Date: January 14, 2020
To: Gladstone City Council
From: Cathy Brucker, Interim Finance Director

AGENDA ITEM

Approve Resolution 1171 – designating On Point Credit Union as a Designated Depository of the City and Authorizing certain City Officials to Withdraw Funds.

History/Background

On October 8, 2019, Resolution No. 1166 declared funds to be received from the Library Advisory Board, through the Library Foundation, as Assigned Fund Balance – Gladstone Public Library. These funds will reside within the General Fund of the City, for use at the Gladstone Library.

Proposal

The Library Foundation had invested the funds on July 26, 2019. Resolution 1171 will allow the opening of the account at On Point Credit Union to accommodate the transfer of the certificate of deposit (the investment mechanism of the funds) into the City's name. It will also designate **Jacque Betz, City Administrator and Tami Bannick, City Recorder**, as authorized signers on the account with the ability to transact any needed activity.

Cost Impact

There will be a \$5.00 minimum opening deposit. The certificate was originally opened with a balance of \$16,679.10, and matures as of July 26, 2021.

Recommended Staff Action

Approve Resolution 1171 designating On Point Credit Union as a Designated Depository of the City and authorize certain City Officials to withdraw funds.



Department Head
Signature Date

City Administrator
Signature Date

**RESOLUTION NO. 1171
CITY OF GLADSTONE, OREGON**

*A Resolution Designating On Point Credit Union as a Designated Depository of the City and
Authorizing certain City Officials to Withdraw Funds*

WHEREAS, On Point Community Credit Union is hereby designated as a depository for City of Gladstone (tax identification number 93-62002170) savings accounts, with authority to accept or receive at any time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Gladstone, that the On Point Community Credit Union, at any one or more of its offices, is hereby designated a banking depository of this municipal corporation and the following are authorized to sign, on behalf of this municipal corporation, orders for payment or withdrawal of money, when drawn against its savings accounts; such orders shall be signed by any one of the following officers or employees:

Jacque Betz, City Administrator
Tami Bannick, City Recorder

Such authority shall remain in force until revoked by written notice to said bank of the action taken by City Council.

This Resolution is effective January 14, 2020.

This Resolution adopted by Gladstone City Council and approved by the Mayor this 14th day of January, 2020.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: January 7, 2020
Meeting Date: January 14, 2020
To: Gladstone City Council
From: Jim Whynot, Public Works Director
Cathy Brucker, Interim Finance Director

AGENDA ITEM

Approve Resolution 1172 – adopting a revised master fee schedule to include update to a Water Environmental Services (WES) utility reduction from \$25.36 per equivalent dwelling unit (EDU) to \$24.95.

History/Background

Annually, the pass-through rate for WES sewer treatment is established and updated on July 1 for billing to the customers residing within those boundaries. The rate increase is determined by WES and the city budget reflects the updated amount. City staff was informed that there would be a 5.0% increase to the rate as of July 1, 2019, and the rate was adjusted from \$24.15 to \$25.36 per EDU. This rate was charged to all WES customers, and passed through on a monthly basis as payment to WES.

Proposal

After the 2019-2021 Biennium Budget was approved, WES made a slight revision down to an actual rate of \$24.95 per EDU – a difference of \$0.41. Staff will adjust to the actual rate for pass-through purposes as of January 1, 2020. The City and WES will do a true up for the past six months, and adjust for any differences with a refund from WES that will be passed along to the customers (approximately \$2.46 per account).

Cost Impact

With the true-up and subsequent adjustment, there will be no net cost impact to the City or utility customers.

Recommended Staff Action

Approve Resolution 1172 adopting a revised master fee schedule to include update to a Water Environmental Services utility reduction from \$25.36 per EDU to \$24.95.



Department Head
Signature

Date



City Administrator
Signature

Date

**RESOLUTION NO. 1172
CITY OF GLADSTONE, OREGON**

A Resolution Adopting a Revised Master Fee Schedule

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

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

WHEREAS, Updates to a Water Environment Services (WES) utility reduction include decreasing their monthly charge by \$.041, from \$25.36 per equivalent dwelling unit (EDU) to \$24.95 per EDU.

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

The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1169 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes/additions are noted in **highlight** and deletions are noted in ~~strikethrough~~.

This Resolution is effective January 1, 2020.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this ____ day of _____, 2020.

ATTEST:

Tamara Stempel, Mayor

Tami Bannick

Resolution 1172 - Exhibit "A"

City of Gladstone Master Fee Schedule **Effective January 1, 2020**

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

Public Records Request Deposit (large) toward hourly rate	\$	100.00
Public Records Request Deposit (small) toward hourly rate	\$	25.00
Returned Check Charge/processing	\$	35.00
Road Re-naming	\$	150.00
Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$	100.00
FIRE		
Fire Log Report	\$	15.00
LIBRARY		
Annual Out-of-District Resident Library Card	\$	95.00
Damaged Items		Replacement Cost
Late Charge (per day); Maximum per item: \$3 children/\$5 adult	\$	0.25
Lost Cultural Pass (varies from \$15.00-\$200.00)		Replacement Cost
Lost Items		Replacement Cost
Lost Library Card	\$	1.00
Photocopies (first two pages of non-circulating materials are free)		
Black and White Copies (per page)	\$	0.10
Color Copies (per page)	\$	0.40
Missing/Damaged Part (Barcode Replacement, CD Booklet or Missing Artwork, CD Case,	\$	2.00
PARKS AND RECREATION		
Softball/Baseball Tournaments (per day/per field)	\$	55.00
Softball/Baseball Non-Gladstone Leagues Only (per team)	\$	27.50
(per field)	\$	11.00
Softball/Baseball Picnic Use (per day/per field)	\$	11.00
Soccer Field Reservation (per day/per field)	\$	44.00
Soccer League Play for Gladstone Residents (per team/per field)	\$	5.00
Soccer League Play for Non-Gladstone Residents (per team/per field)	\$	20.00
PLANNING AND BUILDING		
The City of Gladstone contracts with Clackamas County for planning and building services, fees for those applications and services are set by the County		

POLICE	
A-Frame Sign Permit (initial application fee)	\$ 100.00
Address Record Print (per address)	\$ 5.00
Alarm Permit	
Initial Permit or Renewal	25.00
Late Fee (after 30 days expiration or installation)	25.00
Second False Alarm (within permit year)	50.00
Third False Alarm (within permit year)	100.00
Fourth and Each Subsequent Alarm (within permit year)	150.00
Failure to obtain Alarm Permit	90.00
Animal Permit Application (per year)	\$ 25.00
Block Party	\$ 35.00
CD's including photos/videos	\$ 25.00
ID Theft	Victim Free
Local History Printout (per record)	\$ 5.00
Noise variance	\$ 75.00
Nuisance Property Abatement	Actual Cost
Police Report - No Charge for Victims	0.00
Police Report (first 2 pages)	\$ 15.00
Police Report (page 3 and over) each page	\$ 1.00
Temporary/Portable Storage Container	50.00
Vehicle Impound (after business hours)	\$ 125.00
Vehicle Impound (during regular business hours)	\$ 100.00
PUBLIC WORKS	
Technical Plan Review-Development Engineering Fee	
Review	\$ 2.5% of the construction cost
Inspection	\$ 2.5% of the construction cost
Barricade Delivery and Pickup Fee	\$ 50.00
Dye Test Residential/Commercial	\$ 100.00
Erosion Control Violation	\$ 300.00
Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$ 50.00
Registration Fee	\$ 50.00

Street Opening Inspection Fee	\$	85.00
Street Opening Permit Fee	\$	150.00
Street Opening Re-Inspection Fee (if necessary)	\$	85.00
System Development Charges (SDC's)		
* Transportation	\$3,706 per (EDU) equivalent dwelling unit	
* Water:		
	3/4" meter - \$7,847	
	1" meter - \$13,005	
	1 1/2" meter - \$26,132	
	2" meter - \$41,828	
	3" meter - \$83,733	
	4" meter - \$130,819	
	6" meter - \$261,559	
* Sewer Collection (City System)	\$5,638 per (EDU) equivalent dwelling unit	
* Sewer Treatment provided by others (pass-through) to Oak Lodge Water Services or Tri-City (WES) based on the individual district rates that the property is served by.		
* Parks	\$7,836 per (RPE) residential population equivalent	
* Stormwater	\$3,019 per (EDU) equivalent dwelling unit	
SENIOR CENTER		
Building Rental (per hour) Group 1: City of Gladstone Residents.	Planton Room-\$40.00 and Bloye Hall-\$45.00	
Building Rental (per hour) Group 2: Private Parties, individuals, groups, and non-profits.	Planton Room-\$45.00 and Bloye Hall-\$55.00	
Building Rental (per hour) Group 3: Commercial, for-profit professional groups.	Planton Room-\$50.00 and Bloye Hall-\$75.00	
Kitchen Fee	\$	50.00
Meal under 60 years	\$	4.00
Meal (suggested donation) over 60 years	\$	3.00
Fax (per page - staff only)	\$	1.00
Photocopy (per page)	\$	0.25
Van Donation (suggested donation) each way	\$	1.00
Friday Excursions (\$7-\$25)		varies
Billiards Room (suggested donation of per game played)		0.25
Notary Fee- Clackamas County resident age 60 or older	\$	Free

Notary Fee- Gladstone Resident		\$5.00
Notary Fee- Non Resident- Clackamas County		\$10.00
UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
RIGHT-OF-WAY (ROW) RATES		
Franchise Administrative Review	\$	5,000.00
ROW License Application Fee (Excluding Small Cell Wireless Facilities ****)	\$	50.00
ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)	\$	250.00
ROW Use Fee (Excluding Small Cell Wireless Facilities)		5% of gross revenues** or Minimum Annual Right-of-Way Use Fee, whichever is greater.
Minimum Annual Right-of-Way Use Fee ***		
TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
Up to 5,000		\$5,628.00
5,001 to 10,000		\$8,442.00
10,001 to 20,000		\$11,255.00
More than 20,000		\$16,883.00
ROW Attachment Fee (Excluding Small Cell Wireless Facilities)		\$5,150
ROW Application fee for Small Cell Wireless Facilities (1-5 sites)		500.00
Each additional Site		100.00
Small Cell Wireless Facility Attachment Fee		270.00
SEWER RATES		
Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$	100.00
Sewer Inspection Fee for mobile homes, motor homes, and travel trailers	\$	50.00
Oak Lodge Water Services Sewer Charge (Pass-through)		\$55.19 per month per EDU*
Water Environment Services (WES) Sewer Treatment Charge (Pass-through)	\$25-.36-	\$24.95 per month per EDU*
City of Gladstone Sanitary Sewer Collection Charge		\$20.16 per month per EDU*
STORMWATER RATES		
Residential Stormwater Fee per EDU* each month (Class 001 accounts)		\$11.00
Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)		

	(Class 002 and 003 accounts)	\$11.00
	(Impervious area is calculated based on the city's GIS system data)	
WATER RATES (monthly)		
	<u>Meter Size</u>	Base Meter Charge (no water included)
	3/4"	\$23.09
	1.0"	\$36.72
	1.5"	\$57.29
	2.0"	\$102.44
	3.0"	\$127.61
	4.0"	\$152.79
	6.0"	\$169.80
	8.0"	\$212.26
	Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	
	Block Rate 1	Usage Bracket Rate
	Block Rate 2	1 - 6 Units \$1.25/unit
	Block Rate 3	7 - 10 Units \$2.00/unit
		11 Units and Up \$2.75/unit
	Water rates for properties outside the city limits	Add 33% to above rates
	WATER UTILITY CHARGES	
	Low Income Rate Violation Fee	As set forth in ORS 164.125
	Mailed Late Notice/Shut Off Notification	\$ 7.00
	Shut Off Door Hanger (2nd Late Fee)	\$ 25.00
	Shut Off Water	\$ 25.00
	Turn On Water (during business hours)	\$ 25.00
	Turn On Water (after business hours)	\$ 175.00
	Water Meter Tampering Charge	\$ 250.00

*	Equivalent Dwelling Unit (EDU)	
**	Gross revenues shall have the meaning as defined in Chapter 12.24	
***	This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.	
****	Small Cell Wireless Facilities are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28 cubic feet, placed on a structure that is either no more than 50 feet in height, no more than 10 percent taller than adjacent structure, or no more	

City of Gladstone Staff Report

Report Date: January 7, 2020
Meeting Date: January 14, 2020
To: Gladstone City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Authorize the City Administrator to sign the City of Gladstone Grant No. TA-21-183 Agreement for Housing Needs Analysis & Code Amendments assistance from the Oregon Department of Land Conservation and Development.

History/Background

Per Resolution 1117, A Resolution Establishing a Grant Policy, The City Council is required to approve all grants awarded over \$10,000. Staff is to prepare a Grant Summary form for inclusion in the City Council packet (Exhibit A).

On November 12, 2019 the City Council approved Resolution 1168 authorizing the City of Gladstone to submit a request for funding assistance from the Oregon Department of Land Conservation and Development (DLCD) to continue the City's endeavors to create more affordable housing options in Gladstone.

DLCD accepted "Technical Assistance" grants for funding assistance from cities and counties to update land use regulations to increase the affordability and supply of housing in the state. The City of Gladstone qualifies for funding assistance to implement the City's Housing Code Audit; incorporate housing code-related provisions of the Downtown Revitalization Plan (2017), calling for higher density, mixed use and mixed income development in our Downtown; and to bring the City's code into compliance with recent State legislation intended to increase affordable housing choices in Oregon Cities (HB 2001 and HB 2003).

Funding priority is given to cities and counties where 25% or more of the renters pay more than 50% of household income on rent. DLCD identified Gladstone as having households with severe rent where more than 35.2% of renter households experience rent burden. This qualifies the City for funding assistance.

PROPOSAL:

The City of Gladstone had requested technical assistance in the amount of \$89,800, for the purpose of several related initiatives intended to create more affordable housing options in Gladstone. In December 2019, DLCD notified the City that we would be awarded \$26,160 (Exhibit B).

The City of Gladstone has limited staff capacity, and has several complex (and rewarding) initiatives under way that will consume much of administration's time in the first half of 2020. These include the move to the new city hall & police department, the development of a Gladstone Tourism and Branding Strategy, the related property preparation/demolition process and design for the new library to be constructed on the current city hall site, and the design of a new Trolley Trail Bridge. Therefore, the City proposed a timeline to begin the work under this Agreement in the late spring, with a completion date of May 2021.

Specifically, the funds will be used for technical assistance to complete the following products:

- Task 1- Draft Housing Needs Analysis (Due: September 2020)
- Task 2 – Adoption ready Final Housing Needs Analysis (Due: December 2020)
- Task 3- Development of Community Engagement Strategy (Due: Due March 2021)
- Task 4 - Final Community Engagement Strategy (Due May 2021)

A copy of the Agreement is attached as Exhibit C.

OPTIONS:

1. The City Council could choose to not accept the funds

Recommended Staff Action

Authorize the City Administrator to sign the City of Gladstone Grant No. TA-21-183 Agreement for Housing Needs Analysis & Code Amendments assistance from the Oregon Department of Land Conservation and Development,

Department Head
Signature

Date


City Administrator
Signature

1/7/2020
Date



Department of Finance Grant Summary

City employees are encouraged to seek out grant funds and partnership opportunities. Individual employees interested in applying for a grant must communicate basic grant parameters before submitting a grant application.

Department: Administration

Grant Name: Technical Assistance for Housing Needs Analysis and Code Amendments	Grantor: Oregon Department Land of Conservation and Development
Application Deadline: December 2020	Source of Funds: local / state / federal (circle one)
Date Application Submitted: November 30, 2019	CFDA No.
Grant Period: January 2020- May 2021	Grant Amount: \$26,160

Grant Description: The City will receive technical assistance funds for the Housing Needs Analysis and development of a Community Engagement Strategy.

Reimbursement type: Yes / No (circle one)

Local Match Amount: \$ _____ N/A _____

Budget Year (s) for Local Match Amount or expenditures:

Year	20____	20____	20____	20____
Amount				
12 Digit Ledger Account Number				

Budget Year (s) for Grant Proceeds/Revenue:

Year	20____	20____	20____	20____
Amount				
12 Digit Ledger Account Number				



Department of Finance Grant Summary

City employees are encouraged to seek out grant funds and partnership opportunities. Individual employees interested in applying for a grant must communicate basic grant parameters before submitting a grant application.

Describe Reporting Requirements: The Department of Land Conservation and Development (DLCD) Request for Interim Reimbursement/Final Closeout instructions are included as Attachment C.

Department Head Signature: _____

Return Summary to Cathy Brucker, Interim Finance Director

Finance Approval Cathy Brucker

City Administrator Approval _____

Attachment C

**Department of Land Conservation and Development (DLCD)
2019-2021 Request for Interim Reimbursement / Final Closeout**

Grantee Name City of Gladstone		Grant No. assigned by DLCD TA-21-183	Final Payment Yes No
Grant Agreement Start Date From: Execution	Grant Agreement Close Date To: May 31, 2021	Period covered by this Payment From:	Period covered by this Payment To:
<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>
Transactions	Previously Reported	This Payment	Cumulative
1. Salaries and Benefits			
2. Supplies and services			
3. Contracts (see instructions)			
4. Other (provide list & explain)			
5. Total (add lines 1-4)			
Local Contributions (if applicable)			
6. Salaries and Benefits			
7. Supplies and services			
8. Contracts			
9. Other			
10. Total (add lines 6-9)			
11. Payment requested (from line 5)	DO NOT WRITE IN THIS SPACE		DO NOT WRITE IN THIS SPACE
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for six years after the final payment.			
13. Typed or Printed Name and Title		14. Address where payment is to be sent	
15. Signature of Authorized Certifying Official		16. Date Payment Submitted	

Do Not Write Below This Line

FOR DLCD USE ONLY

Do Not Write Below This Line

DLCD CERTIFICATION			
I certify as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee:			
_____ Has met the terms and conditions of the grant and that payment in the amount of \$ _____ should be issued			
_____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and payment in the amount of \$ _____ should be issued.			
Signature of DLCD Grant Manager		Date	
Signature of DLCD Program Manager		Date	
BATCH #	DATE	VOUCHER#	DATE
PCA#	OBJECT #	VENDOR #	AMOUNT

Attachment C – Instructions

Department of Land Conservation and Development 2019-2021 Planning Technical Assistance Grant Agreement Interim Reimbursement and Closeout Form Instructions

General and line-by-line instructions for completing the Request for Interim Reimbursement/Final Closeout form are provided herein.

General Instructions and Reminders

- This form may be completed by hand or typed on paper or completed in Microsoft Word. If you need a Word file, please contact the Grants Administrative Specialist at DLCD.GFGrant@state.or.us. In any case, submit the form with the grant Product(s) electronically, as called for in the Agreement.
- This form is used for all reimbursement requests – interim or final.
- It is important that you retain documentation of expenditures as provided in paragraph 16 of the Agreement, which provides that records be maintained for at least six years after the final payment has been received by the grantee.
- Interim and final reimbursement requests must not include work performed prior to the Effective Date of this Agreement (generally the date the Agreement is signed by DLCD) and not after the Closing Date of this Agreement.

Completing the Form

Please show *total actual expenditures only* of DLCD grant award and local contributions.

First row: DLCD will complete the Grantee Name and Grant Number. In the Final Payment box, highlight or circle “No” for interim payments and “Yes” for final closeouts.

Second row: DLCD will complete Agreement start and close dates. Complete the “Period covered by this payment” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately depict the dates the work for the reimbursable expenditure was incurred. If there are any applicable limits on these dates, they will be provided in the payment descriptions in the “Schedule, Products, and Budget” section of the Agreement.

The next section of the form includes columns for itemizing each expense category:

- **“DLCD Grant Expenditures, Previous Reported”** column -- should be blank if the submission is Payment 1. If the request is for a second or later interim payment or final closeout, enter the sum of previous payments in this “Previously Reported” column.
- **“DLCD Grant Expenditures, This Payment”** column – captures and identifies expenditures for the products that are currently being submitted for review and payment.
- **“DLCD Grant Expenditures, Cumulative”** column – simply the total of the two previous columns.
- **“DLCD Grant Expenditures, Transactions”** – Complete items 1–4 as applicable and item 5, total in the “Previously Reported” column if applicable and in the “This Payment” column. Complete previous and current local contributions in items 6–9 and the total on line 10 if applicable. Local contribution does not include expenses reimbursed by the grant. It is included to provide DLCD with accurate information regarding the cost of projects and/or products completed in compliance with this grant. This category includes both in-kind and cash contributions.
 - **1. Salary and Benefits** includes the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.

- **2. Supplies and Services** include allowable grantee supplies used for completion of grant products. Receipts are not required with this report submission.
 - **3. Contracts** include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
 - **4. Other** - Provide a brief explanation and cost breakdown for amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
 - **5. Totals** – Sum the categories of grant expenditures in the Previously Reported, This Payment, and Cumulative columns. The Total payments at closeout cannot exceed the maximum amount in paragraph 3 of the Agreement.
- Re-enter the payment request from line 5 “DLCD Grant Expenditures This Payment” on line 11.
- Certification: Be sure to read and understand the information in item 12 prior to signing the form.
- A legible name and title is required in cell 13.
 - A mailing address, including city and zip code, where payment should be sent must be provided in cell 14.
 - The signature under “Signature of Authorized Certifying Official” must be of the person taking responsibility for the accuracy of the information contained in the form.

Before a payment can be issued, *all grant products, required documentation, and the signed reimbursement request form* must be received, accepted, and reviewed by the grant manager and grant program manager, subject to the requirements contained in the Agreement.

Please follow the payment schedule as identified in the Grant Agreement when submitting a request for payment or closeout.

A **signed cover letter**, completed and signed **reimbursement request form**, and completed **Products** can be submitted in one of the following ways: (1) the preferred method – an e-mail with PDF files sent to the Grants Administrative Specialist at DLCD.GFGrant@state.or.us, or (2) via the DLCD FTP site (contact the Grants Administrative Specialist for instructions at 503-934-0054) or (3) a CD or DVD mailed to the address for the Grants Administrative Specialist in Attachment B of the Agreement. If none of these options are possible, mail the relevant documents to:

Grants Administrative Specialist
 Department of Land Conservation and Development
 635 Capitol St. NE Suite 150
 Salem, OR 97301



Oregon

Kate Brown, Governor

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

Fax: 503-378-5518

www.oregon.gov/LCD

December 30, 2019

Jacque Betz, City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, Oregon 97027



SENT VIA E-MAIL

Re: City of Gladstone Grant No. TA-21-183 Agreement for Housing Needs Analysis & Code Amendments

Dear Jacque:

The Department of Land Conservation and Development (DLCD) is pleased to offer the City of Gladstone a grant in the amount of \$26,160 for the Housing Needs Analysis & Code Amendments. You will find the grant agreement in an attached PDF file. Please read it carefully.

Please e-sign the contract at page 8, or print, sign and scan the signed page. The agreement must be signed by the City of Gladstone and pages 1-8 of the agreement returned to DLCD. Whether returning the signed agreement via mail or e-mail, it must be received by DLCD's Salem office within 30 days of the date of this letter. If the signed agreement is not received by January 29, 2020, this offer may be withdrawn.

The attached grant agreement is not in effect until signed by the City of Gladstone and DLCD. An electronic file of the agreement with both signatures will be returned to you for your records. Funds will be sent to you in accordance with the payment schedule in the grant agreement. Please note that we can reimburse only eligible costs incurred after all parties have signed and before the termination date of this agreement.

If you have questions about the agreement, please contact me at 503-934-0054 or DLCD.GFGGrant@state.or.us. If you have other questions about the project, please contact your grant manager, Jennifer Donnelly at 503.725.2183 or jennifer.donnelly@state.or.us.

Yours truly,

Angela Williamson
Grants Administrative Specialist

cc: Jennifer Donnelly, DLCD Regional Representative

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



2019-2021 TECHNICAL ASSISTANCE GRANT

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: December 30, 2019	
Grantee City of Gladstone 525 Portland Avenue Gladstone, Oregon 97027	Grant No. TA-21-183
Project Title: Housing Needs Analysis and Code Amendments	
Grantee Representative Jacque Betz, City Administrator 503.557.2767 betz@ci.gladstone.or.us	DLCD Grant Manager Jennifer Donnelly 503.725.2183 jennifer.donnelly@state.or.us
GRANT AMOUNT: \$26,160	CLOSING DATE: May 31, 2021
Last day to amend agreement: March 1, 2021	

Signature

Grantee shall return a signed agreement to DLCD by e-mail within thirty (30) days of the Offer Date. If not signed and returned without modification by Grantee within thirty (30) days of the Offer Date, the DLCD Grant Program Manager may terminate this offer of the grant award. Upon receipt of the Agreement signed by Grantee, the DLCD Grant Program Manager shall sign and return a digital copy of the signed document via e-mail.

List of Products

Preliminary report: Project staff with contact information, advisory committee membership, and refinement of scope by six weeks after grant agreement is signed: (Project Requirement 8)

Signed agreement: between the Grantee and consultant, no later than three business days after both parties have signed the agreement. (Project Requirement 7)

Task 1 – Draft Housing Needs Analysis

Task 2 – Adoption ready Final Housing Needs Analysis

Task 3 – Development of Community Engagement Strategy

Task 4 – Final Community Engagement Strategy

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
2019-2021 TECHNICAL ASSISTANCE GRANT
AGREEMENT

DLCD Grant Number: TA-21-183

City of Gladstone

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon, acting by and through its Department of Land Conservation and Development**, hereinafter referred to as “DLCD,” and **City of Gladstone**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement and all required State approvals have been obtained (“Effective Date”). Grant Funds under this Agreement are available for eligible costs as defined in Sections 4 and 6 incurred beginning on the Effective Date and ending on the earlier of the termination of this Agreement or the Project End Date provided in Attachment A. DLCD’s obligation to disburse Grant Funds under this Agreement ends 60 days after the earlier of termination of this Agreement or the Project End Date.

2. **Agreement Documents.** The Agreement consists of this agreement (without any attachments) and the following Attachments, all of which are attached hereto and incorporated by reference:

- Attachment A: **Project Description and Budget**
- Attachment B: **DLCD Contact Names and Addresses**
- Attachment C: **Request for Product Reimbursement Form and Instructions**
- Attachment D: **Form 1, Notice of Proposed Change (35-day Notice)**
- Attachment E: **Form 2, Notice of Adopted Change**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows: this Agreement without Attachments; Attachments as listed, in descending order of precedence.

3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$26,160** (the “Grant Funds”). Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement, including Attachment A.

4. **Project.** The Project is described in Attachment A. Grant Funds may be used solely for the Project described in Attachment A and may not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by DLCD by amendment pursuant to Section 9 hereof. Grantee agrees to implement the Project in accordance with the terms and conditions of this Agreement and complete the Project no later than the Project End Date.

5. **Reports.** Grantee shall submit the reports required by this section to the DLCD Grant Manager and Grants Administrative Specialist in writing by personal delivery, e-mailing, or mailing at the address or number set forth in Attachment B or to such other addresses or numbers as DLCD may specify by notice to Grantee in accordance with Section 8 hereof.

- a. **Progress Reports.** Grantee will submit a written status report at the request of the DLCDC Grant Manager or as required in the Project Requirements in Attachment A.
- b. **Financial Reimbursement Reports.** In order to receive reimbursement, Grantee must submit to DLCDC requests for reimbursement of eligible costs incurred in producing Product(s), as provided in Attachment A, on the form provided in Attachment C. Grantee shall submit a closeout report to DLCDC within 30 days after the termination of the Agreement or the Project End Date, whichever is earlier. Reimbursements for products will be reduced or withheld if Progress or Closeout Reports have not been timely submitted or are incomplete.

6. Disbursement and Recovery of Grant Funds.

- a. **Disbursement Generally.** DLCDC will disburse the Grant Funds as reimbursement for eligible costs incurred to produce Products in carrying out the Project, up to the amount provided in Section 3, and subject to the timelines and limits for each Task, as specified in Exhibit A. Grantee may request a reimbursement after completion of a Product. Reimbursements will be made by DLCDC within 30 days of DLCDC’s approval of a request for reimbursement. Eligible costs are the reasonable and necessary costs incurred by Grantee, during the period specified in Section 1, in performance of the Project and that are not excluded from reimbursement by DLCDC, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** DLCDC’s obligation to disburse Grant Funds to Grantee is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. DLCDC has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow DLCDC, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Grantee is in compliance with the terms of this Agreement.
 - iii. Grantee’s representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Grantee has provided to DLCDC a request for reimbursement in accordance with Section 5.b hereof. Grantee must submit its final request for reimbursement no later than 30 days after the earlier of termination of this Agreement or the Project End Date. Grantee will not disburse Grant Funds in response to reimbursement requests submitted after that date.

7. Representations and Warranties of Grantee. Grantee represents and warrants to DLCDC as follows:

- a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or

other administrative agency or any provision of Grantee’s organizational documents, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors’ rights generally.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

- 8. **Notices.** Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, e-mailing, or mailing the same by registered or certified mail, postage prepaid, to the Grantee’s Grant Representative or DLCD’s Grant Manager, as the case may be, at the address or number set forth in Attachment B, or to such other addresses or numbers as either party may indicate pursuant to this section. Any notice delivered by e-mail shall be effective on the day the party receives the transmission if the transmission was during normal business hours of the receiving party, or on the next business day if transmission was outside normal business hours of the receiving party. Any notice given by personal delivery shall be effective when actually delivered. Any notice given by mail shall be effective three days after deposit in the mail.
- 9. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the Parties (or in the case of a waiver, by the party against whom the waiver is sought to be enforced). If the Grantee wishes to amend the Agreement, the Grantee must submit a written request, including a justification for any amendment, to the DLCD Grant Manager at least 90 calendar days before the Project End Date.
- 10. **Default.** Reimbursements to Grantee may be withheld or reduced if DLCD determines that Project performance under this Agreement is unsatisfactory, or if one or more terms or conditions of this Agreement have not been met. The amount of Grant Funds withheld will be based on the best professional judgment of the DLCD Grant Manager and Grant Program Manager.
- 11. **Ownership of Product(s).**
 - a. **Definitions.** As used in this Section 11 and elsewhere in this Agreement, the following terms have the meanings set forth below:
 - i. **“Grantee Intellectual Property”** means any intellectual property owned by Grantee and developed independently from the Project.
 - ii. **“Third Party Intellectual Property”** means any intellectual property owned by parties other than DLCD or Grantee.
 - iii. **“Product(s)”** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is

required to deliver to DLCD or create pursuant to the Project, including but not limited to any Product(s) described in Attachment A.

- b. **Non-Exclusive License.** Grantee hereby grants to DLCD, under Grantee Intellectual Property and under intellectual property created by Grantee pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD's behalf. If a Product(s) created by Grantee pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD's behalf. If a Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD's behalf.

12. Indemnity.

- a. **GENERAL INDEMNITY.** SUBJECT TO THE LIMITS OF THE OREGON CONSTITUTION AND STATE OF OREGON TORT CLAIMS ACT, IF APPLICABLE TO GRANTEE, GRANTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS DLCD, THE STATE OF OREGON AND THEIR AGENCIES, SUBDIVISIONS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY FEES, ARISING OUT OF, OR RELATING TO THE ACTS OR OMISSIONS OF GRANTEE OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.
- b. **CONTROL OF DEFENSE AND SETTLEMENT.** GRANTEE SHALL HAVE CONTROL OF THE DEFENSE AND SETTLEMENT OF ANY CLAIM THAT IS SUBJECT TO SECTIONS 12.a; HOWEVER, NEITHER GRANTEE NOR ANY ATTORNEY ENGAGED BY GRANTEE SHALL DEFEND THE CLAIM IN THE NAME OF THE STATE OF OREGON OR ANY AGENCY OF THE STATE OF OREGON, NOR PURPORT TO ACT AS LEGAL REPRESENTATIVE OF THE STATE OF OREGON OR ANY OF ITS AGENCIES, WITHOUT FIRST RECEIVING FROM THE OREGON ATTORNEY GENERAL, IN A FORM AND MANNER DETERMINED APPROPRIATE BY THE ATTORNEY GENERAL, AUTHORITY TO ACT AS LEGAL COUNSEL FOR THE STATE OF OREGON. NOR SHALL GRANTEE SETTLE ANY CLAIM ON BEHALF OF THE STATE OF OREGON WITHOUT THE APPROVAL OF THE ATTORNEY GENERAL. THE STATE OF OREGON MAY, AT ITS ELECTION AND EXPENSE, ASSUME ITS OWN DEFENSE AND SETTLEMENT IN THE EVENT THAT THE STATE OF OREGON DETERMINES THAT GRANTEE IS PROHIBITED FROM DEFENDING THE STATE OF OREGON, OR IS NOT ADEQUATELY DEFENDING THE STATE OF OREGON'S INTERESTS, OR THAT AN IMPORTANT GOVERNMENTAL PRINCIPLE IS AT ISSUE AND THE STATE OF OREGON DESIRES TO ASSUME ITS OWN DEFENSE.

13. **Recovery of Grant Moneys.** Any Grant Funds disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Mis-expended Funds") or that remain unexpended on the earlier of termination of this Agreement or the

Project End Date must be returned to DLCD. Grantee shall return all Mis-expended Funds to DLCD promptly after DLCD's written demand and no later than fifteen (15) days after DLCD's written demand. Grantee shall return all Unexpended Funds to DLCD within fifteen (15) days after the earlier of termination of this Agreement or the Project End Date.

14. Termination:

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
 - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
 - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
- c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
- d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

- 15. Accounting and Fiscal Records:** Grantee shall maintain its fiscal records related to this Agreement in accordance with generally accepted accounting principles. The Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Project End Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related

to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.

16. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between DLCD (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
17. **Audit.** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to and the right to examine any records of transactions related to this Agreement for six (6) years after the final disbursement of Grant Funds under this Agreement is authorized by DLCD.
18. **Counterparts.** This Grant Agreement may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
19. **Survival.** All agreements, representations, and warranties of Grantee shall survive the execution and delivery of this Agreement, any investigation at any time made by DLCD or on its behalf and the making of the Grant.
20. **Successors and Assigns.** Recipient may not assign this Agreement or any right hereunder or interest herein, in whole or in part, without the prior written consent of DLCD. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.
21. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
22. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
23. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.
24. By signing this Agreement the Parties each represents and warrants that it has the power and authority to enter into this Agreement and that the Agreement is executed by its duly authorized representative. By signing the document, Grantee agrees to comply with the terms of this Agreement.

Grantee: City of Gladstone

Grant No. TA-21-183

Print Name of Authorized Official For the Grantee	Title	Date
Signature of Authorized Official For the Grantee		

Grantor: State of Oregon, acting by and through its Department of Land Conservation and Development

Print Name of DLCD Grant Program Manager	Title	Date
Gordon Howard		
Signature of DLCD Grant Program Manager	Community Services Division Manager	

PROJECT PURPOSE STATEMENT

To produce a hearings ready Housing Needs Analysis (HNA) for the City of Gladstone. In addition to a robust community outreach and engagement program that will inform future housing code work.

PROJECT OVERVIEW AND MANAGEMENT

Overall management of the Project will be the responsibility of the Grantee as assisted by the DLCDC Grant Manager. Specific Project management duties of Grantee will include:

- a. Organizing and managing the advisory committee;
- b. Selecting a consultant and contracting for consultant services;
- c. Overseeing consultant work described in this Project Description;
- d. Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the consultant with meeting facilitation.

Advisory Committees

The Project will employ a technical advisory committee (TAC) composed of local government and state agency staff and others identified by the TAC. The role of the TAC is to review Project materials and advise on technical issues throughout the project. TAC members shall generally consist of representatives from Clackamas County, Metro, DLCDC, nearby cities, and the Project consultants. Additional representatives from other affected agencies and organizations may serve as recommended by TAC members.

The TAC will meet on a regular basis to review technical analysis and recommendations prepared by Gladstone staff and the consultant. Individual TAC members will be responsible for communicating with officials from their respective jurisdictions and to assure that policy issues are incorporated into technical work at the appropriate time and in the most effective way.

The Project will not use a policy advisory committee. Instead, members of the TAC will be responsible for reviewing technical analysis with their respective planning commissions and elected officials. TAC members must also inform other Project participants (TAC, consultant, agency Contract administrator) of policy issues and implications raised by local decision-makers that may affect the technical analysis or assumptions used in the analysis.

Agency Role

DLCDC will provide financial, administrative and technical assistance to the Project. DLCDC supports the collaborative, regional approach envisioned in the Project and agrees to work equally and fairly with each jurisdiction to help assure that state and local interests are optimized. DLCDC recognizes the Housing Needs Analysis will inform, but will not bind, future land use decisions of the cooperating jurisdictions.

Consultant Role

The Project will use consultant services to perform technical analysis related to Housing Needs Analysis and community engagement. The consultant is expected to attend regular meetings of the TAC and to assist local planning staff in presentations to planning commissions and elected officials.

Project Meeting Materials

Written Project documents or memorandum prepared by the consultant shall be provided to Grantee in digital format at least one week prior to any scheduled TAC meeting.

Grantee shall prepare meeting agendas and summaries for each TAC meeting. Grantee shall distribute meeting materials to project committee members at least five (5) working days prior to any scheduled meeting.

Project Schedule

The schedule identified in “Schedule, Products, and Budget” section of this Project Description will be observed. DLCD may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is May 31, 2021.

Expectations for All Written and Graphic Products

All reports and Products will be delivered to the DLCD Grant Manager according to the schedule provided in this Project Description.

All reports, studies, and other documents produced under the Project must bear the statement in Project Requirement 3, below.

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this Agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

PROJECT REQUIREMENTS

Grantee agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.
2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description.
3. All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: “This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.
5. Grantee will provide all letters, memos, reports, charts, products and maps produced under this Agreement in a digital media format.
6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.

7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.
8. Grantee will complete the following by six weeks after grant agreement is signed:
 - a. Identify the name, address, telephone number, and e-mail address of those persons who will be completing the project and which of tasks listed under the Project Description for this Agreement they will work on.
 - b. Identify the name, address, telephone number, and e-mail address of those persons who are members of the TAC or other committee formed to carry out work on this Agreement.
 - c. List the steps that will be taken to complete each Task and any Product(s) delivered in connection with the Task(s).
9. Grantee will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with the following activities: (1) the periodic review work programs and related tasks; (2) the transportation system plans being prepared pursuant to OAR 660-012-0000; (3) any post-acknowledgment plan and land use regulation amendments proposed by the Grantee.
10. Any final product must be proposed under Attachment D, Form 1, "Notice of Proposed Change," at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, -0021, and -0022. The products must be adopted by the governing body and submitted under Attachment E, Form 2, "Notice of Adoption" as set forth in ORS 197.615 and OAR 660-018-0040.
11. A draft Product may be accepted for approval instead of an adopted Product when requested in writing and received in the DLCD Salem office at least 60 days prior to Project End Date. The request will be reviewed and approved in writing by DLCD if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project End Date.
12. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft.
13. Grantee will coordinate and provide notice to DLCD, Clackamas County and Metro of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.
14. Grantee will consult with the DLCD Grant Manager in the development of Products and provide an opportunity for timely review of all draft Products.
15. Grantee will submit a written status report at the request of the DLCD Grant Manager at any time outside of the payment schedule in addition to the reports submitted with Attachment C.
16. DLCD will provide no more than one interim payment before the Project End Date and a final payment. Payments will be made only upon submittal of qualifying Product(s) and progress report(s) in accordance with the terms of this Agreement and Attachment C. The report(s) must describe the progress to date on each Task(s) or Product(s) undertaken during the billing period. Other written or verbal progress reports will be provided upon reasonable request by the DLCD Grant Manager.

17. Payments under this Agreement may be reduced if Product(s) scheduled to be completed are not completed by the timeline provided in the Project Description. DLCDC's payment obligations under this Agreement are conditioned upon DLCDC receiving funding, appropriations, limitations, allotments or other expenditures authority sufficient to allow DLCDC in the exercise of its reasonable administrative discretion, to meet its payment obligations under this Agreement.
18. Grantee will not use or charge grant funds provided under this Agreement for consultant(s) trip expense(s), lodging, or any other expense submitted by consultant(s), except for the initial consultant(s) trip to Grantee. Grantee may use grant funds to pay for Product(s) produced by consultant(s).
19. Grantee will not use grant funds provided under this Agreement for any regularly scheduled or other scheduled meetings and hearings. Grantee must use its own funds, or in-kind contributions for all regularly scheduled or other scheduled meetings and hearings.

GIS Requirements

20. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (ESRI) file formats (coverage, shapefile or geodatabase).
21. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/geo/Pages/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.
22. DLCDC may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCDC may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCDC owns as Product(s) under Grant Agreement Section 11.
23. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCDC Grant Manager.

SCHEDULE, PRODUCTS, AND BUDGET

Pre-Task Submittals

The contract in Project Requirement 7 and the report in Project Requirement 8 in this Project Description and Budget will be submitted.

Timeline: 30 March 2020. .

Pre-task report budget: \$0

Task 1: Housing Needs Analysis

Steps to complete this task:

- Consultant reviews Clackamas County's HNA and supplemental report for Gladstone,
- Consultant performs refined data analysis and research; this data and research will represent a refinement to the Clackamas County HNA. This refinement will update the Buildable Lands Inventory completed as part of Clackamas County's HNA with the most current information available to reflect recent construction activity. The population growth will reflect the most recent population numbers from PSU,
- Consultant will present draft HNA to the TAC and the PC,
- The City will host a community workshop where the consultant will present this finding from their research and draft HNA,
- Based on the feedback from the community workshop and the TAC/PC meetings the consultant will refine the draft HNA,
- Throughout this process there will be ongoing community outreach; website updates, newsletters and such.

Task 1 Products: Draft Housing Needs Analysis

Task 1 timeline: September 30, 2020

Task 1 budget: \$10,000 + \$1000 in kind from the City

Task 2: Final Housing Needs Analysis

Steps to complete this task:

- Based on input from the TAC and the planning commission the consultant produces an adoption ready Housing Needs Analysis that meet the requirement of Goal 10 and the implementation requirements of HB2001/2003 (2019).

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 2 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 2 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Task 2 Products: Adoption ready Final Housing Needs Analysis

Task 2 timeline: December 31, 2020

Task 2 budget: \$10,000

P1-Interim Payment:

Reimbursement **on or after December 31, 2020, of up to \$ 20,000** upon submittal of pre-task reports, the Product(s) listed in Tasks 1– 2. Submit Product(s) and a signed Attachment C, Request for Reimbursement Form on digital media to the Grant Manager and the Grant Administrative Specialist to the e-mail addresses listed in Attachment B, DLCD Contact Information.

Task 3: Community Engagement Strategy

The code audit work completed in the last biennium grant cycle brought to light the need for a robust public engagement process that was more inclusive of the entire community. The City will appoint a diverse Technical Advisory Committee and use them to ensure a complete community engagement strategy is developed, including populations that are sometimes overlooked. The Housing Needs Analysis developed in Task 1 and 2 of this grant will inform the community engagement strategy by providing data about specific population make up, land use designations and community needs. The intention is that the code audit work, the HNA and the community engagement will result in both Comprehensive Plan and Code work that reflects the community today and allows for a broader spectrum of housing choices.

Steps to complete this task:

- consultant drafts strategy in consultation with the technical advisory committee (TAC),
- consultant meets with TAC and citizen group and revises draft strategy to reflect their input, and
- consultant presents the draft community engagement strategy to the planning commission at a work session.

Task 3 Products: Development Community Engagement Strategy

Task 3 timeline: March 15, 2021

Task 3 budget: \$4,160.00 + \$1,000 in kind from the City

Task 4: Final Community Engagement Strategy

Based on the feedback from the TAC and PC the consultant develops the final Community Engagement Strategy. The consultant presents the final product to the TAC and planning commission.

Task 4 Products: Final Community Engagement Strategy

Task 4 timeline: May 31, 2021

Task 4 budget: \$2,000

Final Payment

Reimbursement of **up to \$6,160** and the balance of previously unused grant funds from P1 upon submittal of Product(s) listed in Tasks 3-4. Submit the Product(s) and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2021**.

Budget Summary

Task 1 – Draft Housing Needs Analysis	\$10,000
Task 2 – Adoption ready Final Housing Needs Analysis	\$10,000
Task 3 – Development of Community Engagement Strategy	\$4,160
Task 4 – Final Community Engagement Strategy	\$2,000
TOTAL	\$26,160

**DLCD TA Grant Agreement
Contact Information**

For questions regarding your grant, please contact:

Grant Manager:

Jennifer Donnelly
Metro Regional Solutions Center
c/o Portland State University, Market Center Building
1600 SW Fourth Avenue, Suite 109
Portland, OR 97201

Office: 503-725-2183

Mobile: 971-239-9451

E-mail: jennifer.donnelly@state.or.us

OR

Grant Program Manager:

Gordon Howard
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-934-0034

E-mail: gordon.howard@state.or.us

Payment requests should be sent to:

Grants Administrative Specialist

Angela Williamson
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-934-0054

E-mail: DLCD.GFGrant@state.or.us

Attachment C

**Department of Land Conservation and Development (DLCD)
2019-2021 Request for Interim Reimbursement / Final Closeout**

Grantee Name City of Gladstone		Grant No. assigned by DLCD TA-21-183	Final Payment Yes No
Grant Agreement Start Date From: Execution	Grant Agreement Close Date To: May 31, 2021	Period covered by this Payment From:	Period covered by this Payment To:
<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>	<i>DLCD Grant Expenditures</i>
Transactions	Previously Reported	This Payment	Cumulative
1. Salaries and Benefits			
2. Supplies and services			
3. Contracts (see instructions)			
4. Other (provide list & explain)			
5. Total (add lines 1-4)			
<i>Local Contributions (if applicable)</i>			
6. Salaries and Benefits			
7. Supplies and services			
8. Contracts			
9. Other			
10. Total (add lines 6-9)			
11. Payment requested (from line 5)	DO NOT WRITE IN THIS SPACE		DO NOT WRITE IN THIS SPACE
12. <u>Certification:</u> I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for six years after the final payment.			
13. Typed or Printed Name and Title		14. Address where payment is to be sent	
15. Signature of Authorized Certifying Official		16. Date Payment Submitted	

Do Not Write Below This Line FOR DLCD USE ONLY Do Not Write Below This Line

DLCD CERTIFICATION			
I certify as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee:			
_____ Has met the terms and conditions of the grant and that payment in the amount of \$ _____ should be issued			
_____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and payment in the amount of \$ _____ should be issued.			
Signature of DLCD Grant Manager		Date	
Signature of DLCD Program Manager		Date	
BATCH #	DATE	VOUCHER#	DATE
PCA#	OBJECT #	VENDOR #	AMOUNT

Attachment C – Instructions

Department of Land Conservation and Development 2019-2021 Planning Technical Assistance Grant Agreement Interim Reimbursement and Closeout Form Instructions

General and line-by-line instructions for completing the Request for Interim Reimbursement/Final Closeout form are provided herein.

General Instructions and Reminders

- This form may be completed by hand or typed on paper or completed in Microsoft Word. If you need a Word file, please contact the Grants Administrative Specialist at DLCD.GFGrant@state.or.us. In any case, submit the form with the grant Product(s) electronically, as called for in the Agreement.
- This form is used for all reimbursement requests – interim or final.
- It is important that you retain documentation of expenditures as provided in paragraph 16 of the Agreement, which provides that records be maintained for at least six years after the final payment has been received by the grantee.
- Interim and final reimbursement requests must not include work performed prior to the Effective Date of this Agreement (generally the date the Agreement is signed by DLCD) and not after the Closing Date of this Agreement.

Completing the Form

Please show *total actual expenditures only* of DLCD grant award and local contributions.

First row: DLCD will complete the Grantee Name and Grant Number. In the Final Payment box, highlight or circle “No” for interim payments and “Yes” for final closeouts.

Second row: DLCD will complete Agreement start and close dates. Complete the “Period covered by this payment” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately depict the dates the work for the reimbursable expenditure was incurred. If there are any applicable limits on these dates, they will be provided in the payment descriptions in the “Schedule, Products, and Budget” section of the Agreement.

The next section of the form includes columns for itemizing each expense category:

- **“DLCD Grant Expenditures, Previous Reported”** column -- should be blank if the submission is Payment 1. If the request is for a second or later interim payment or final closeout, enter the sum of previous payments in this “Previously Reported” column.
- **“DLCD Grant Expenditures, This Payment”** column – captures and identifies expenditures for the products that are currently being submitted for review and payment.
- **“DLCD Grant Expenditures, Cumulative”** column – simply the total of the two previous columns.
- **“DLCD Grant Expenditures, Transactions”** – Complete items 1–4 as applicable and item 5, total in the “Previously Reported” column if applicable and in the “This Payment” column. Complete previous and current local contributions in items 6–9 and the total on line 10 if applicable. Local contribution does not include expenses reimbursed by the grant. It is included to provide DLCD with accurate information regarding the cost of projects and/or products completed in compliance with this grant. This category includes both in-kind and cash contributions.
 - **1. Salary and Benefits** includes the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.

- **2. Supplies and Services** include allowable grantee supplies used for completion of grant products. Receipts are not required with this report submission.
 - **3. Contracts** include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
 - **4. Other** - Provide a brief explanation and cost breakdown for amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
 - **5. Totals** – Sum the categories of grant expenditures in the Previously Reported, This Payment, and Cumulative columns. The Total payments at closeout cannot exceed the maximum amount in paragraph 3 of the Agreement.
- Re-enter the payment request from line 5 “DLCD Grant Expenditures This Payment” on line 11.

Certification: Be sure to read and understand the information in item 12 prior to signing the form.

- A legible name and title is required in cell 13.
- A mailing address, including city and zip code, where payment should be sent must be provided in cell 14.
- The signature under “Signature of Authorized Certifying Official” must be of the person taking responsibility for the accuracy of the information contained in the form.

Before a payment can be issued, *all grant products, required documentation, and the signed reimbursement request form* must be received, accepted, and reviewed by the grant manager and grant program manager, subject to the requirements contained in the Agreement.

Please follow the payment schedule as identified in the Grant Agreement when submitting a request for payment or closeout.

A **signed cover letter**, completed and signed **reimbursement request form**, and completed **Products** can be submitted in one of the following ways: (1) the preferred method – an e-mail with PDF files sent to the Grants Administrative Specialist at DLCD.GFGrant@state.or.us, or (2) via the DLCD FTP site (contact the Grants Administrative Specialist for instructions at 503-934-0054) or (3) a CD or DVD mailed to the address for the Grants Administrative Specialist in Attachment B of the Agreement. If none of these options are possible, mail the relevant documents to:

Grants Administrative Specialist
 Department of Land Conservation and Development
 635 Capitol St. NE Suite 150
 Salem, OR 97301

DLCD FORM 1



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation at least 35 days before the first evidentiary hearing. (See OAR 660-018-0020 for a post-acknowledgment plan amendment and OAR 660-025-0080 for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction:

Grant No.:

Local file no.:

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment including more than 50 acres, by a city with a population greater than 2,500 within the UGB
Urban growth boundary (UGB) amendment including equal to or less than 50 acres
UGB amendment over 100 acres by a metropolitan service district
Urban reserve designation or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
Periodic review task - Task no.:
Any other change to a comp plan or land use regulation (e.g., a post-acknowledgement plan amendment)

Local contact person (name and title):

Phone: E-mail:

Street address: City: Zip:

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Date of first evidentiary hearing:

Date of final hearing:

This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
Comprehensive Plan map amendment(s) - Change from to
Change from to
New or amended land use regulation
Zoning map amendment(s) - Change from to
Change from to
An exception to a statewide planning goal is proposed - goal(s) subject to exception:
Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCDC's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCDC receives the proposal in its Salem office. **DLCDC will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCDC will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCDC's FTP site at

http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0000 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCDC of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0000 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal

DLCD FORM 2



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE
File No.:
Received:

Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation no more than 20 days after the adoption. (See OAR 660-018-0040). The rules require that the notice include a completed copy of this form. This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review. Use Form 4 for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use Form 5 for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use Form 6 with submittal of an adopted periodic review task.

Jurisdiction: Grant No.

Local file no.:

Date of adoption: Date sent:

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

- Yes: Date (use the date of last revision if a revised Form 1 was submitted):
No

Is the adopted change different from what was described in the Notice of Proposed Change? Yes No

If yes, describe how the adoption differs from the proposal:

Local contact (name and title):

Phone: E-mail:

Street address: City: Zip:

PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS THAT APPLY

For a change to comprehensive plan text:

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

For a change to a comprehensive plan map:

Identify the former and new map designations and the area affected:

- Change from to . acres. A goal exception was required for this change.
Change from to . acres. A goal exception was required for this change.
Change from to . acres. A goal exception was required for this change.
Change from to . acres. A goal exception was required for this change.

Location of affected property (T, R, Sec., TL and address):

- The subject property is entirely within an urban growth boundary
The subject property is partially within an urban growth boundary

If the comprehensive plan map change is a UGB amendment including less than 50 acres and/or by a city with a population less than 2,500 in the urban area, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

If the comprehensive plan map change is an urban reserve amendment including less than 50 acres, or establishment or amendment of an urban reserve by a city with a population less than 2,500 in the urban area, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

For a change to the text of an ordinance or code:

Identify the sections of the ordinance or code that were added or amended by title and number:

For a change to a zoning map:

Identify the former and new base zone designations and the area affected:

Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation: . Acres added: . Acres removed:

Location of affected property (T, R, Sec., TL and address):

List affected state or federal agencies, local governments and special districts:

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

NOTICE OF ADOPTED CHANGE – SUBMITTAL INSTRUCTIONS

1. A Notice of Adopted Change must be received by DLCDC no later than 20 days after the ordinance(s) implementing the change has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) as provided in [ORS 197.615](#) and [OAR 660-018-0040](#).

2. A Notice of Adopted Change must be submitted by a local government (city, county, or metropolitan service district). DLCDC will not accept a Notice of Adopted Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of Adopted Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 2 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line “Notice of Adopted Amendment.”

Submittals may also be uploaded to DLCDC’s FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 2 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of Adopted Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0000 or plan.amendments@state.or.us.

6. **Content:** An administrative rule lists required content of a submittal of an adopted change ([OAR 660-018-0040\(3\)](#)). By completing this form and including the materials listed in the checklist below, the notice will include the required contents.

Where the amendments or new land use regulations, including supplementary materials, exceed 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

7. Remember to notify persons who participated in the local proceedings and requested notice of the final decision. ([ORS 197.615](#))

If you have any questions or would like assistance, please contact your DLCDC regional representative or the DLCDC Salem office at 503-934-0000 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 2
- A copy of the final decision (including the signed ordinance(s)). This must include city *and* county decisions for UGB and urban reserve adoptions
- The findings and the text of the change to the comprehensive plan or land use regulation
- If a comprehensive plan map or zoning map is created or altered by the proposed change:
 - A map showing the area changed and applicable designations, and
 - Electronic files containing geospatial data showing the area changed, as specified in [OAR 660-018-0040\(5\)](#), if applicable
- Any supplemental information that may be useful to inform DLCDC or members of the public of the effect of the actual change

COUNCIL LIAISON APPOINTMENTS

FEBRUARY 2019

DEPARTMENT	PRIMARY LIAISON	RESERVE LIAISON
REGIONAL COMMITTEES C4, Metro, Etc.	Mayor Tammy Stempel <i>With Jacque Betz</i>	Councilor Matt Tracy
BUSINESS & CIVIC Community Festival Outreach (LN) Welcome New Business (LN) Regional Economic Development (TS) Chamber of Commerce (LN) Clackamas County Tourism (LN) Business Alliance (LN)	Mayor Tammy Stempel Councilor Linda Neace Councilor Matt Tracy <i>With Jacque Betz</i>	
SENIOR CENTER	Councilor Linda Neace <i>With Colin Black</i>	
PARKS and RECREATION (Includes Park Master Plan, North Clackamas Urban Watershed Council)	Mayor Tammy Stempel <i>With Jim Whynot</i>	
TRAFFIC SAFETY	Councilor Randy Ripley <i>With Chief Schmerber</i>	
LIBRARY BOARD (Includes Regional)	Councilor Neal Reisner <i>With Mitzi Olson</i>	
PUBLIC WORKS		
Storm – Sewer Infrastructure	Mayor Tammy Stempel	
Water Infrastructure	Councilor Matt Tracy	
Development Liaison Committee	Mayor Tammy Stempel	
PLANNING	Councilor Tom Mersereau <i>With Joy Fields/Jacque Betz</i>	Councilor Neal Reisner
SCHOOL DISTRICT / BOARD	Councilor Tracy Todd	
POLICE	Councilor Tom Mersereau	
FIRE	Councilor Tom Mersereau	

*Does not preclude any City Council member from being involved in areas when they have an interest.

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

DECEMBER 2019 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 12/1/2019 - Citizen Meeting | Parks Funding
- 12/2/2019 - Review WES Governance Documentation
- Toy and Food Drive Review
- 12/3/2019 - Review WES Governance Documentation
- Citizen Meeting | Holidays
- 12/4/2019 - Food Pantry Stocking
- 12/5/2019 - Clackamas County C4 Meeting
- Parks Work Plan Strategy Meeting
- 12/6/2019 - Metro Transportation Policy Advisory Committee Meeting
- 12/7/2019 - Citizen Meeting | Holidays
- 12/9/2019 - Gladstone Parks and Rec Meeting
- 12/10/2019 - City Council Meeting
- Food Pantry Stocking
- Metro Mayors Meeting
- Gladstone Business Owners Meeting
- Metro Transportation Task Force Meeting
- 12/11/2019 - WES Governance Meeting
- FOGNP Holiday Party at the Portland Cider Co.
- 12/13/2019 - Start Review of 2019 City Council Meeting Minutes
- 12/14/2019 - Citizen Meeting | Utility and Infrastructure
- Start Review of City Strategic Plan and Comprehensive Plan
- 12/16/2019 - Start Review of Parks Master Plan
- 12/17/2019 - Citizen Meeting | Clarendon Project and Projects Affecting Businesses
- 12/18/2019 - C4 Metro Subcommittee Meeting
- Food Pantry Stocking
- Metro Transportation Task Force Meeting

- 12/19/2019 - Senior Center Holiday Lunch
- 12/19/2019 - Food Pantry Shift
- 12/20/2019 - Food Pantry Shift
- 12/21/2019 - Food Pantry and Toy and Food Drive
- 12/22/2019 - Review WES Governance Documentation
- 12/22/2019 - Review City Administrator Current Contract and Regional Statistics
- 12/23/2019 - Review Council Liaison Appointments and Recommendations
- 12/24/2019 - Continue Review of Parks Master Plan and Strategic Plan
- 12/27/2019 - Food Pantry Stocking
- 12/28/2019 - Citizen Meeting | Holiday Ideas
- 12/30/2019 - Meeting with Matt Tracy – City Administration Contract and Strategic Plan
- 12/31/2019 - Food Pantry Stocking

**Throughout the month review of social media, responses to email, Nextdoor Gladstone and direct phone calls.

NOTES

COUNCILOR MATT TRACY

DECEMBER 2019 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

12/10/2019	Gladstone City Council Meeting
12/18/2019	Library Task Force Meeting
12/18/2019	Civic Center Walk Through

NOTES

**PRELIMINARY
CITY COUNCIL
AGENDA
PLANNING
DOCUMENT**

January 25, 2020 9:00 am – 2:00 pm			
	City Council/department head annual retreat at the Gladstone Senior Center		
January 28, 2020 Volunteer Orientation/Ethics Training 6:00 pm			
	City Council Chambers		
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	
	Accept the 2018-2019 Audit	IFD Brucker	
	Consider approval of a change order to the Gladstone Civic Center Guaranteed Maximum Price to include the Corporate Activity Tax imposed by House Bill 3427.	Project Management Team	
	Willamette Falls Locks funding request To reopen the Locks.	CA Betz	
	Discuss Trolley Trail Bridge Design Concept from the Feasibility Study	CA Betz	
February 25, 2020 City Council Work Session 6:30 PM			
March 10, 2020 Regular City Council Meeting 6:30 PM			
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (February) 		

Gladstone City Council Preliminary Agendas

March 24, 2020 City Council Worksession 6:30 PM			
Tentative	Joint work session with the Parks Board on annual work plan	PWD Whynot	
Tentative	Joint work session with the Traffic Safety Board on annual work plan	Police Chief Schmerber	
Tentative	Joint worksession with Planning Commission on annual work plan		
To Be Set			
	Update the Traffic Signal Maintenance and Transportation Engineering Services IGA with Clackamas County	PWD Whynot	
Public Hearing	Ordinance to address accessory dwelling unit compliance per HB 2001	SP Joy Fields	
	Oak Lodge Sewer District IGA with City of Gladstone	PWD Whynot	
	Update the IGA between Clackamas County and the City of Gladstone related to Planning Services	CA Betz	