

**GLADSTONE CITY COUNCIL MEETING
CIVIC CENTER COUNCIL CHAMBERS
July 14, 2020 – 5:30 PM**

5:30 p.m.
CALL TO ORDER
ROLL CALL

PRESENTATION: Department of Land Conservation & Development (DLCD) Presentation on the housing code audit, housing needs analysis and House Bill (HB) 2001.

Per the Governor’s Executive Order 20-16, regarding compliance with Oregon’s public meeting laws, the City of Gladstone is abiding by social distancing requirements during the coronavirus pandemic. This public hearing will be conducted virtually using the ZOOM platform.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

https://us02web.zoom.us/j/89196063995?tk=3S4QLBPWVohlqbZBfJ0Puqo8EwZQJvTtBQY-blWTFYF0.DQIAAAAUxH_s-xZyT3pkUElma1FjU3ZIZmNQaGRqZHBRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=NXR5VWNGKytReT M5RDBmenlMWjdYUT09&uuiid=WN_rfZe_hZsRFqOsRlozqvgRA

Password: 642600

Description: City of Gladstone Housing Discussion

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or 877 853 5257 (Toll Free) or 888 683 5191 (Toll Free) or 855 880 1246 (Toll Free)

Webinar ID: 891 9606 3995

Participant ID: 470536

Password: 642600

International numbers available: <https://us02web.zoom.us/j/89196063995>

6:30 PM – REGULAR CITY COUNCIL AGENDA

Per the Governor’s Executive Order 20-16, regarding compliance with Oregon’s public meeting laws, the City of Gladstone is abiding by social distancing requirements during the coronavirus pandemic. This public hearing will be conducted virtually using the ZOOM platform.

Join Zoom Meeting

<https://zoom.us/j/94599577457?pwd=T05uYkkvZGRFNnhNRkhuSjNYZmlqdz09>

Meeting ID: 945 9957 7457

Password: 298220

One tap mobile

+16699009128,,94599577457#,,,0#,,298220# US (San Jose)

Dial by your location

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+1 253 215 8782 US (Tacoma)

Meeting ID: 945 9957 7457

Password: 298220

Find your local number: <https://zoom.us/j/9211111111>

AGENDA ADDITIONS OR CORRECTIONS

CONSENT AGENDA:

1. Approval of June 9, 2020 Meeting and June 23, 2020 Special Meeting Minutes
2. Approval of May Bank Balances
3. Budget Report for Period ending 05-31-2020
4. Approval of May Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for June 2020
7. Second Amendment to Temporary Sanitary Sewer Treatment Agreement between City of Gladstone and Oak Lodge Water Services District
8. Approval of OLCC Off—Premises Sales License for Two Girls Catering
9. Approval of Resolution 1180 a resolution adopting a revised master fee schedule to amend North Clackamas County Water Commission wholesale rate from \$.7363 per hundred cubic feet of water to \$.7437.

CORRESPONDENCE: None

REGULAR AGENDA:

10. LEASE AGREEMENT FOR GLADSTONE FIRE DEPARTMENT OFFICE SPACE

Consider approval of a lease agreement between The City of Gladstone Fire Department and Cycle Express, LLC for office space.

11. DISCUSSION OF GLADSTONE FIRE DEPARTMENT SIREN

Fire Chief Huffman will provide an update on the proposed removal of the Gladstone Fire Department Siren mounted on the old City Hall building in preparation for demolition.

12. DISCUSSION REGARDING SOCIAL JUSTICE, EQUITY, AND INCLUSION (no attachments)

13. REQUEST FOR PROPOSAL FOR CITY ATTORNEY SERVICES

Review the draft Request for Proposal (RFP) for City Attorney Services

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

EXECUTIVE SESSION: ORS 192.660 (2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations. **The executive session will have a separate Zoom login.**

ADJOURN

Upcoming Meeting Dates:

- July 28, 2020 - City Council Work Session TBA
- August 11, 2020 – City Council Regular Meeting, 6:30 p.m.



CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of June 9, 2020

Meeting was called to order at 6:30 PM. – (Via Telephone Conference Call)

ROLL CALL:

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

ABSENT:

None

STAFF:

Jacque Betz, City Administrator; Tami Bannick, City Recorder; Jim Whynot, Public Works Director; John Schmerber, Chief of Police; David Doughman, City Attorney

Mayor Stempel called the meeting to order. She explained that per the Governor’s executive order 20-16 regarding compliance with Oregon Public Meetings Law this meeting is being held electronically by telephone. She went over the call-in number and access codes. She went over the meeting agenda.

AGENDA ADDITIONS OR CORRECTIONS:

None.

PROCLAMATION:

Mayor Stempel said she doesn’t usually make proclamations. She said this has been a historical year. She said with all of the craziness going on this incredible group of kids were able to step up and embrace this “new normal” and reach an incredible milestone in their lives – high school graduation. She wants to make sure that they know that we recognize all that they have done and thank them for being the class that brought our city together in celebration of their achievements.

She read the proclamation: “Today the City of Gladstone is making the following proclamation: Whereas in March 2020 our country was faced with an unprecedented Corona Virus pandemic that eliminated the possibility of our amazing seniors to participate in a traditional graduation milestone. And whereas June is high school graduation month and an excellent opportunity to come together as a community and give our 2020 seniors extra recognition on their accomplishment. And whereas it is an opportunity for acknowledging the adverse situation being presented to graduating seniors and paving the way toward improving the quality of life for young people with a graduation diploma. And whereas the pandemic has temporarily disrupted their educations and plans for the future, families, friends, neighbors, and educators should encourage everyone to focus on the abilities of our young people and honor their hard work. And whereas we encourage all citizens to support opportunities for graduating seniors in our community that include higher education, housing, employment, and recreational activities. And whereas the most effective way to honor graduating seniors is through everyone’s active participation in community activities and the openness to learn and acknowledge each individual’s abilities, talents, and contribution and the importance of education. Now, therefore, I, Tammy Stempel, Mayor of Gladstone, on behalf of the Gladstone City Council and citizens of Gladstone, specifically the graduating seniors, acknowledge the new uncertainties introduced by the pandemic and hereby proclaim the week of June 8th through the 12th, 2020 as Gladstone High School Senior Recognition Week within the City of Gladstone. We encourage all citizens to take time to get to know a graduating senior, recognize their aspirations and contributions, and honor them in their journey of education. No one will ever be able to replace this special graduating class.” The Mayor and Council read off the names of the graduating class.

CONSENT AGENDA:

1. Approval of March 10, 2020 and May 12, 2020 Regular Meeting Minutes
2. Approval of April Bank Balances
3. Budget Report for Periods ending 04-30-2020
4. Approval of April Check Register
5. Legal Costs on Projects
6. Department Head Monthly Report for May 2020
7. Appointment of Michael Milch to the Housing Advisory Committee
8. Approval of Resolution 1177 – Increase in 2019-2021 Biennial Budget for 2019-2020 Fiscal Year to Facilitate the Completion of the Senior Center Roofing Project

Councilors Todd made a motion to approve the Consent Agenda. Motion was seconded by Councilor Neace. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

CORRESPONDENCE:

None.

Mayor Stempel said for those members of the public who wished to speak the deadline for accepting comments was noon today. They allow three minutes for public comment unless there are special circumstances and additional time has been approved beforehand by staff. She said having public comments at the end of the meeting was a recommendation from the League of Oregon Cities and it is becoming the standard of many cities. This is the Council’s business meeting and when their business is complete they are more than happy to hear the business from the audience.

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 have made a decision based on what is based on the City as a whole. That doesn’t mean that their beliefs have changed; just that they listened and acted accordingly. There are laws and rules they have to use as the basis of their decisions. They do not have the luxury of randomly making decisions, but instead have to be consistent and take the path that is defensible. They appreciate everyone’s time in participating in this process. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

REGULAR AGENDA

9. APPROVAL OF CONTRACT FOR MELDRUM BAR PARK DREDGING PROJECT:

Mr. Whynot said this is a public improvement contract for the dredging of the Meldrum Bar boat launch and lagoon. This is the third and final step in a series of grant improvements that have been done over the last four years. First was a sediment analysis two years ago and then the replacement of the boat dock last year. He thanked Marna Barnes for putting this together. They received two bids – from Marine Industrial Construction (\$554,140) and Ross Island Sand and Gravel (\$161,075). The grant was originally for \$350,000 so this came in at under 50% less so the savings will be distributed proportionately between the entities of the grants and the City. The City is expecting a savings of about \$10,000 - \$15,000. The original grant included a match of \$30,000 from Park Improvement – this is where the savings will be seen. \$25,000 was out of the Business Development Community Promotions line item. These are in-kind and matches that the City put together for this grant. Once the contract is signed they will put out the notice to proceed, there will be some pre-planning and pre-dredging meetings, and notices and they expect to get

started on the dredging in July and it will take approximately two weeks to complete. The total project will take approximately 3-4 weeks to complete.

Mayor Stempel asked if staff was confident that they are getting an accurate bid for this project since there is such a difference in the bid amounts – Mr. Whynot said they are.

Councilor Mersereau made a motion to confirm that the proper Public Works bidding processes were followed in the bidding of this project and that the City of Gladstone, Oregon Public Works Director be authorized to sign a contract with the Ross Island Sand and Gravel Company in the amount of \$161,075.00 for the construction of the dredging project at Meldrum Bar Park, Willamette River – Mile 24.2, for the City of Gladstone, Oregon. Motion was seconded by Councilor Tracy. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

10. ORDINANCE 1500 – AMENDING CHAPTER 12.18 OF GLADSTONE MUNICIPAL CODE (GMC) AMENDING TITLE AND ADDING LANGUAGE PROHIBITING ROLLER SKATING, SKATEBOARDING, AND SMOKING IN PUBLIC BUILDINGS OR FACILITIES:

Chief Schmerber said the Police Department is recommending the change of the code to read “public buildings and facilities” and adding the language of “no roller skating, skateboarding, or smoking in the parking lot or sidewalks of the Civic Center, Public Works, Fire Departments, and County Library, once developed”. The whole purpose is strictly for safety.

Councilor Ripley supports this but said that every time something gets closed for smoking you end up with a pile of cigarette butts. Councilor Reisner said he is glad they are reducing the penalty of this violation from a Class C infraction to a Class D infraction.

Councilor Reisner made a motion to approve Ordinance 1500, an Ordinance Amending Chapter 12.18 of the Gladstone Municipal Code amending Title and adding language pertaining to roller skating, skateboarding, or smoking in public buildings or public facilities and reaffirming all remaining provisions of the Gladstone Municipal Code. Motion was seconded by Councilors Ripley and Mersereau. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

Mayor Stempel said since there was a unanimous vote they can do the second reading now.

Councilor Reisner made a motion to approve Ordinance 1500, an Ordinance Amending Chapter 12.18 of the Gladstone Municipal Code amending Title and adding language pertaining to roller skating, skateboarding, or smoking in public buildings or public facilities and reaffirming all remaining provisions of the Gladstone Municipal Code. Motion was seconded by Councilors Neace and Tracy. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

11. ORDINANCE 1501 – AMENDING TITLE 13 OF THE GLADSTONE MUNICIPAL CODE (GMC) BY REMOVING WATER, SEWER, AND STORM WATER UTILITY RATE DISCOUNTS AND INCORPORATING DISCOUNT REFERENCES INTO THE MASTER FEE SCHEDULE:

Ms. Betz said this item is the first in a series of actions so if the Council does not approve both readings of the ordinance tonight then it will be scheduled for a future meeting and Item #12 will also need to be removed for the next meeting. At the last meeting they discussed the structure of the low income utility billing assistance programs and the Council gave direction to go ahead and make the recommended changes. This ordinance removes the details of the utility rate discounts from the City Municipal Code and instead they will insert them into the City's Master Fee Schedule so they can update the Master Fee Schedule annually, just like they do with other utility rates.

Councilor Tracy made a motion to approve Ordinance 1501 removing the details of utility rate discounts from Title 13 of the Municipal Code and instead referring to those utility rate discounts by reference to the Master Fee Schedule. Motion was seconded by Councilor Todd. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

Mayor Stempel said since there was a unanimous vote they can do the second reading now.

Councilor Tracy made a motion to approve Ordinance 1501 removing the details of utility rate discounts from Title 13 of the Municipal Code and instead referring to those utility rate discounts by reference to the Master Fee Schedule. Motion was seconded by Councilor Todd. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

12. RESOLUTION 1178 – ADOPTING A REVISED MASTER FEE SCHEDULE AND REPEALING RESOLUTION 1172:

Mr. Doughman said since there is an increase in one of the fees they need to allow for public comments. Mayor Stempel said they published the agenda/documents and gave people a deadline of noon today to make comments and she asked if that qualified for public comments. Mr. Doughman said it technically should also be allowed during the hearing.

Ms. Betz said historically Gladstone has updated their Master Fee Schedule at the last business meeting of June, which is today. She went through the changes in the Master Fee Schedule, which are available on the City's website. Mayor Stempel asked when the \$5 increase for Fire and EMS Incident Report would come into play and was that increase to come into line with what other jurisdictions are charging. Ms. Betz said in the past when they have compiled these reports it had taken them more time than they expected and the hourly rate better reflects how much time is put in for that and the comparison used was with Clackamas Fire. The fee is usually charged to insurance companies for copies of a report. Ms. Betz said that any money coming in from the Master Fee Schedule related to general fund goes in as revenue to the general fund.

PUBLIC COMMENTS:

Bill Osburn asked if this was going to be increased what is above and beyond what was projected when they adopted the two utility rate increases and, if so, how much is that going to be. Mr. Whynot said the Oak Lodge Water Services, WES, and the North Clackamas County Water Commission are all pass-through charges and they typically raise their rates on July 1st and that's what these are. The SDC's were implemented in July of 2017 and in that resolution it was stated that they were raised based on the consumer cost index every year on July 1st - so over the last year that increased by 1%.

Councilor Tracy made a motion to approve Resolution No. 1178, a resolution repealing the Master Fee Schedule adopted under Resolution No. 1172 and adopting a new Master Fee Schedule. Motion was seconded by Councilors Neace and Mersereau. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

13. POSSIBLE TEXT AMENDMENT TO TITLE 17:

Ms. Betz said she and Mr. Doughman would like to discuss off street parking requirements for the new Library. The architect would like to have a better understanding of what the parking requirements are going to be. The size of the site is approximately 9,100 sq. ft. which offers little opportunity to provide any off street parking spaces.

Mr. Doughman went over his memo regarding a possible text amendment. He said they are asking to begin a process that would start a potential text amendment to the code to address a consideration of off street parking in the C-2 zone. The recommendation is that instead of Clackamas County applying for a variance or asking for an interpretation of the code; amend text in the Comprehensive Plan to mirror the standard that currently exists in GMC 17.18.070(1) and allow institutional or civic uses to be substituted in the C-2 zone without providing additional off street parking requirements. This issue will go before the Planning Commission in July and then to Council in August.

Mayor Stempel asked the Councilors for a consensus vote – all of the Councilors were in support of the plan.

14. DISCUSSION OF APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS:

Mayor Stempel said that there are two vacant positions on the Audit Committee, three vacant positions on the Budget Committee, two vacant positions on the Library Advisory Board, one vacant position on the Senior Center Advisory Board, and two vacant positions on the Traffic Safety Advisory Board. Ms. Betz said that staff needs to know if they want to fill these positions for the remainder of 2020, have a different process and interview applicants, or if they are okay with continuing through the end of the year with those that we have and start recruiting for 2021 in the late fall. Mayor Stempel said she and Ms. Betz suggested appointing people in November so they are ready to hit the ground running in December so they have full committees, boards, and commissions in January so they can start working on their work plans. Mayor Stempel said she is comfortable leaving things the way they are for the rest of the year. She asked the Councilors for their opinions. The Councilors all agreed. Councilor Tracy asked if this would be problematic for the budget committee – Ms. Betz said no because they won't reconvene until February/March of 2021. Mayor Stempel suggested having a discussion regarding the process – it will be put on the agenda for August.

BUSINESS CARRIED FORWARD:

Ms. Betz had none.

Councilor Reisner said in regard to legal counsel services that last year when they were discussing going out for a request for qualifications a decision was made to readdress that topic this summer. He would like to have that on the July agenda. All the councilors agreed.

BUSINESS FROM THE AUDIENCE:

Ben Hildner said he spoke to Chief Schmerber yesterday regarding the death of George Floyd – he agreed that it was senseless. Mr. Hildner said that Gladstone Police is well liked and supported by Gladstone residents. Mayor Stempel and Councilor Tracy participated in the Max Patterson march on Friday. He said the monthly reports are transparent and easy to find and police training includes de-escalation techniques. Three years ago Mayor Stempel agreed to a commitment to reject extremism, white supremacy, and all forms of bigotry and also to promoting law enforcement training on responding to and reporting hate incidents, hate crimes, and domestic terrorism. Also supporting targeted communities and bringing together civic and community leaders to build trust. So far he has seen no statement from any City agency regarding white supremacy. He believes there is a place for healthy conflict – he thinks we can argue about policies and history; not identities and intentions. We can agree to focus on race. We can get uncomfortable. We can stay engaged and we can speak our personal truths. He has three requests: 1) we need to work on improving messaging – denounce all white supremacy and embrace anti-racism, 2) we need anti-bias training for all City staff and a zero tolerance policy for white supremacy as we have a zero tolerance policy for domestic violence, 3) policy updates: require de-escalation (not just training), require warning before shooting.

Janice Saban thanked Mayor Stempel for updating the citizens of Gladstone periodically regarding the Covid-19. She also thanked the City for their continued support for the Community Cat Rescue, allowing them to publish in the Gladstone newsletter and to place their donation bin in City Hall in the spring. She said it has been her observation, as well as many others, that Councilor Todd and Councilor Tracy's significant other, Candy Carlson, have been engaging in several bullying comments on social media. Councilor Todd has also admitted to other community members that she and her friends report various citizens to corporate on a social media app stating her goal is to get them banned, also stating that she could not care less what others find inappropriate about her social media activity. Councilor Todd is also the administrator to the Gladstone Community Parade on Facebook. The Community Cat Rescue participated in this event and many of their supporters were there cheering them on. She, a few members, and a family member tried to post a picture on that Facebook page but could not because Councilor Todd banned them from the page. Councilor Todd has a Facebook page called Tracy Todd, the Glad in Gladstone. In Janis's opinion this is hypocrisy in its finest form because there is nothing glad about censoring, hate speech, or bullying on social media or in person. She said that Candy Carlson, who is the significant other to Councilor Tracy, is the administrator for Meanwhile in Gladstone News on Facebook and has also allowed bullying and hate speech conversations to happen on her page against community members. Some of these community members are known for having documented disabilities. Mayor Stempel once told Janis that social media is a dangerous place and she is wondering what is our fair City's policy regarding this sort of bullying, hate speech, and censoring of the community members by City officials – they're City volunteers representing our City of Gladstone. Our surrounding cities have strict policies in place and she is asking that this be reviewed and she would like to submit the documents she has showing this behavior on social media between Councilor Todd and Candy Carlson.

BUSINESS FROM THE COUNCIL:

Councilor Ripley:

He said he is still working on his fundraiser for Parks and Rec and Traffic Safety.

He said he was a little disappointed when he went to Meldrum Bar Park three days after it was reopened and found there was garbage everywhere. He thanked the fishermen and people using the gardens for picking up the messes.

Councilor Neace:

She thanked Public Works for their work at Meldrum Bar Park – they are doing road work and all the trash has been picked up.

She said the Kiwanis Oak Grove group put a congratulations sign up for the seniors – they appreciate how much they’ve done and what they’ve gone through and wish them the best.

Councilor Tracy:

He said he was heartened by joining the citizens on Friday evening. He was heartsick to hear some of the stories. He believes there is an opportunity in Gladstone to get together with City staff, Police, school staff, and have a town hall and have people speak to them regarding their experiences.

He agreed that there should be boundaries and limitations regarding social media. He said he does not have a political page himself. He wants to make it clear that people share screen shots with him that he would consider bullying in their nature. He said we need to be very careful about our accusations. His significant other is not his spouse and she operates in a very independent paradigm. He is not going to be necessarily culpable for somebody else’s actions. He said maybe a conversation needs to happen.

Councilor Reisner:

He said in regard to the turmoil surrounding race/racism he would like the Council to make a statement to our citizens that we do support our police officers. And especially the fact that we have a school resource officer program and that the program is going to continue and it is a vital part of the community; a great link between the City and the School District being that the citizens of both are the same. He would like staff to come up with a statement to show our support for our police officers. Councilor Tracy said he and Councilor Reisner had a thought provoking conversation today – he supports what he is asking for and would work together with him to come up with something they can all agree on.

Councilor Reisner wanted to announce that he will not be seeking a third term - to give those that are interested in running time to plan, strategize, and organize a campaign. He said it’s been a pleasure serving you and he looks forward to completing his term.

Councilor Todd:

She said she feels she needs to address Janice Saban. She has asked her not to contact her via her personal and business social media pages or other social media platforms on several separate occasions well before being elected and also since taking the position. She recently said the same thing to Janice’s sister. She has never met either of them. She would like to reiterate that if Janice would like to contact her about City business she has the City email address or through Ms. Betz. She said otherwise they do not have to have any reason to have any communication with each other, except for City business. She hopes she has finally made her herself clear on this matter.

Councilor Mersereau:

He wanted to make a positive statement regarding the Department Heads; from Chief Schmerber, Chief Huffman, Public Works Director Whynot, Senior Center Manager Colin Black for the monthly Council reports that they have all been improving on and showing what they’re really doing for the City to make it better. He appreciates their help in doing so.

Mayor Stempel:

She said the Food Pantry volunteers are working really hard getting all the food boxes and produce bags out to their regular customers. They are now expanding the homebound senior deliveries significantly – they’ve got some wonderful volunteers to help deliver them and give the seniors an extra day of contact. Some of the volunteers put in easily twenty hours per week. They are going to try to go back to a shopping model with some minor modifications starting the last week of the month. It should reduce their work significantly. They still need volunteers.

She wanted to thank the volunteers that are coming out in droves to help others.

She has noticed that people think that Covid no longer exists. She wanted to tell them that it does and it's going to control how you live your life, run your business, and how you participate in your job for a long time to come. We are lucky that Clackamas County is now in Phase 1, which loosens up the restrictions a little bit, but that does not mean that it's business as usual and that there are no longer required protocol. She has been disappointed seeing people without masks and completely ignoring social distancing. The only way we are going to get into Phase 2 is if our positive number increase is 5% or less. Last week the increase was 37% and this week the increase was 44%. If this continues we may have to go back to Phase 0 or, even worse, we may have to close everything down again. She needs help getting this message out. She would like people to look at the Phase 1 requirements and follow the recommendations.

Councilor Tracy made a motion to adjourn the meeting. Councilor Reisner seconded the motion. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

ADJOURN:

Meeting was adjourned at approximately 8:06 P.M.

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

ATTEST:

Tamara Stempel, Mayor

Tami Bannick, City Recorder

GLADSTONE CITY COUNCIL MEETING/SPECIAL SESSION MINUTES of June 23, 2020

Meeting was called to order at 7:40 PM. – Via Zoom

ROLL CALL:

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

ABSENT:

Councilor Reisner

STAFF:

Jacque Betz, City Administrator; Tami Bannick, City Recorder

Mayor Stempel called the meeting to order. She explained that per the Governor’s executive order 20-16 regarding compliance with Oregon Public Meetings Law this meeting is being held electronically.

1. CONSIDER APPROVAL OF RESOLUTION NO. 1179, AMENDING RESOLUTION 1176 DECLARING A STATE OF EMERGENCY, TO EXTEND THROUGH JULY 31, 2020.

Ms. Betz said they found out last week that Clackamas County extended theirs through July 31, 2020, so the City needs to be consistent so they can continue to apply for the proper reimbursements if necessary or to contract out through their amended procurement process.

Councilor Tracy made a motion to approve Resolution No. 1179, amending Resolution 1176 declaring a State of Emergency, to extend through July 31, 2020. Motion was seconded by Councilor Todd. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

Councilor Tracy made a motion to adjourn the meeting. Councilor Todd seconded the motion. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously. Motion passed unanimously.

ADJOURN:

Meeting was adjourned at approximately 7:43 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	\$ 13,870,179.78
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	8,830,539.98
Checking Accounts:						
General Fund	212,487.17	68,755.50	205,791.19	213,791.86	450,832.68	222,261.31
Urban Renewal	14,162.39	14,162.43	14,162.43	13,394.36	13,394.36	13,394.36
Municipal Court	28,545.29	25,719.74	27,881.47	29,000.62	23,814.45	30,360.40
Totals	\$ 23,236,897.02	\$ 21,961,468.44	\$ 21,758,146.89	\$ 19,729,141.47	\$ 24,045,873.76	\$ 22,966,735.83
Bank	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
LGIP -City Of Gladstone #4472	\$ 13,089,907.25	\$ 12,986,772.34	\$ 13,156,688.30	\$ 14,477,532.37	\$ 12,859,780.04	
LGIP - Urban Renewal Agency #4650	7,765,924.02	6,271,161.69	4,709,091.89	2,119,415.51	2,124,784.15	
Checking Accounts:						
General Fund	95,566.32	229,084.49	133,143.95	143,574.24	148,977.28	
Urban Renewal	13,211.49	13,211.50	13,211.56	12,848.95	12,848.95	
Municipal Court	23,770.62	20,575.51	40,988.54	29,399.12	27,954.49	
Totals	\$ 20,988,379.70	\$ 19,520,805.53	\$ 18,053,124.24	\$ 16,782,770.19	\$ 15,174,344.91	\$ -



Budget Report Account Summary

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		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	9,831.11	4,215,178.97	-4,393,926.03	48.96 %
100-000-310050	PRIOR YEAR TAXES	300,000.00	300,000.00	1,791.24	41,787.04	-258,212.96	13.93 %
100-000-311030	LIBRARY DISTRICT REVENUE	743,142.00	743,142.00	0.00	307,111.00	-436,031.00	41.33 %
100-000-314045	TRANSIENT LODGING TAX	305,000.00	305,000.00	8,341.71	129,568.33	-175,431.67	42.48 %
	RptType: 3100 - LOCAL TAXES Total:	9,957,247.00	9,957,247.00	19,964.06	4,693,645.34	-5,263,601.66	47.14 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	305,000.00	305,000.00	31,215.59	102,035.58	-202,964.42	33.45 %
100-000-311010	ALCOHOL TAX REVENUE	450,846.00	450,846.00	18,002.07	157,591.58	-293,254.42	34.95 %
100-000-311015	MARIJUANA TAX	99,457.00	99,457.00	0.00	48,850.12	-50,606.88	49.12 %
100-000-311020	CIGARETTE TAX REVENUE	28,155.00	28,155.00	1,192.95	10,998.89	-17,156.11	39.07 %
	RptType: 3110 - STATE SHARED TAXES Total:	883,458.00	883,458.00	50,410.61	319,476.17	-563,981.83	36.16 %
RptType: 3120 - RIGHT OF WAY FEES							
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	250,000.00	250,000.00	0.00	90,000.26	-159,999.74	36.00 %
100-000-312025	PGE FRANCHISE FEES	800,000.00	800,000.00	0.00	403,669.85	-396,330.15	50.46 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	340,000.00	340,000.00	47,656.19	92,202.65	-247,797.35	27.12 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	360,000.00	360,000.00	35,645.52	106,134.84	-253,865.16	29.48 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	1,750,000.00	1,750,000.00	83,301.71	692,007.60	-1,057,992.40	39.54 %
RptType: 3130 - LICENSES AND PERMITS							
100-000-313010	BUSINESS LICENSE FEES	184,000.00	184,000.00	245.00	83,977.00	-100,023.00	45.64 %
100-000-313015	LIQUOR LICENSE RENEWALS	2,000.00	2,000.00	0.00	935.00	-1,065.00	46.75 %
100-000-313020	ALARM PERMITS	8,000.00	8,000.00	325.00	9,825.00	1,825.00	122.81 %
	RptType: 3130 - LICENSES AND PERMITS Total:	194,000.00	194,000.00	570.00	94,737.00	-99,263.00	48.83 %
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	0.00	6,818.75	-1,681.25	80.22 %
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	13,102.71	34,075.67	-40,924.33	45.43 %
100-000-314030	LIEN SEARCH FEES	12,000.00	12,000.00	390.00	4,680.00	-7,320.00	39.00 %
100-000-314040	ALL OTHER LIBRARY RECEIPTS	16,000.00	16,000.00	0.00	8,106.05	-7,893.95	50.66 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	187,500.00	187,500.00	13,492.71	56,908.63	-130,591.37	30.35 %
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	0.00	129,484.12	129,484.12	0.00 %
100-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,659.88	2,659.88	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	0.00	132,144.00	132,144.00	0.00 %
RptType: 3150 - GRANTS							
100-000-315030	POLICE GRANTS	0.00	0.00	0.00	2,007.52	2,007.52	0.00 %
100-000-315040	FIRE GRANTS	140,000.00	331,620.00	0.00	215,555.88	-116,064.12	65.00 %
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 %
100-000-315065	WES/GOOD NEIGHBOR GRANT	0.00	0.00	0.00	50,000.00	50,000.00	0.00 %
100-000-315080	OTHER GRANTS	0.00	0.00	7,962.00	7,962.00	7,962.00	0.00 %
	RptType: 3150 - GRANTS Total:	142,950.00	334,570.00	7,962.00	280,925.40	-53,644.60	83.97 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3260 - FINES AND FORFEITURES							
100-000-326010	COURT FINES & FORFEITURES	775,000.00	775,000.00	36,383.20	252,514.09	-522,485.91	32.58 %
	RptType: 3260 - FINES AND FORFEITURES Total:	775,000.00	775,000.00	36,383.20	252,514.09	-522,485.91	32.58 %
RptType: 3301 - INTEREST							
100-000-330100	INTEREST	250,000.00	250,000.00	17,458.99	239,213.46	-10,786.54	95.69 %
	RptType: 3301 - INTEREST Total:	250,000.00	250,000.00	17,458.99	239,213.46	-10,786.54	95.69 %
RptType: 3600 - MISCELLANEOUS							
100-000-360000	ALL OTHER GF RECEIPTS	70,000.00	70,000.00	1,275.13	24,277.01	-45,722.99	34.68 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	814.00	6,724.75	-3,275.25	67.25 %
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	45,000.00	0.00	35,668.00	-9,332.00	79.26 %
100-000-362212	TRAM TRIPS	17,000.00	17,000.00	20.00	6,584.07	-10,415.93	38.73 %
100-000-362213	MEAL DONATIONS	33,000.00	33,000.00	6,428.50	17,250.52	-15,749.48	52.27 %
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	190,000.00	8,537.63	90,504.35	-99,495.65	47.63 %
RptType: 3700 - OTHER							
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	0.00	2,111.58	-27,888.42	7.04 %
	RptType: 3700 - OTHER Total:	30,000.00	30,000.00	0.00	2,111.58	-27,888.42	7.04 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	18,045,155.00	18,281,775.00	238,080.91	6,854,187.62	-11,427,587.38	37.49 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
100-910-399205	TRANSFER IN FROM STREET FUND	81,935.00	81,935.00	7,485.47	27,969.22	-53,965.78	34.14 %
100-910-399228	TRANSFER IN FROM POLICE LEVY	24,316.00	24,316.00	3,039.50	9,118.50	-15,197.50	37.50 %
100-910-399229	TRANSFER IN FROM FIRE LEVY	4,863.00	4,863.00	607.88	1,823.63	-3,039.37	37.50 %
100-910-399390	TRANSFER IN FROM URBAN RENEWAL	490,862.00	490,862.00	0.00	42,555.51	-448,306.49	8.67 %
100-910-399730	TRANSFER IN FROM SEWER FUND	60,748.00	60,748.00	7,593.50	22,780.50	-37,967.50	37.50 %
100-910-399740	TRANSFER IN FROM WATER FUND	65,903.00	65,903.00	8,237.88	24,713.63	-41,189.37	37.50 %
100-910-399750	TRANSFER IN FROM STORM WATER	60,748.00	60,748.00	7,593.50	22,780.50	-37,967.50	37.50 %
	RptType: 3990 - TRANSFERS IN Total:	789,375.00	789,375.00	34,557.73	151,741.49	-637,633.51	19.22 %
	Department: 910 - TRANSFER IN Total:	789,375.00	789,375.00	34,557.73	151,741.49	-637,633.51	19.22 %
	Revenue Total:	18,834,530.00	19,071,150.00	272,638.64	7,005,929.11	-12,065,220.89	36.74 %
Expense							
Department: 121 - ADMIN							
RptCategory: 40 - PERSONNEL SERVICES							
100-121-431010	CITY ADMINISTRATOR	284,124.00	284,124.00	12,459.50	135,119.45	149,004.55	47.56 %
100-121-431020	CITY RECRDR/HR MGR	293,480.00	293,480.00	6,526.00	101,612.03	191,867.97	34.62 %
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	53,625.00	68,139.00	44.04 %
100-121-431500	ACCOUNTING CLERK	204,110.00	204,110.00	6,217.40	76,813.55	127,296.45	37.63 %
100-121-450100	OVERTIME	2,000.00	2,000.00	0.00	651.82	1,348.18	32.59 %
100-121-450500	CAREER RECOGNITION PAY	8,819.00	8,819.00	330.16	3,543.49	5,275.51	40.18 %
100-121-470000	ASSOCIATED PAYROLL COSTS	583,090.00	583,090.00	18,123.73	194,088.00	389,002.00	33.29 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,699,684.00	1,699,684.00	48,531.79	565,453.34	1,134,230.66	33.27 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	134,000.00	134,000.00	15,437.50	132,338.88	1,661.12	98.76 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	84,000.00	84,000.00	0.00	27,784.40	56,215.60	33.08 %
100-121-500130	LEGAL FEES	216,000.00	216,000.00	3,129.70	43,134.81	172,865.19	19.97 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	502.73	5,077.24	19,922.76	20.31 %
100-121-500491	OUTSIDE AGENCY REQUESTS	47,000.00	47,000.00	0.00	24,031.00	22,969.00	51.13 %
100-121-500492	COUNTY PLANNING SERVICES CONTR...	160,000.00	160,000.00	574.26	68,264.46	91,735.54	42.67 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	384,650.00	384,650.00	-26,664.72	26,603.00	358,047.00	6.92 %
100-121-510021	TOURISM PROMOTION/ACTIVITIES	0.00	0.00	29,671.99	29,671.99	-29,671.99	0.00 %
100-121-520120	BANK CHARGES	7,500.00	7,500.00	347.61	4,016.22	3,483.78	53.55 %
100-121-520200	BLDG MAINTENANCE & SUPPLIES	0.00	0.00	63.77	63.77	-63.77	0.00 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	1,000.00	1,000.00	0.00	57.75	942.25	5.78 %

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		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	1,918.58	12,086.08	26,223.92	31.55 %
100-121-520450	CITY NEWSLETTER	70,000.00	70,000.00	2,617.61	32,995.59	37,004.41	47.14 %
100-121-530000	FIRE & LIABILITY INSURANCE	200,000.00	200,000.00	125.00	165,704.16	34,295.84	82.85 %
100-121-530200	EMERGENCY MANAGEMENT	25,000.00	25,000.00	42.75	937.20	24,062.80	3.75 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	90.00	1,511.46	3,488.54	30.23 %
100-121-540120	PERSONNEL RECRUITMENT	20,000.00	20,000.00	215.00	2,176.86	17,823.14	10.88 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	0.00	12,958.65	47,041.35	21.60 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	0.00	6,768.50	38,231.50	15.04 %
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	226.48	3,107.26	16,892.74	15.54 %
100-121-560100	UTILITIES	0.00	0.00	0.00	-84.72	84.72	0.00 %
100-121-560120	TELEPHONES	30,000.00	30,000.00	930.03	10,303.54	19,696.46	34.35 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,574,460.00	1,574,460.00	29,228.29	609,508.10	964,951.90	38.71 %
Department: 121 - ADMIN Total:		3,274,144.00	3,274,144.00	77,760.08	1,174,961.44	2,099,182.56	35.89 %
Department: 122 - INFORMATION TECHNOLOGY							
RptCategory: 40 - PERSONNEL SERVICES							
100-122-432010	IT MANAGER	198,120.00	198,120.00	7,932.00	80,486.94	117,633.06	40.63 %
100-122-470000	ASSOCIATED PAYROLL COSTS	79,889.00	79,889.00	3,916.72	28,941.84	50,947.16	36.23 %
RptCategory: 40 - PERSONNEL SERVICES Total:		278,009.00	278,009.00	11,848.72	109,428.78	168,580.22	39.36 %
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	330.33	42,088.09	-7,888.09	123.06 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	35,112.00	35,112.00	739.49	13,071.71	22,040.29	37.23 %
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	239.14	1,965.64	3,326.36	37.14 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		112,504.00	112,504.00	1,308.96	66,239.74	46,264.26	58.88 %
RptCategory: 60 - CAPITAL OUTLAY							
100-122-661018	COMPUTER & EQUIPMENT RESERVE	27,500.00	27,500.00	0.00	1,920.87	25,579.13	6.98 %
RptCategory: 60 - CAPITAL OUTLAY Total:		27,500.00	27,500.00	0.00	1,920.87	25,579.13	6.98 %
Department: 122 - INFORMATION TECHNOLOGY Total:		418,013.00	418,013.00	13,157.68	177,589.39	240,423.61	42.48 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	17,294.00	17,294.00	808.42	8,956.18	8,337.82	51.79 %
100-124-437070	UTILITY WORKER, JOURNEY	55,223.00	55,223.00	2,593.48	26,540.10	28,682.90	48.06 %
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	68.57	1,529.52	470.48	76.48 %
100-124-450500	CAREER RECOGNITION PAY	510.00	510.00	22.76	255.45	254.55	50.09 %
100-124-470000	ASSOCIATED PAYROLL COSTS	32,469.00	32,469.00	1,502.63	16,104.22	16,364.78	49.60 %
RptCategory: 40 - PERSONNEL SERVICES Total:		123,986.00	123,986.00	4,995.86	53,385.47	70,600.53	43.06 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	105,000.00	105,000.00	4,306.28	28,776.17	76,223.83	27.41 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	7,531.69	21,120.59	83,879.41	20.11 %
100-124-520322	GENERATOR FUEL	3,200.00	3,200.00	0.00	86.64	3,113.36	2.71 %
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	1,583.71	3,462.68	2,037.32	62.96 %
100-124-560100	UTILITIES	140,000.00	140,000.00	7,256.35	66,273.54	73,726.46	47.34 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		360,700.00	360,700.00	20,678.03	119,719.62	240,980.38	33.19 %
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641000	FACILITY IMPROVEMENTS	250,000.00	250,000.00	14,562.50	38,722.50	211,277.50	15.49 %
100-124-641010	BUILDING REPAIR	47,000.00	92,000.00	0.00	52,018.50	39,981.50	56.54 %
RptCategory: 60 - CAPITAL OUTLAY Total:		297,000.00	342,000.00	14,562.50	90,741.00	251,259.00	26.53 %
Department: 124 - FACILITIES Total:		781,686.00	826,686.00	40,236.39	263,846.09	562,839.91	31.92 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	128,445.00	128,445.00	5,272.57	57,998.27	70,446.73	45.15 %

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100-220-432035	COURT ADMINISTRATOR	147,900.00	147,900.00	6,217.00	66,541.80	81,358.20	44.99 %
100-220-450500	CAREER RECOGNITION PAY	1,479.00	1,479.00	62.17	253.68	1,225.32	17.15 %
100-220-470000	ASSOCIATED PAYROLL COSTS	157,102.00	157,102.00	6,336.97	68,528.61	88,573.39	43.62 %
RptCategory: 40 - PERSONNEL SERVICES Total:		434,926.00	434,926.00	17,888.71	193,322.36	241,603.64	44.45 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	0.00	222.33	777.67	22.23 %
100-220-500132	PROSECUTING ATTORNEY	73,800.00	73,800.00	3,090.00	30,360.00	43,440.00	41.14 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	0.00	22,300.00	44,700.00	33.28 %
100-220-500136	MUNICIPAL COURT JUDGE	73,800.00	73,800.00	3,090.00	36,450.00	37,350.00	49.39 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	0.00	312.00	2,688.00	10.40 %
100-220-500138	JURY EXPENSES	2,000.00	2,000.00	0.00	61.52	1,938.48	3.08 %
100-220-500282	COURTROOM SECURITY	16,000.00	16,000.00	0.00	5,270.00	10,730.00	32.94 %
100-220-520120	BANK CHARGES	8,000.00	8,000.00	0.00	1,496.37	6,503.63	18.70 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	27,500.00	27,500.00	807.19	6,710.29	20,789.71	24.40 %
100-220-540220	TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	0.00	1,296.72	2,703.28	32.42 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		276,100.00	276,100.00	6,987.19	104,479.23	171,620.77	37.84 %
Department: 220 - COURT Total:		711,026.00	711,026.00	24,875.90	297,801.59	413,224.41	41.88 %
Department: 240 - POLICE							
RptCategory: 40 - PERSONNEL SERVICES							
100-240-432110	POLICE CHIEF	294,520.00	294,520.00	10,310.88	111,594.23	182,925.77	37.89 %
100-240-432130	POLICE LIEUTENANT	220,220.00	220,220.00	8,745.00	100,597.52	119,622.48	45.68 %
100-240-432140	POLICE DETECTIVE	163,009.00	163,009.00	13,710.61	149,823.59	13,185.41	91.91 %
100-240-432160	POLICE OFFICER	1,270,810.00	1,270,810.00	40,674.61	429,299.34	841,510.66	33.78 %
100-240-432170	POLICE SERGEANT	521,961.00	521,961.00	20,896.00	214,075.45	307,885.55	41.01 %
100-240-432182	PROPERTY ROOM TECHNICIAN	57,912.00	57,912.00	2,584.37	26,108.18	31,803.82	45.08 %
100-240-432185	POLICE RECORDS CLERK	110,324.00	110,324.00	4,637.00	48,936.56	61,387.44	44.36 %
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	6,179.64	120,146.44	139,853.56	46.21 %
100-240-450200	HOLIDAY PAY	22,000.00	22,000.00	0.00	12,722.27	9,277.73	57.83 %
100-240-450300	PROFICIENCY PAY	77,428.00	77,428.00	3,652.76	40,204.32	37,223.68	51.92 %
100-240-450500	CAREER RECOGNITION PAY	0.00	0.00	232.62	2,258.84	-2,258.84	0.00 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,614,224.00	1,614,224.00	63,171.27	650,922.23	963,301.77	40.32 %
RptCategory: 40 - PERSONNEL SERVICES Total:		4,612,408.00	4,612,408.00	174,794.76	1,906,864.92	2,705,543.08	41.34 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	76,440.00	76,440.00	8,012.57	56,451.61	19,988.39	73.85 %
100-240-500284	PARK PATROL	13,860.00	13,860.00	0.00	2,492.50	11,367.50	17.98 %
100-240-510044	JUVENILE DIVERSION PROGRAM	9,500.00	9,500.00	0.00	2,500.00	7,000.00	26.32 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENS...	0.00	139,880.00	14,205.62	23,625.99	116,254.01	16.89 %
100-240-520112	FIREARMS/AMMUNITION	68,000.00	68,000.00	0.00	15,142.71	52,857.29	22.27 %
100-240-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	386.77	1,732.80	-1,732.80	0.00 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	150,000.00	150,000.00	3,417.49	65,900.09	84,099.91	43.93 %
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	2,124.55	13,732.05	26,267.95	34.33 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	50.00	396.80	11,603.20	3.31 %
100-240-540200	DUES & MEMBERSHIPS	20,000.00	20,000.00	0.00	3,067.20	16,932.80	15.34 %
100-240-540220	TRAVEL, CONFERENCES & TRAINING	64,000.00	64,000.00	1,073.44	14,956.37	49,043.63	23.37 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	40,000.00	40,000.00	1,208.22	27,659.92	12,340.08	69.15 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	8,200.00	8,200.00	79.00	1,198.02	7,001.98	14.61 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	40,868.00	40,868.00	1,644.30	18,821.14	22,046.86	46.05 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		682,748.00	682,748.00	32,201.96	249,315.20	433,432.80	36.52 %
RptCategory: 60 - CAPITAL OUTLAY							
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	220,000.00	220,000.00	0.00	109,822.57	110,177.43	49.92 %
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	109,822.57	115,177.43	48.81 %
Department: 240 - POLICE Total:		5,520,156.00	5,520,156.00	206,996.72	2,266,002.69	3,254,153.31	41.05 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		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	9,055.20	96,852.00	134,308.00	41.90 %
100-250-432220	FIRE MARSHAL	205,864.00	205,864.00	8,328.00	88,049.44	117,814.56	42.77 %
100-250-432240	FIRE CAPTAIN	489,027.00	489,027.00	19,578.09	212,559.72	276,467.28	43.47 %
100-250-432290	ON-CALL FIREFIGHTERS	548,000.00	548,000.00	19,075.22	204,706.76	343,293.24	37.36 %
100-250-450100	OVERTIME	50,000.00	50,000.00	3,584.95	37,923.33	12,076.67	75.85 %
100-250-450500	CAREER RECOGNITION PAY	0.00	0.00	249.84	2,634.73	-2,634.73	0.00 %
100-250-470000	ASSOCIATED PAYROLL COSTS	682,019.00	682,019.00	30,593.81	325,590.83	356,428.17	47.74 %
100-250-470040	LIFE & DISABILITY INSURANCE	8,000.00	8,000.00	76.64	782.07	7,217.93	9.78 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,214,070.00	2,214,070.00	90,541.75	969,098.88	1,244,971.12	43.77 %
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	990.00	11,520.00	17,480.00	39.72 %
100-250-500210	COMPUTER/TECHNOLOGY SERVICES	0.00	0.00	0.00	1,894.00	-1,894.00	0.00 %
100-250-500498	SHARE COST CCOM DISPATCH	170,000.00	170,000.00	7,374.08	81,114.92	88,885.08	47.71 %
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	0.00	600.59	11,399.41	5.00 %
100-250-520124	FIRST RESPONDER SUPPLIES	53,000.00	53,000.00	3,497.97	23,284.81	29,715.19	43.93 %
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	1,540.66	36,308.08	47,491.92	43.33 %
100-250-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	0.00	155.00	-155.00	0.00 %
100-250-520320	FLEET FUEL, MAINTENANCE & REPAIR	140,000.00	140,000.00	3,513.88	48,530.18	91,469.82	34.66 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	5,280.00	5,280.00	33.39	1,574.76	3,705.24	29.83 %
100-250-530200	COVID-19 Emergency Management	0.00	0.00	8,171.62	24,443.00	-24,443.00	0.00 %
100-250-540130	PHYSICAL EXAMINATIONS	48,000.00	48,000.00	0.00	899.00	47,101.00	1.87 %
100-250-540200	DUES & MEMBERSHIPS	15,000.00	15,000.00	0.00	10,135.00	4,865.00	67.57 %
100-250-540222	TECH RESCUE TRAINING	15,250.00	15,250.00	0.00	689.23	14,560.77	4.52 %
100-250-540224	EMS TRAINING & RECERTIFICATION	15,000.00	15,000.00	139.95	4,841.04	10,158.96	32.27 %
100-250-540225	FIREFIGHTER TRAINING	62,000.00	62,000.00	800.89	15,153.28	46,846.72	24.44 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	30,000.00	30,000.00	48.00	7,268.41	22,731.59	24.23 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	64,000.00	64,000.00	549.17	25,588.47	38,411.53	39.98 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		792,330.00	792,330.00	26,659.61	297,205.04	495,124.96	37.51 %
RptCategory: 60 - CAPITAL OUTLAY							
100-250-661010	ROUTINE EQUIP REPLACEMENT	0.00	0.00	0.00	1,021.28	-1,021.28	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	291,953.00	174,714.00	62.56 %
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	450,924.62	251,756.38	64.17 %
Department: 250 - FIRE Total:		3,517,461.00	3,709,081.00	117,201.36	1,717,228.54	1,991,852.46	46.30 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	23,042.80	27,887.20	45.24 %
100-526-437050	PUBLIC WORKS SUPERVISOR	77,820.00	77,820.00	3,637.89	40,302.70	37,517.30	51.79 %
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	511.30	8,495.55	9,513.45	47.17 %
100-526-437070	UTILITY WORKER, JOURNEY	134,877.00	134,877.00	8,087.90	88,656.25	46,220.75	65.73 %
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	80.00	3,339.99	3,660.01	47.71 %
100-526-450500	CAREER RECOGNITION PAY	0.00	0.00	264.83	2,995.87	-2,995.87	0.00 %
100-526-470000	ASSOCIATED PAYROLL COSTS	232,885.00	232,885.00	9,066.61	102,274.40	130,610.60	43.92 %
RptCategory: 40 - PERSONNEL SERVICES Total:		656,978.00	656,978.00	23,789.33	281,604.27	375,373.73	42.86 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	65,000.00	65,000.00	281.81	18,635.33	46,364.67	28.67 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	140,000.00	140,000.00	2,185.48	31,607.80	108,392.20	22.58 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-526-520132	HAZARDOUS TREE REMOVAL	60,000.00	60,000.00	0.00	23,347.75	36,652.25	38.91 %
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	1,725.79	15,391.53	26,608.47	36.65 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	3,360.00	3,360.00	106.34	2,292.86	1,067.14	68.24 %
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	171.03	2,526.66	27,473.34	8.42 %
100-526-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	0.00	560.00	2,440.00	18.67 %
100-526-560100	UTILITIES	60,000.00	60,000.00	1,976.19	25,055.64	34,944.36	41.76 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		406,860.00	406,860.00	6,446.64	119,477.32	287,382.68	29.37 %
RptCategory: 60 - CAPITAL OUTLAY							
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	120,200.00	120,200.00	0.00	17,855.59	102,344.41	14.85 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	68,411.00	68,411.00	0.00	15,513.20	52,897.80	22.68 %
RptCategory: 60 - CAPITAL OUTLAY Total:		188,611.00	188,611.00	0.00	33,368.79	155,242.21	17.69 %
Department: 526 - PARKS Total:		1,252,449.00	1,252,449.00	30,235.97	434,450.38	817,998.62	34.69 %
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	132.56	6,821.58	25,178.42	21.32 %
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	15.71	2,965.33	3,034.67	49.42 %
RptCategory: 40 - PERSONNEL SERVICES Total:		66,000.00	66,000.00	148.27	19,845.59	46,154.41	30.07 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	0.00	1,054.47	1,945.53	35.15 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	0.00	686.91	4,313.09	13.74 %
100-527-520136	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	0.00	65.76	2,134.24	2.99 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		10,200.00	10,200.00	0.00	1,807.14	8,392.86	17.72 %
Department: 527 - RECREATION Total:		76,200.00	76,200.00	148.27	21,652.73	54,547.27	28.42 %
Department: 528 - SENIOR CENTER							
RptCategory: 40 - PERSONNEL SERVICES							
100-528-435210	SENIOR CENTER MANAGER	171,144.00	171,144.00	7,194.00	76,561.50	94,582.50	44.74 %
100-528-435240	TRAM DRIVER	61,914.00	61,914.00	2,281.00	29,167.48	32,746.52	47.11 %
100-528-435250	NUTRITION CATERER	51,595.00	51,595.00	0.00	25,774.22	25,820.78	49.95 %
100-528-435280	CENTER ASSISTANT	95,413.00	95,413.00	4,011.00	44,231.63	51,181.37	46.36 %
100-528-435295	BUILDING MONITOR	10,000.00	10,000.00	0.00	2,535.67	7,464.33	25.36 %
100-528-450500	CAREER RECOGNITION PAY	3,405.00	3,405.00	68.43	1,480.90	1,924.10	43.49 %
100-528-470000	ASSOCIATED PAYROLL COSTS	169,016.00	169,016.00	4,717.66	66,150.02	102,865.98	39.14 %
RptCategory: 40 - PERSONNEL SERVICES Total:		562,487.00	562,487.00	18,272.09	245,901.42	316,585.58	43.72 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-528-510075	NUTRITION PROGRAM SUPPLIES	36,000.00	36,000.00	687.20	10,582.24	25,417.76	29.40 %
100-528-520140	TRAM EXPENSES	12,500.00	12,500.00	68.02	6,978.16	5,521.84	55.83 %
100-528-520190	MISCELLANEOUS EQUIPMENT	7,500.00	7,500.00	0.00	1,996.98	5,503.02	26.63 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	16,000.00	16,000.00	831.70	9,198.46	6,801.54	57.49 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	2,500.00	2,500.00	0.00	19.00	2,481.00	0.76 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	11,368.00	11,368.00	111.35	3,158.52	8,209.48	27.78 %
100-528-540200	DUES & MEMBERSHIPS	2,800.00	2,800.00	0.00	351.39	2,448.61	12.55 %
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	134.56	3,101.42	3,898.58	44.31 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		95,768.00	95,768.00	1,832.83	35,386.17	60,381.83	36.95 %
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	20,104.92	281,287.59	389,967.41	41.90 %
Department: 529 - LIBRARY							
RptCategory: 40 - PERSONNEL SERVICES							
100-529-435320	LIBRARY ASSISTANT II	360,000.00	360,000.00	0.00	126,163.12	233,836.88	35.05 %
100-529-435392	ON CALL LIB ASSISTANT	0.00	0.00	0.00	12,280.59	-12,280.59	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-529-450500	CAREER RECOGNITION PAY	0.00	0.00	0.00	830.67	-830.67	0.00 %
100-529-470000	ASSOCIATED PAYROLL COSTS	195,000.00	195,000.00	0.00	54,026.23	140,973.77	27.71 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	555,000.00	555,000.00	0.00	193,300.61	361,699.39	34.83 %
	RptCategory: 50 - MATERIAL AND SERVICES						
100-529-500110	CONTRACTUAL & PROFESSIONAL SER...	265,900.00	265,900.00	0.00	146,871.41	119,028.59	55.24 %
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	24,880.09	70,119.91	26.19 %
100-529-510082	ADULT/CHILDREN'S PROGRAMS	7,500.00	7,500.00	0.00	1,224.24	6,275.76	16.32 %
100-529-510084	READY TO READ GRANT	2,950.00	2,950.00	0.00	1,472.00	1,478.00	49.90 %
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	0.00	1,410.72	4,589.28	23.51 %
100-529-530100	RENTALS AND LEASES	9,000.00	9,000.00	0.00	3,675.14	5,324.86	40.83 %
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	0.00	182,213.64	239,336.36	43.22 %
	Department: 529 - LIBRARY Total:	976,550.00	976,550.00	0.00	375,514.25	601,035.75	38.45 %
	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	87,555.51	82,906.49	51.36 %
	RptCategory: 70 - DEBT SERVICE Total:	490,861.00	490,861.00	0.00	245,264.51	245,596.49	49.97 %
	Department: 600 - DEBT SERVICE Total:	490,861.00	490,861.00	0.00	245,264.51	245,596.49	49.97 %
	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	19,071,150.00	530,717.29	7,255,599.20	11,815,550.80	38.04 %
	Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-258,078.65	-249,670.09	-249,670.09	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 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: 3100 - LOCAL TAXES						
205-000-310060	VEHICLE REGISTRATION FEES	0.00	0.00	17,263.82	43,156.21	43,156.21 0.00 %
	RptType: 3100 - LOCAL TAXES Total:	0.00	0.00	17,263.82	43,156.21	43,156.21 0.00 %
RptType: 3110 - STATE SHARED TAXES						
205-000-310140	STATE HIGHWAY TAXES	1,837,123.00	1,837,123.00	74,671.16	794,974.88	-1,042,148.12 43.27 %
	RptType: 3110 - STATE SHARED TAXES Total:	1,837,123.00	1,837,123.00	74,671.16	794,974.88	-1,042,148.12 43.27 %
RptType: 3120 - RIGHT OF WAY FEES						
205-000-312050	RIGHT OF WAY - TELECOM	436,000.00	436,000.00	39,759.42	183,082.69	-252,917.31 41.99 %
205-000-312055	RIGHT OF WAY - OTHER	450,000.00	450,000.00	5,294.66	58,781.68	-391,218.32 13.06 %
205-000-312060	ROW LICENSES & APP FEES	6,000.00	6,000.00	235.00	585.00	-5,415.00 9.75 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	892,000.00	892,000.00	45,289.08	242,449.37	-649,550.63 27.18 %
RptType: 3141 - SDC						
205-000-314075	TRANSPORTATION SDC'S	20,000.00	20,000.00	0.00	80,002.56	60,002.56 400.01 %
205-000-314076	SDC Reimbursement Fee	0.00	0.00	0.00	3,044.72	3,044.72 0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	83,047.28	63,047.28 415.24 %
RptType: 3600 - MISCELLANEOUS						
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	60,000.00	60,000.00	3,525.00	38,794.34	-21,205.66 64.66 %
	RptType: 3600 - MISCELLANEOUS Total:	60,000.00	60,000.00	3,525.00	38,794.34	-21,205.66 64.66 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,559,123.00	4,559,123.00	140,749.06	1,202,422.08	-3,356,700.92 26.37 %
Department: 910 - TRANSFER IN						
RptType: 3990 - TRANSFERS IN						
205-910-399730	TRANSFER IN FROM SEWER FUND	241,667.00	241,667.00	95,062.72	95,062.72	-146,604.28 39.34 %
205-910-399740	TRANSFER IN FROM WATER FUND	171,488.00	171,488.00	70,686.59	70,686.59	-100,801.41 41.22 %
205-910-399750	TRANSFER IN FROM STORM WATER	79,676.00	79,676.00	25,360.79	25,360.79	-54,315.21 31.83 %
	RptType: 3990 - TRANSFERS IN Total:	492,831.00	492,831.00	191,110.10	191,110.10	-301,720.90 38.78 %
	Department: 910 - TRANSFER IN Total:	492,831.00	492,831.00	191,110.10	191,110.10	-301,720.90 38.78 %
	Revenue Total:	5,051,954.00	5,051,954.00	331,859.16	1,393,532.18	-3,658,421.82 27.58 %
Expense						
Department: 305 - ROAD AND STREET						
RptCategory: 40 - PERSONNEL SERVICES						
205-305-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	23,042.80	27,887.20 45.24 %
205-305-437050	PUBLIC WORKS SUPERVISOR	77,822.00	77,822.00	3,637.89	40,302.66	37,519.34 51.79 %
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	1,150.43	18,481.29	19,728.71 48.37 %
205-305-437070	UTILITY WORKER, JOURNEY	242,705.00	242,705.00	10,285.87	111,875.79	130,829.21 46.10 %
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	534.88	4,644.50	3,355.50 58.06 %
205-305-450500	CAREER RECOGNITION PAY	2,309.00	2,309.00	158.96	1,750.02	558.98 75.79 %
205-305-470000	ASSOCIATED PAYROLL COSTS	301,436.00	301,436.00	11,659.35	129,378.28	172,057.72 42.92 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	800,585.00	800,585.00	29,568.18	339,924.89	460,660.11 42.46 %
RptCategory: 50 - MATERIAL AND SERVICES						
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	109,200.00	109,200.00	3,146.44	31,147.27	78,052.73 28.52 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	500,000.00	500,000.00	981.40	189,585.36	310,414.64 37.92 %
205-305-520172	STREET LIGHT MAINTENANCE	165,000.00	165,000.00	595.31	74,770.96	90,229.04 45.32 %
205-305-520174	SHOP SUPPLIES	0.00	0.00	0.00	55.02	-55.02 0.00 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	45,000.00	45,000.00	242.47	4,406.73	40,593.27 9.79 %
205-305-520178	STREET SIGN MAINTENANCE	45,000.00	45,000.00	1,748.95	16,644.88	28,355.12 36.99 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	4,590.54	25,777.63	39,222.37 39.66 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	80.66	1,456.58	2,703.42 35.01 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
205-305-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	0.00	135.40	4,864.60	2.71 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	45,000.00	45,000.00	82.26	10,884.56	34,115.44	24.19 %
205-305-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	84.37	359.37	4,640.63	7.19 %
205-305-560100	UTILITIES	2,200.00	2,200.00	54.10	595.43	1,604.57	27.07 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		990,560.00	990,560.00	11,606.50	355,819.19	634,740.81	35.92 %
RptCategory: 60 - CAPITAL OUTLAY							
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	575,000.00	575,000.00	0.00	20,695.85	554,304.15	3.60 %
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	249,540.73	1,046,118.27	19.26 %
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	270,236.58	1,999,957.42	11.90 %
Department: 305 - ROAD AND STREET Total:		4,061,339.00	4,061,339.00	41,174.68	965,980.66	3,095,358.34	23.78 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
205-920-899100	TRANSFER OUT TO GENERAL FUND	81,935.00	81,935.00	7,485.47	27,969.22	53,965.78	34.14 %
205-920-899730	TRANSFER OUT TO SEWER FUND	169,560.00	169,560.00	36,020.86	36,020.86	133,539.14	21.24 %
205-920-899740	TRANSFER OUT TO WATER	169,560.00	169,560.00	36,020.86	36,020.86	133,539.14	21.24 %
205-920-899750	TRANSFER OUT TO STORM	169,560.00	169,560.00	36,020.86	36,020.86	133,539.14	21.24 %
RptCategory: 89 - TRANSFERS OUT Total:		590,615.00	590,615.00	115,548.05	136,031.80	454,583.20	23.03 %
Department: 920 - TRANSFER OUT Total:		590,615.00	590,615.00	115,548.05	136,031.80	454,583.20	23.03 %
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	156,722.73	1,102,012.46	3,949,941.54	21.81 %
Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):		0.00	0.00	175,136.43	291,519.72	291,519.72	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	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	1,387.85	595,054.20	-716,268.80 45.38 %
228-000-310050	PRIOR YEAR TAXES	48,000.00	48,000.00	252.87	5,899.05	-42,100.95 12.29 %
	RptType: 3100 - LOCAL TAXES Total:	1,359,323.00	1,359,323.00	1,640.72	600,953.25	-758,369.75 44.21 %
RptType: 3301 - INTEREST						
228-000-330100	INTEREST	7,800.00	7,800.00	306.08	4,923.75	-2,876.25 63.13 %
	RptType: 3301 - INTEREST Total:	7,800.00	7,800.00	306.08	4,923.75	-2,876.25 63.13 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,532,123.00	1,532,123.00	1,946.80	605,877.00	-926,246.00 39.54 %
	Revenue Total:	1,532,123.00	1,532,123.00	1,946.80	605,877.00	-926,246.00 39.54 %
Expense						
Department: 245 - POLICE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
228-245-432160	POLICE OFFICER	155,208.00	155,208.00	6,559.65	73,355.70	81,852.30 47.26 %
228-245-432165	SCHOOL RESOURCE OFFICER	155,208.00	155,208.00	7,058.30	75,110.66	80,097.34 48.39 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	127,715.00	127,715.00	5,368.00	56,606.02	71,108.98 44.32 %
228-245-432195	EXECUTIVE ASSISTANT	122,467.00	122,467.00	5,113.00	56,188.68	66,278.32 45.88 %
228-245-450100	OVERTIME	80,000.00	80,000.00	1,211.89	15,700.51	64,299.49 19.63 %
228-245-450200	HOLIDAY PAY	0.00	0.00	0.00	690.58	-690.58 0.00 %
228-245-450300	PROFICIENCY PAY	30,385.00	30,385.00	1,014.26	10,764.91	19,620.09 35.43 %
228-245-450500	CAREER RECOGNITION PAY	0.00	0.00	215.00	2,258.34	-2,258.34 0.00 %
228-245-470000	ASSOCIATED PAYROLL COSTS	482,308.00	482,308.00	17,059.50	189,138.00	293,170.00 39.22 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,153,291.00	1,153,291.00	43,599.60	479,813.40	673,477.60 41.60 %
RptCategory: 50 - MATERIAL AND SERVICES						
228-245-500498	SHARE COST CCOM DISPATCH	295,000.00	295,000.00	11,869.66	130,566.34	164,433.66 44.26 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	0.00	518.13	3,481.87 12.95 %
228-245-510040	K-9 EXPENSES	14,000.00	14,000.00	260.24	1,734.42	12,265.58 12.39 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	434.34	434.34	7,765.66 5.30 %
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	12,564.24	133,253.23	207,946.77 39.05 %
	Department: 245 - POLICE LEVY Total:	1,494,491.00	1,494,491.00	56,163.84	613,066.63	881,424.37 41.02 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
228-920-899100	TRANSFER OUT TO GENERAL FUND	24,316.00	24,316.00	3,039.50	9,118.50	15,197.50 37.50 %
	RptCategory: 89 - TRANSFERS OUT Total:	24,316.00	24,316.00	3,039.50	9,118.50	15,197.50 37.50 %
	Department: 920 - TRANSFER OUT Total:	24,316.00	24,316.00	3,039.50	9,118.50	15,197.50 37.50 %
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	59,203.34	622,185.13	909,937.87 40.61 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-57,256.54	-16,308.13	-16,308.13 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	632.89	271,356.91	-326,365.09 45.40 %
229-000-310050	PRIOR YEAR TAXES	18,000.00	18,000.00	115.31	2,690.07	-15,309.93 14.94 %
	RptType: 3100 - LOCAL TAXES Total:	615,722.00	615,722.00	748.20	274,046.98	-341,675.02 44.51 %
RptType: 3301 - INTEREST						
229-000-330100	INTEREST	12,000.00	12,000.00	389.56	8,069.27	-3,930.73 67.24 %
	RptType: 3301 - INTEREST Total:	12,000.00	12,000.00	389.56	8,069.27	-3,930.73 67.24 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,078,722.00	1,078,722.00	1,137.76	282,116.25	-796,605.75 26.15 %
	Revenue Total:	1,078,722.00	1,078,722.00	1,137.76	282,116.25	-796,605.75 26.15 %
Expense						
Department: 255 - FIRE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
229-255-432230	TRAINING CAPTAIN	160,532.00	160,532.00	7,194.00	72,667.47	87,864.53 45.27 %
229-255-439010	PART TIME	46,000.00	46,000.00	1,811.81	20,011.42	25,988.58 43.50 %
229-255-439011	SEASONAL HELP	20,000.00	20,000.00	0.00	8,690.56	11,309.44 43.45 %
229-255-470000	ASSOCIATED PAYROLL COSTS	124,471.00	124,471.00	6,083.78	66,847.40	57,623.60 53.71 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	351,003.00	351,003.00	15,089.59	168,216.85	182,786.15 47.92 %
RptCategory: 50 - MATERIAL AND SERVICES						
229-255-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	250.00	4,946.58	15,053.42 24.73 %
229-255-520126	SCBA & TURNOUT MAINTENANCE	20,000.00	20,000.00	382.00	1,675.23	18,324.77 8.38 %
229-255-520365	EQUIPMENT TESTING & SERVICE	20,000.00	20,000.00	-599.67	7,375.83	12,624.17 36.88 %
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	39.99	19,960.01 0.20 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	90,000.00	90,000.00	32.33	14,037.63	75,962.37 15.60 %
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	1,579.58	48,420.42 3.16 %
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	473.40	5,988.38	19,011.62 23.95 %
229-255-661016	FIRE APPARATUS & EQUIPMENT RESE...	325,000.00	325,000.00	0.00	325,000.00	0.00 100.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	532,000.00	532,000.00	473.40	334,134.29	197,865.71 62.81 %
	Department: 255 - FIRE LEVY Total:	973,003.00	973,003.00	15,595.32	516,388.77	456,614.23 53.07 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
229-920-899100	TRANSFER OUT TO GENERAL FUND	4,863.00	4,863.00	607.88	1,823.63	3,039.37 37.50 %
	RptCategory: 89 - TRANSFERS OUT Total:	4,863.00	4,863.00	607.88	1,823.63	3,039.37 37.50 %
	Department: 920 - TRANSFER OUT Total:	4,863.00	4,863.00	607.88	1,823.63	3,039.37 37.50 %
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	16,203.20	518,212.40	560,509.60 48.04 %
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	-15,065.44	-236,096.15	-236,096.15 0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)						
Revenue						
Department: 910 - TRANSFER IN						
RptType: 3990 - TRANSFERS IN						
307-910-399390	TRANSFER IN FROM URBAN RENEWAL	12,766,000.00	12,766,000.00	0.00	11,053,592.35	-1,712,407.65 86.59 %
RptType: 3990 - TRANSFERS IN Total:		12,766,000.00	12,766,000.00	0.00	11,053,592.35	-1,712,407.65 86.59 %
Department: 910 - TRANSFER IN Total:		12,766,000.00	12,766,000.00	0.00	11,053,592.35	-1,712,407.65 86.59 %
Revenue Total:		12,766,000.00	12,766,000.00	0.00	11,053,592.35	-1,712,407.65 86.59 %
Expense						
Department: 307 - CIVIC CENTER PROJECT						
RptCategory: 50 - MATERIAL AND SERVICES						
307-307-620320	PROJECT MGMT-OWNERS REP	0.00	122,677.00	13,195.00	98,482.80	24,194.20 80.28 %
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	564.00	5,700.00	-1,872.00 148.90 %
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	13,759.00	106,061.03	40,468.97 72.38 %
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	714,609.00	10,038,974.64	-27,362.64 100.27 %
307-307-620111	PROJECT RETAINAGE	0.00	0.00	0.00	406,840.34	-406,840.34 0.00 %
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	0.00	36,310.20	3,593.80 90.99 %
307-307-620345	MISC FEES	0.00	0.00	123.00	7,302.26	-7,302.26 0.00 %
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	4,042.13	4,365.58	207,796.42 2.06 %
RptCategory: 60 - CAPITAL OUTLAY Total:		12,766,000.00	10,286,372.00	718,774.13	10,496,051.02	-209,679.02 102.04 %
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	732,533.13	10,602,112.05	-20,210.05 100.19 %
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	732,533.13	10,602,112.05	2,163,887.95 83.05 %
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):		0.00	0.00	-732,533.13	451,480.30	451,480.30 0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	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	2,195.53	941,369.85	-928,630.15 50.34 %
390-000-310050	PRIOR YEAR TAXES	20,000.00	20,000.00	397.78	9,372.51	-10,627.49 46.86 %
	RptType: 3100 - LOCAL TAXES Total:	1,890,000.00	1,890,000.00	2,593.31	950,742.36	-939,257.64 50.30 %
RptType: 3301 - INTEREST						
390-000-330100	INTEREST	20,000.00	20,000.00	2,775.33	192,799.85	172,799.85 964.00 %
	RptType: 3301 - INTEREST Total:	20,000.00	20,000.00	2,775.33	192,799.85	172,799.85 964.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	16,666,000.00	16,666,000.00	5,368.64	1,143,542.21	-15,522,457.79 6.86 %
	Revenue Total:	16,666,000.00	16,666,000.00	5,368.64	1,143,542.21	-15,522,457.79 6.86 %
Expense						
Department: 410 - URBAN RENEWAL						
RptCategory: 50 - MATERIAL AND SERVICES						
390-410-500110	CONTRACTUAL & PROFESSIONAL SER...	4,000.00	4,000.00	0.00	1,130.68	2,869.32 28.27 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	15,000.00	15,000.00	0.00	15,040.00	-40.00 100.27 %
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	31,170.68	17,829.32 63.61 %
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	106,952.92	94,281.08 53.15 %
	RptCategory: 70 - DEBT SERVICE Total:	1,077,600.00	1,077,600.00	0.00	538,525.92	539,074.08 49.97 %
RptCategory: 89 - TRANSFERS OUT						
390-410-899100	TRANSFER OUT TO GENERAL FUND	490,861.00	490,861.00	0.00	42,555.51	448,305.49 8.67 %
	RptCategory: 89 - TRANSFERS OUT Total:	490,861.00	490,861.00	0.00	42,555.51	448,305.49 8.67 %
	Department: 410 - URBAN RENEWAL Total:	1,617,461.00	1,617,461.00	0.00	612,252.11	1,005,208.89 37.85 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
390-920-899307	TRANSFER OUT TO CIVIC BUILDINGS ...	12,766,000.00	12,766,000.00	0.00	11,053,592.35	1,712,407.65 86.59 %
	RptCategory: 89 - TRANSFERS OUT Total:	12,766,000.00	12,766,000.00	0.00	11,053,592.35	1,712,407.65 86.59 %
	Department: 920 - TRANSFER OUT Total:	12,766,000.00	12,766,000.00	0.00	11,053,592.35	1,712,407.65 86.59 %
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	0.00	11,665,844.46	5,000,155.54 70.00 %
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	0.00	0.00	5,368.64	-10,522,302.25	-10,522,302.25 0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	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	60,219.02	593,084.03	-756,664.97 43.94 %
730-000-314055	TRI-CITY SERVICE DISTRICT	3,473,582.00	3,473,582.00	184,468.13	1,803,914.97	-1,669,667.03 51.93 %
730-000-314080	CONNECTION FEES	10,000.00	10,000.00	0.00	19.10	-9,980.90 0.19 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	4,833,331.00	4,833,331.00	244,687.15	2,397,018.10	-2,436,312.90 49.59 %
RptType: 3141 - SDC						
730-000-314110	SEWER SDCS	15,000.00	15,000.00	0.00	81,462.40	66,462.40 543.08 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	3,746.60	3,746.60 0.00 %
	RptType: 3141 - SDC Total:	15,000.00	15,000.00	0.00	85,209.00	70,209.00 568.06 %
RptType: 3600 - MISCELLANEOUS						
730-000-360000	ALL OTHER SEWER RECEIPTS	2,000.00	2,000.00	400.00	13,559.34	11,559.34 677.97 %
	RptType: 3600 - MISCELLANEOUS Total:	2,000.00	2,000.00	400.00	13,559.34	11,559.34 677.97 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,786,331.00	5,786,331.00	245,087.15	2,495,786.44	-3,290,544.56 43.13 %
Department: 910 - TRANSFER IN						
RptType: 3990 - TRANSFERS IN						
730-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14 21.24 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14 21.24 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14 21.24 %
	Revenue Total:	5,955,891.00	5,955,891.00	281,108.01	2,531,807.30	-3,424,083.70 42.51 %
Expense						
Department: 703 - SEWER						
RptCategory: 40 - PERSONNEL SERVICES						
730-703-431500	ACCOUNTING CLERK	27,611.00	27,611.00	1,053.00	10,469.53	17,141.47 37.92 %
730-703-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	23,042.80	27,887.20 45.24 %
730-703-437050	PUBLIC WORKS SUPERVISOR	59,895.00	59,895.00	2,893.12	31,223.38	28,671.62 52.13 %
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	1,150.43	18,481.29	22,038.71 45.61 %
730-703-437070	UTILITY WORKER, JOURNEY	143,225.00	143,225.00	7,510.60	82,613.11	60,611.89 57.68 %
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	111.24	3,131.74	6,868.26 31.32 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	192.67	2,122.84	-2,122.84 0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	249,431.00	249,431.00	8,498.30	94,638.98	154,792.02 37.94 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	676,057.00	676,057.00	23,550.16	269,184.47	406,872.53 39.82 %
RptCategory: 50 - MATERIAL AND SERVICES						
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	2,608.34	32,195.69	77,804.31 29.27 %
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	425,164.00	643,349.00 39.79 %
730-703-500458	TRI-CITY SERVICE DISTRICT	2,583,000.00	2,583,000.00	300,773.88	1,031,208.60	1,551,791.40 39.92 %
730-703-520120	BANK CHARGES	0.00	0.00	665.56	14,833.15	-14,833.15 0.00 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	333.50	16,772.70	88,227.30 15.97 %
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	285.28	8,917.30	46,082.70 16.21 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	194.66	4,031.49	128.51 96.91 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	601.92	7,166.06	8,833.94 44.79 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	7,500.00	7,500.00	0.00	702.87	6,797.13 9.37 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	21,000.00	21,000.00	1,117.02	9,468.60	11,531.40 45.09 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	84.37	370.62	4,629.38 7.41 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
730-703-560100	UTILITIES	3,200.00	3,200.00	107.25	1,212.41	1,987.59	37.89 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	3,993,373.00	3,993,373.00	306,771.78	1,552,062.84	2,441,310.16	38.87 %
	RptCategory: 60 - CAPITAL OUTLAY						
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	662,000.00	662,000.00	0.00	9,816.65	652,183.35	1.48 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	38,046.00	38,046.00	0.00	129,082.63	-91,036.63	339.28 %
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	138,899.28	810,146.72	14.64 %
	Department: 703 - SEWER Total:	5,618,476.00	5,618,476.00	330,321.94	1,960,146.59	3,658,329.41	34.89 %
	Department: 920 - TRANSFER OUT						
	RptCategory: 89 - TRANSFERS OUT						
730-920-899100	TRANSFER OUT TO GENERAL FUND	60,748.00	60,748.00	7,593.50	22,780.50	37,967.50	37.50 %
730-920-899205	TRANSFER OUT TO ROAD & STREET F...	241,667.00	241,667.00	95,062.72	95,062.72	146,604.28	39.34 %
	RptCategory: 89 - TRANSFERS OUT Total:	302,415.00	302,415.00	102,656.22	117,843.22	184,571.78	38.97 %
	Department: 920 - TRANSFER OUT Total:	302,415.00	302,415.00	102,656.22	117,843.22	184,571.78	38.97 %
	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	432,978.16	2,077,989.81	3,877,901.19	34.89 %
	Fund: 730 - SEWER FUND Surplus (Deficit):	0.00	0.00	-151,870.15	453,817.49	453,817.49	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 740 - WATER FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
740-000-309999	BEGINNING FUND BALANCE	2,009,000.00	2,009,000.00	0.00	0.00	-2,009,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	2,009,000.00	2,009,000.00	0.00	0.00	-2,009,000.00	0.00 %
RptType: 3140 - CHARGES FOR SERVICES							
740-000-314060	WATER SERVICE REVENUE	3,419,750.00	3,419,750.00	153,393.12	1,723,786.68	-1,695,963.32	50.41 %
740-000-314080	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	8,490.00	-1,510.00	84.90 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	3,429,750.00	3,429,750.00	153,393.12	1,732,276.68	-1,697,473.32	50.51 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S	10,000.00	10,000.00	0.00	60,794.96	50,794.96	607.95 %
740-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	3,875.16	3,875.16	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	0.00	64,670.12	54,670.12	646.70 %
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	153,393.12	1,807,236.12	-3,661,513.88	33.05 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
740-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14	21.24 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14	21.24 %
	Revenue Total:	5,638,310.00	5,638,310.00	189,413.98	1,843,256.98	-3,795,053.02	32.69 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	33,133.00	33,133.00	1,263.60	12,563.45	20,569.55	37.92 %
740-704-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	23,042.80	27,887.20	45.24 %
740-704-437050	PUBLIC WORKS SUPERVISOR	61,712.00	61,712.00	2,955.30	32,099.01	29,612.99	52.01 %
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	1,150.43	18,481.29	22,038.71	45.61 %
740-704-437070	UTILITY WORKER, JOURNEY	239,422.00	239,422.00	12,073.08	134,199.71	105,222.29	56.05 %
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	208.80	208.80	34,791.20	0.60 %
740-704-450100	OVERTIME	15,000.00	15,000.00	66.68	4,460.60	10,539.40	29.74 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	189.79	2,190.12	-2,190.12	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	324,712.00	324,712.00	11,619.52	128,750.50	195,961.50	39.65 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	859,873.00	859,873.00	31,668.00	355,996.28	503,876.72	41.40 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	135,000.00	135,000.00	2,672.34	46,282.94	88,717.06	34.28 %
740-704-500240	METER READING CONTRACT	50,000.00	50,000.00	2,204.16	23,823.18	26,176.82	47.65 %
740-704-500422	OAK LODGE WATER PURCHASES	0.00	0.00	0.00	1,664.74	-1,664.74	0.00 %
740-704-500425	WHOLESALE WATER	1,304,000.00	1,304,000.00	38,394.62	449,837.72	854,162.28	34.50 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	560.57	13,363.28	-363.28	102.79 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	310,000.00	310,000.00	8,012.97	128,331.38	181,668.62	41.40 %
740-704-520162	LABORATORY WATER TESTS	20,000.00	20,000.00	2,565.00	11,944.00	8,056.00	59.72 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	30,000.00	30,000.00	0.00	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	1,004.33	13,064.58	31,935.42	29.03 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	4,660.00	4,660.00	194.65	2,372.86	2,287.14	50.92 %
740-704-520430	UTILITY BILLS & POSTAGE	12,000.00	12,000.00	601.92	7,146.04	4,853.96	59.55 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	10,500.00	10,500.00	0.00	2,252.37	8,247.63	21.45 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	22,000.00	22,000.00	100.52	10,800.82	11,199.18	49.09 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	1,137.37	3,255.87	6,744.13	32.56 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		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	1,386.75	16,662.26	23,337.74	41.66 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		2,006,160.00	2,006,160.00	58,835.20	733,499.78	1,272,660.22	36.56 %
RptCategory: 60 - CAPITAL OUTLAY							
740-704-660100	EQUIPMENT REPLACEMENT RESERVES	200,000.00	200,000.00	0.00	9,816.65	190,183.35	4.91 %
740-704-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,103,762.00	1,103,762.00	0.00	129,136.42	974,625.58	11.70 %
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	138,953.07	1,638,808.93	7.82 %
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	21,631.50	18,492.50	53.91 %
RptCategory: 70 - DEBT SERVICE Total:		357,124.00	357,124.00	0.00	176,631.50	180,492.50	49.46 %
Department: 704 - WATER Total:		5,000,919.00	5,000,919.00	90,503.20	1,405,080.63	3,595,838.37	28.10 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
740-920-899100	TRANSFER OUT TO GENERAL FUND	65,903.00	65,903.00	8,237.88	24,713.63	41,189.37	37.50 %
740-920-899205	TRANSFER OUT TO ROAD & STREET F...	171,488.00	171,488.00	70,686.59	70,686.59	100,801.41	41.22 %
RptCategory: 89 - TRANSFERS OUT Total:		237,391.00	237,391.00	78,924.47	95,400.22	141,990.78	40.19 %
Department: 920 - TRANSFER OUT Total:		237,391.00	237,391.00	78,924.47	95,400.22	141,990.78	40.19 %
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	169,427.67	1,500,480.85	4,137,829.15	26.61 %
Fund: 740 - WATER FUND Surplus (Deficit):		0.00	0.00	19,986.31	342,776.13	342,776.13	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		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	60,877.66	631,936.87	-961,593.13	39.66 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,593,530.00	1,593,530.00	60,877.66	631,936.87	-961,593.13	39.66 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	10,000.00	10,000.00	0.00	50,520.37	40,520.37	505.20 %
750-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	4,740.00	4,740.00	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	0.00	55,260.37	45,260.37	552.60 %
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	60,877.66	697,486.58	-1,171,043.42	37.33 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
750-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14	21.24 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	36,020.86	36,020.86	-133,539.14	21.24 %
	Revenue Total:	2,038,090.00	2,038,090.00	96,898.52	733,507.44	-1,304,582.56	35.99 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	27,195.00	27,195.00	1,053.00	10,469.52	16,725.48	38.50 %
750-705-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	23,042.80	27,887.20	45.24 %
750-705-437050	PUBLIC WORKS SUPERVISOR	59,897.00	59,897.00	2,893.13	31,013.51	28,883.49	51.78 %
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	1,150.41	18,480.70	22,038.30	45.61 %
750-705-437070	UTILITY WORKER, JOURNEY	110,447.00	110,447.00	4,046.00	39,363.34	71,083.66	35.64 %
750-705-439011	SEASONAL HELP	35,000.00	35,000.00	208.80	9,630.36	25,369.64	27.52 %
750-705-450100	OVERTIME	4,000.00	4,000.00	64.72	1,818.96	2,181.04	45.47 %
750-705-450500	CAREER RECOGNITION PAY	0.00	0.00	27.70	303.05	-303.05	0.00 %
750-705-470000	ASSOCIATED PAYROLL COSTS	200,629.00	200,629.00	5,420.70	52,239.33	148,389.67	26.04 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	562,789.00	562,789.00	17,005.26	186,361.57	376,427.43	33.11 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	4,608.32	34,828.22	75,171.78	31.66 %
750-705-520120	BANK CHARGES	0.00	0.00	665.55	14,834.66	-14,834.66	0.00 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	349.50	11,305.49	53,694.51	17.39 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	22,000.00	22,000.00	285.31	7,093.49	14,906.51	32.24 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,160.00	5,160.00	194.67	2,139.75	3,020.25	41.47 %
750-705-520430	UTILITY BILLS & POSTAGE	15,800.00	15,800.00	602.11	7,148.22	8,651.78	45.24 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	5,500.00	5,500.00	0.00	797.82	4,702.18	14.51 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	11,500.00	11,500.00	1,684.01	7,981.82	3,518.18	69.41 %
750-705-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	84.39	391.89	2,608.11	13.06 %
750-705-560100	UTILITIES	1,000.00	1,000.00	54.10	595.45	404.55	59.55 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	238,960.00	238,960.00	8,527.96	87,116.81	151,843.19	36.46 %
RptCategory: 60 - CAPITAL OUTLAY							
750-705-660100	EQUIPMENT REPLACEMENT RESERVES	100,000.00	100,000.00	0.00	9,819.59	90,180.41	9.82 %
750-705-676050	SYSTEM IMPROVEMENTS & PROJECTS	895,917.00	895,917.00	0.00	85,279.67	810,637.33	9.52 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	995,917.00	995,917.00	0.00	95,099.26	900,817.74	9.55 %
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	1,797,666.00	1,797,666.00	25,533.22	368,577.64	1,429,088.36	20.50 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		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	7,593.50	22,780.50	37,967.50	37.50 %
750-920-899205	TRANSFER OUT TO ROAD & STREET F...	79,676.00	79,676.00	25,360.79	25,360.79	54,315.21	31.83 %
	RptCategory: 89 - TRANSFERS OUT Total:	140,424.00	140,424.00	32,954.29	48,141.29	92,282.71	34.28 %
	Department: 920 - TRANSFER OUT Total:	140,424.00	140,424.00	32,954.29	48,141.29	92,282.71	34.28 %
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	58,487.51	416,718.93	1,621,371.07	20.45 %
	Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	38,411.01	316,788.51	316,788.51	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	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	17,531.08	232,960.55	-467,039.45 33.28 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	26,000.00	26,000.00	460.17	5,501.21	-20,498.79 21.16 %
801-000-326040	STATE OF OREGON FINES/FEES	88,000.00	88,000.00	1,580.22	24,285.88	-63,714.12 27.60 %
801-000-326050	RESTITUTION	6,000.00	6,000.00	0.00	200.00	-5,800.00 3.33 %
801-000-326060	BOND	5,000.00	5,000.00	-1,995.52	2,875.13	-2,124.87 57.50 %
	RptType: 3260 - FINES AND FORFEITURES Total:	825,000.00	825,000.00	17,575.95	265,822.77	-559,177.23 32.22 %
RptType: 3600 - MISCELLANEOUS						
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	469.29	1,113.33	1,113.33 0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	469.29	1,113.33	1,113.33 0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	865,000.00	865,000.00	18,045.24	266,936.10	-598,063.90 30.86 %
	Revenue Total:	865,000.00	865,000.00	18,045.24	266,936.10	-598,063.90 30.86 %
Expense						
Department: 220 - COURT						
RptCategory: 50 - MATERIAL AND SERVICES						
801-220-500500	CITY OF GLADSTONE FINES & FEES	690,000.00	690,000.00	36,383.20	240,766.47	449,233.53 34.89 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	521.94	5,677.50	16,322.50 25.81 %
801-220-500520	STATE OF OREGON FINES & FEES	88,000.00	88,000.00	3,153.66	26,818.75	61,181.25 30.48 %
801-220-500530	RESTITUTION	6,000.00	6,000.00	0.00	0.00	6,000.00 0.00 %
801-220-500540	BOND - COURT	5,000.00	5,000.00	0.00	0.00	5,000.00 0.00 %
801-220-500550	ALL OTHER FEES & FINES	0.00	0.00	37.39	705.67	-705.67 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	811,000.00	811,000.00	40,096.19	273,968.39	537,031.61 33.78 %
	Department: 220 - COURT Total:	811,000.00	811,000.00	40,096.19	273,968.39	537,031.61 33.78 %
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	40,096.19	273,968.39	591,031.61 31.67 %
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	-22,050.95	-7,032.29	-7,032.29 0.00 %
	Report Surplus (Deficit):	0.00	0.00	-997,952.47	-9,175,026.76	-9,175,026.76 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	-258,078.65	-249,670.09	-249,670.09
205 - ROAD AND STREET FUND	0.00	0.00	175,136.43	291,519.72	291,519.72
228 - POLICE LEVY FUND	0.00	0.00	-57,256.54	-16,308.13	-16,308.13
229 - FIRE LEVY FUND	0.00	0.00	-15,065.44	-236,096.15	-236,096.15
307 - CIVIC BUILDINGS CAPITAL FUN	0.00	0.00	-732,533.13	451,480.30	451,480.30
390 - URBAN RENEWAL FUND	0.00	0.00	5,368.64	-10,522,302.25	-10,522,302.25
730 - SEWER FUND	0.00	0.00	-151,870.15	453,817.49	453,817.49
740 - WATER FUND	0.00	0.00	19,986.31	342,776.13	342,776.13
750 - STORM WATER FUND	0.00	0.00	38,411.01	316,788.51	316,788.51
801 - MUNICIPAL COURT TRUST FU	0.00	0.00	-22,050.95	-7,032.29	-7,032.29
Report Surplus (Deficit):	0.00	0.00	-997,952.47	-9,175,026.76	-9,175,026.76

CHECK REGISTER FOR MAY 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
05/04/2020	88934 - 88937	UB Refund Checks	285.91	UB Refund Checks - PW
05/05/2020	88938	Alexin Analytical Laboratories	280.00	Drinking Water Tests - UB
05/05/2020	88939	Bud's Towing Inc	285.00	Towing - PD
05/05/2020	88940	CalPortland Co	22.50	Dump Fees - PW
05/05/2020	88941	Clackamas County Fire Investigation Team	50.00	Annual Membership - FD
05/05/2020	88942	Clackamas Fire District #1	309.23	Vehicle Maintenance - FD
05/05/2020	88943	Consolidated Supply Co.	805.00	Meter Boxes - PW
05/05/2020	88944	Curtis, L. N. Co.	1,079.95	Uniforms - PD
05/05/2020	88945	Galls, LLC	585.98	Uniforms - PD
05/05/2020	88946	Gold Wrench	429.05	Vehicle Maintenance - PD
05/05/2020	88947	Home Depot Pro Institutional	211.52	Building Maintenance - SC
05/05/2020	88948	Industrial Tire Service	186.56	Tire Repair - PW
05/05/2020	88949	Life-Assist Inc	244.93	First Responder Supplies - PD
05/05/2020	88950	Local Gov't Personnel Institute	79.30	Background Check - Admin
05/05/2020	88951	Lundquist Legal, LLC	3,090.00	Prosecutor Fee - CT
05/05/2020	88952	Mallory Safety & Supply LLC	267.55	First Responder Supplies - PD
05/05/2020	88953	Maxwell Rentals	1,050.00	Apartment Rent - FD
05/05/2020	88954	Metereaders	2,204.16	Metereading Service - PW
05/05/2020	88955	Mr. Belvedere's Janitorial	2,215.00	Janitorial Services - PW
05/05/2020	88956	Northwest Safety Clean	140.87	Uniforms - FD
05/05/2020	88957	Pacific Mobile Structures, Inc.	466.00	Mobile Office Rental - PW
05/05/2020	88958	Void	-	Void
05/05/2020	88959	Sierra Springs	108.27	Drinking Water - Admin/PD
05/05/2020	88960	Stein Oil Co. Inc.	1,999.41	Gasoline - FD/PD
05/05/2020	88961	Steve's Pump Service	150.00	Service Call/Reports - PW
05/05/2020	88962	Toyota Lift Northwest	107.50	Vehicle Maintenance - PW
05/05/2020	88963	Uline Inc	140.38	Property Room Supplies - PD
05/05/2020	88964	Verizon Wireless	2,819.97	Cell Phone Service - All Depts.
05/07/2020	88965	General Tree Service	4,297.00	Weed Control/Fertilizing - PW
05/07/2020	88966	Pacific Office Automation Inc	235.41	Copier Lease/Usage - IT
05/07/2020	88967	Tyler Technologies, Inc.	24,633.99	Annual Maintenance - All Depts.
05/11/2020	ACH	US Bank	23,161.69	P-Card Purchases - All Depts.
05/12/2020	88968	Backflow Management Inc	62.00	Letters Mailed - PW
05/12/2020	88969	Bravo Land Care & Maintenance	360.00	Landscape Maintenance - SC
05/12/2020	88970	BridgePay Network Solutions, LLC	132.10	UB Online Pmt Fees - PW
05/12/2020	88971	Cascade Centers, Inc.	55.20	Employee Assistance Program - FD
05/12/2020	88972	Cintas First Aid Lockbox	559.76	First Aid Supplies - All Depts
05/12/2020	88973	City of Oregon City	602.50	GIS Services - PW
05/12/2020	88974	Clackamas County Finance Department	4,721.77	Planning Services - Admin
05/12/2020	88975	Clackamas District Fire Defense Board	100.00	Annual Dues - FD
05/12/2020	88976	Comcast Business	270.50	Business Services - PW
05/12/2020	88977	David A. Bissett, Architect	9,150.00	Professional Fees - PW
05/12/2020	88978	Gold Wrench	141.70	Vehicle Maintenance - FD
05/12/2020	88979	Houston, Marc R	990.00	Physician Advisor - FD
05/12/2020	88980	Northwest Natural Gas	875.43	Natural Gas Usage - All Depts
05/12/2020	88981	Oak Lodge Water Services	86,691.46	Sewer Service/Water Purchases - PW
05/12/2020	88982	One Call Concepts Inc	99.60	Utility Locates - PW
05/12/2020	88983	Oregon DMV	3.35	Driving Records - Admin/PD
05/12/2020	88984	Portland General Electric	12,139.93	Electric Usage - All Depts
05/12/2020	88985	Satcom Global Ltd.	42.75	Satellite Phone Service - PD
05/12/2020	88986	Solutions Yes	8.34	Copier Usage - IT
05/12/2020	88987	TransUnion Risk and Alternative	75.00	Data Research - PD
05/12/2020	88988	Val Codino Consulting	250.00	Consulting Fee - FD
05/12/2020	88989	Water Environment Services	322,753.88	Feb/March/April Sewer Billing - PW

CHECK REGISTER FOR MAY 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
05/12/2020	88990	WorkSAFE Service Inc	1,140.00	Annual Drug Testing Contract - Admin
05/13/2020	88991	Smith-Wager Brucker	12,535.00	Financial Services - Admin
05/20/2020	88992	ACS Testing, Inc.	309.54	Civic Building Costs - Admin
05/20/2020	88993	Bateman Community Living	148.20	Nutrition Program Supplies - SC
05/20/2020	88994	BMS Technologies	2,720.30	UB Printing/Mailing - PW
05/20/2020	88995	Brian Lowry Trucking LLC	2,588.00	Materials Delivery - PW
05/20/2020	88996	Bright Cleaners	18.00	Uniform Maintenance - FD
05/20/2020	88997	Bud's Towing Inc	276.00	Towing - PD
05/20/2020	88998	Centerline Concepts Land Surveying, Inc.	1,650.00	Post Construction Survey - PW
05/20/2020	88999	Clackamas Auto Parts Inc	75.44	Vehicle Maintenance - FD
05/20/2020	89000	Clackamas Community College	575.00	Training Costs - PD
05/20/2020	89001	Clackamas County Finance Department	20,213.74	Dispatch/Ammo/Telecom - FD/PD
05/20/2020	89002	Clackamas Fire District #1	2,572.00	Vehicle Maintenance - FD
05/20/2020	89003	Comcast	50.73	Internet - FD
05/20/2020	89004	Factory Reps Co Inc	71.75	Restroom Supplies - PD
05/20/2020	89005	Fire Rescue Equipment LLC	1,692.00	Equipment Maintenance - FD
05/20/2020	89006	Home Depot	101.89	Building Maintenance - FD
05/20/2020	89007	Jim Smith Excavating Inc	320.00	Dump Fees - PW
05/20/2020	89008	Nancy McDonald	4,950.00	Professional Fees - Admin
05/20/2020	89009	North Clackamas County	37,120.83	Water Purchases - PW
05/20/2020	89010	Northwest Motor Sports Assn.	100.00	Special Event Fee Refund - Admin
05/20/2020	89011	Northwest Project Services	5,102.50	Professional Services - PW
05/20/2020	89012	Office Depot	682.94	Office Supplies - PD
05/20/2020	89013	P & C Construction	1,211,785.00	Civic Building Costs - Admin
05/20/2020	89014	Pacific Mobile Structures, Inc.	466.00	Office Rental - PW
05/20/2020	89015	Paramount Pest Control Inc	78.00	Pest Control - PW
05/20/2020	89016	PBS Engineering & Environmental Inc.	6,278.10	Civic Building Costs - Admin
05/20/2020	89017	Referral Refrigeration Inc.	348.00	Appliance Maintenance - SC
05/20/2020	89018	RLI Surety	125.00	Surety Bond/Betz - Admin
05/20/2020	89019	SeaWestern	465.23	Equipment Maint/Uniforms - FD
05/20/2020	89020	Shiels Obletz Johnsen	13,195.00	Civic Building Costs - Admin
05/20/2020	89021	Shred-it USA LLC	231.38	Shredding Service - PD
05/20/2020	89022	Sisul Engineering	9,238.75	Professional Fees - PW
05/20/2020	89023	SKS Construction Co.	5,361.00	Exterior Repairs - SC
05/20/2020	89024	Spartan Environmental Svcs. LLC	1,650.00	Camera Truck Usage - PW
05/20/2020	89025	Stein Oil Co. Inc.	1,833.14	Gasoline - FD/PD
05/20/2020	89026	Steve's Pump Service	3,451.88	Pump Maintenance - PW
05/20/2020	89027	Traffic Safety Supply Co. Inc.	391.44	Equipment Repairs - PW
05/20/2020	89028	Tri County Management LLC	100.00	Business License Refund - Admin
05/20/2020	89029	US Bank Equipment Finance	224.46	Copier Lease/Usage - IT
05/20/2020	89030	Watts Heating & Cooling	1,891.97	HVAC Maintenance - PW
05/20/2020	89031	Wire Works LLC	369.06	Vehicle Maintenance - PD
05/29/2020	89032 - 89033	Payroll Checks	4,516.78	Payroll checks
05/28/2020	89034	American Medical Response	1,300.00	First Responder Supplies - FD
05/28/2020	89035	AXON Enterprise, Inc.	13,195.98	Annual Taser Certification - PD
05/28/2020	89036	Beery Elsner & Hammond LLP	3,693.70	Legal Fees - Admin
05/28/2020	89037	CalPortland Co	45.00	Dump Fees - PW
05/28/2020	89038	Clackamas County Clerk	123.00	Deed Recording - Admin
05/28/2020	89039	Comcast	73.45	Internet Service - IT
05/28/2020	89040	Cummins Northwest	2,605.23	Equipment Maintenance - PW
05/28/2020	89041	EcoNorthwest	1,612.50	Professional Fees/Housing Study- Admin
05/28/2020	89042	Factory Reps Co Inc	110.22	Restroom Supplies - PD
05/28/2020	89043	Huser Fire Fighting Equipment	47.00	Fire Extinguisher Recharge - FD
05/28/2020	89044	Lexipol LLC	7,284.00	Annual Policy Manual/Bulletins - PD

CHECK REGISTER FOR MAY 2020

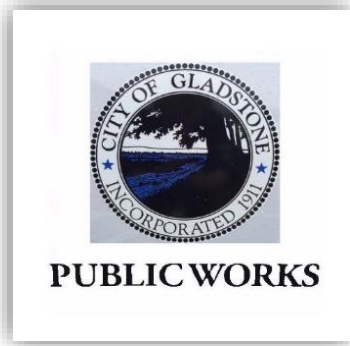
Check Date	Check No.	Vendor	Amount	Line Item Description
05/28/2020	89045	Life-Assist Inc	323.98	First Responder Supplies - FD
05/28/2020	89046	Lori Bell	960.00	Professional Fees/Tourism RFP - Admin
05/28/2020	89047	Medline Industries, Inc.	172.12	First Responder Supplies - FD
05/28/2020	89048	Metereaders	2,204.16	Metereading - PW
05/28/2020	89049	Mr. Belvedere's Janitorial	2,495.00	Janitorial Services - PW
05/28/2020	89050	North Clackamas Chamber of Commerce	495.00	Membership Renewal - Admin
05/28/2020	89051	Northwest Safety Clean	30.00	Uniform Maintenance - FD
05/28/2020	89052	Office Depot	1,137.77	Office Supplies - Admin
05/28/2020	89053	Pacific Office Automation Inc	221.77	Copier Lease/Usage - IT
05/28/2020	89054	SHI International Corp.	273.03	Software - IT
05/28/2020	89055	Sierra Springs	164.54	Drinking Water - PD/Admin
05/28/2020	89056	Stein Oil Co. Inc.	4,978.33	Gasoline - PW/FD/PD
05/28/2020	89057	Uline Inc	128.54	Storage Supplies - PD
05/28/2020	89058	Axa Equi-Vest	5,514.93	Voluntary Payroll Deferred Comp
05/28/2020	89059	Axa EVLICO	106.00	Non-PERS Retirement Pmt
05/28/2020	89060	CIS Trust	72,410.33	Monthly Health Insurance
05/28/2020	89061	Clackamas Community Federal Credit Union	1,112.59	GPA Union Dues
05/28/2020	89062	Equitable	1,467.86	Non-PERS Retirement Pmt
05/28/2020	89063	Gladstone Fire Department	500.00	Fire Members House Dues
05/28/2020	89064	Oregon AFSCME Council #75	882.39	AFSCME Union Dues
		Total General Fund Checks:	\$ 1,994,709.87	
		Total Urban Renewal Checks	-	
		May 2020 Checks	<u>\$ 1,994,709.87</u>	

ATTORNEY CHARGES

Attorneys:	July, 2019	Aug, 2019	Sept, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Totals
City Charter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elections	-	-	-	1,608.50	-	422.20	2,030.70
Finance	305.50	141.73	-	-	-	54.00	501.23
General	70.50	-	-	6.20	540.50	205.15	822.35
Civic Center Project	258.50	1,833.00	352.50	-	70.50	775.50	3,290.00
Meeting Attendance	-	-	-	-	-	-	-
Governance/City Council	376.00	70.50	329.00	188.00	258.50	94.00	1,316.00
Meeting Attendance	837.92	767.42	767.42	1,049.42	837.92	814.42	5,074.52
Intergovernmental	94.00	2,453.00	2,239.40	2,711.88	446.50	-	7,944.78
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	188.00	-	311.30
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	23.50	-	949.95
Rights of Way-Telecommunications	-	-	-	-	-	-	-
Urban Renewal	-	-	-	-	-	-	-
Total	\$ 4,406.88	\$ 9,996.52	\$ 4,346.82	\$ 8,710.00	\$ 2,365.42	\$ 2,365.27	\$ 32,190.91

(pmt on 12/05/19)

Attorneys:	Jan, 2020	Feb, 2020	Mar, 2020	Apr, 2020	May, 2020	June, 2020	Totals for Year
City Charter	\$ -	\$ -	\$ -	\$ -			\$ -
Elections	431.90	-	-	-			2,462.60
Finance	23.50	-	-	-			524.73
General	775.50	258.50	493.50	305.50			2,655.35
Civic Center Project	-	705.00	1,141.00	564.00			5,700.00
Meeting Attendance	696.80	-	-	-			696.80
Governance/City Council	522.00	94.00	70.50	-			2,002.50
Meeting Attendance	1,910.60	767.30	908.30	47.00			8,707.72
Intergovernmental	-	638.00	-	-			8,582.78
Meeting Attendance	-	-	-	-			4,657.39
Land Use/ Community Development	-	-	982.00	-			3,590.09
Meeting Attendance	-	-	-	-			-
Parks & Recreation	-	94.00	-	-			117.50
Personnel/Labor	23.50	70.50	732.80	1,598.00			4,294.90
AFSCME	-	-	-	-			-
City Administration	-	-	-	-			311.30
Public Records & Meetings	-	-	-	-			47.00
Public Safety	94.00	846.00	-	-			1,120.00
Public Works	94.00	-	1,034.00	141.00			1,833.00
Real Property Transactions	-	-	-	920.70			920.70
Risk Management/Litigation	258.50	13.50	-	117.50			1,339.45
Rights of Way-Telecommunications	-	-	-	-			-
Urban Renewal	-	-	-	-			-
Total	\$ 4,830.30	\$ 3,486.80	\$ 5,362.10	\$ 3,693.70	\$ -	\$ -	\$ 49,563.81



GLADSTONE PUBLIC WORKS

Staff Report for the Month of

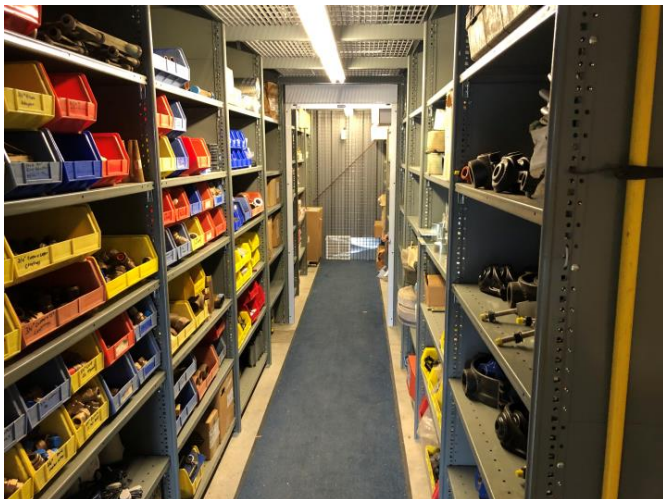
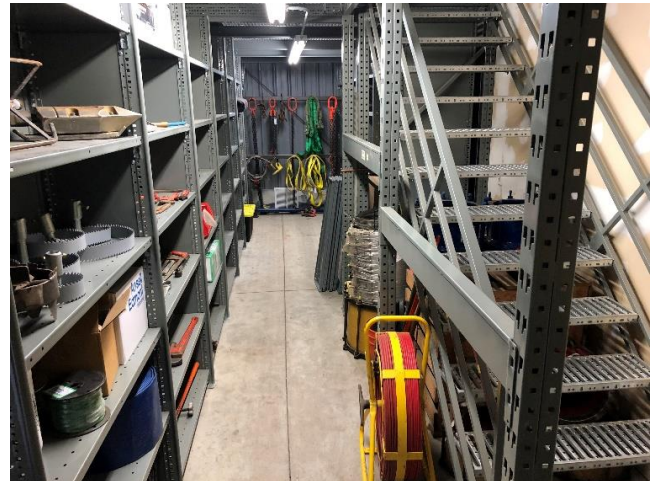
June 2020

Report Date : June 30, 2020
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Jim Whynot, Public Works Director

UTILITIES

Being in a more reactive state due to COVID -19 the utility departments have utilized time to work on relocating the utility depts. day to day operations into the building that was previously used as the PD evidence building. Having this space will allow for the future Public Works remodel project that we hope will bring much needed improvements for our entire crew and staff. Allowing our utilities to continue to run as normal as possible and decrease disruption by being housed in the new space, offers great organization space for our water/sewer parts and tools. It is also allowing our crews to practice required social distancing by offering more space for both crews to have their own area's for meeting, conducting day to day operations as well as break room areas for eating lunches and or utilizing break time.

Training was also on task for our crews this June, our Public Works crews completed their annual confined space safety training.



WATER DIVISION

Regular required items such as drinking water system chlorine residual monitoring, drinking water pump station inspections, drinking water total coliform sampling and special EPA mandated unregulated contaminant monitoring are all ongoing. GIS map updates and locates are all day to day operations that continue. Water leaks are part of our day to day life, we get calls



regularly about possible water leaks. Our crews respond to investigate and when it is found that the leak is on the city side, we make plans to fix the leaks as soon as we are able. This water leak in that area of 440 W. Clarendon was recently fixed. Crews here (left) are making a cut as small as possible in order to access the water line that is leaking. Crews are then utilizing the street sweeper to suck water and debris out of the hole to gain access, it is called vac-excitation, it allows crews to get closer to the needed area while minimizing potential damage to other nearby utilities.



Another water leak crews were recently working on in the area of 7540 Charolais Dr. uncovered multiple different problems, crews found a broken storm line and a leaky service that was a single service line, split to two meters. Crews tapped and installed two new water services bringing them up to the current city standards, this will also increase volume for both customers. Though that wasn't all we found, we also found four water valve cans that had deteriorated to the point they needed replacing. What is the purpose of a water valve can? It is a protective can that is placed around the valve which allows the water to be turned off and isolate small area's when needed for repair.





Water service repaired, Storm line repair addressed with a grout sealant that seals up holes as well as the separation that was evident at the joint.



SEWER DIVISION

During this time of Covid-19, the crew is only accessing the sewer system in emergency cases, though we had been free of sewer backups in prior months we did have to respond to a reported sewer back up in the area near Rinearson Creek. The area of the sewer backup was concerning due to its proximity to the creek, crews responded and found it was a private sewer line, but unable to get in contact with the owners our crews took action to relieve the systems clog utilizing the Vector truck.

This backup was caused by a buildup of FOG aka Fat, Oil & Grease. The crew was confident they prevented any raw sewage from gaining access to the water way, the SSO was reported as required by DEQ requirements. The Lynisa Apartments have also been contacted regarding reimbursement for the services provided by the Public Works Utility crew. City crews do not normally work on private lines/property; this situation was handled with the priority of keeping the nearby water way safe from the raw sewage. A friendly reminder to all City of Gladstone residents was



also put in our monthly newsletter reminding residents what should and shouldn't be flushed down our drains.

STORMWATER DIVISION

Catch basin cleaning has been completed in areas 1, 3, 7 and 8 as per our NPDES permit requirements. With completion of the required cleaning in those areas we will continue to work on routine storm line cleaning. Keeping our storm lines clean continues to have positive impacts on our rivers, maintaining the storm system/catch basins reduces pollutants, trash and sediment that would otherwise end up in our beloved Clackamas & Willamette Rivers.

One of the items added to our recently updated NPDES stormwater TMDL Implementation Plan is to consider temperature monitoring on Rinearson creek at a number of locations in order to gauge temperature reduction progress. We are currently working with our project partner North Clackamas Watersheds Council to apply for a PGE Salmon Habitat Support Fund grant to fund the temperature monitoring.



We also assisted Gladstone Fire in accessing a storm line to save some baby ducks that had gotten stuck. Mama was not far away patiently waiting for our combined crew efforts and once the ducklings were free they went on their way.



STREETS DIVISION

Repaving of Duniway, in the area of the Gladstone Civic Center. There were grading issues with the original paving which caused drainage issues. After grinding out the existing asphalt to maintain a consistent curb exposure a new asphalt overlay was placed. With this placement the grading issues were corrected and a crown was established in the roadway as per the original design.





Patching utility cuts for utility service repairs or installs keep the street dept. busy. In addition to utility cut repairs the crew has been taking advantage of the weather and working on patching pot holes around town. We have been using a hot asphalt box which we have on loan from the county, this allows us to perform more permanent patches, it also allows us to get larger quantities of asphalt since we are able to keep it hot, this piece of equipment has really helped the street crew make progress in the battle against our aging roadways.

ROW Inspections are a large part of our day to day work at Public Works. Both crews have parts in ROW construction and the management of that construction. Whether it be sidewalk repairs, sewer line repairs/replacements or a new driveway approach all of these projects and more require time and maintenance from our administration team and our crews. This site (photo right) is another joint effort, a concerned resident contacted Public Works regarding a neighbor busting out a curb for an RV to be placed in a back yard, this was done without a permit. Public Works was able to work with Code Enforcement to make sure the repairs that were required to be complete were done up to city standards and that the repairs were permitted. It is important for our ROW's to managed no matter if it is a resident or a utility company the city has worked hard to establish a sound ROW program; we are beginning to see the program come together. Utility companies and contractors are becoming more compliant.



ROW inspections are required both for “pre-pours” and again at the final inspection phases, this not only helps the city but it helps homeowners and property owners. Requiring construction standards to be followed provides a better quality repair while also establishing uniformity within our city limits.



Complaints regarding sight hazards or blocked street signs are common this time of year. Typically, this is the responsibility of the adjacent property owner but in the event of a STOP sign being obscured, it is addressed immediately. Code Enforcement was contacted to handle the other code violations, working together with Code Enforcement is a regular occurrence for PW staff.

A complete inventory of "Roadway Striping" was recently completed, having this detailed information will help the Streets Dept. with budgeting and competitive bidding processes in the future for projects

PARKS DIVISION

Users of the Meldrum Bar Boat Ramp are beginning to see the early stages of our Dredging project take shape. The City of Gladstone is seeing the culmination of over three years of hard work by our former Public Works Executive Assistant /Project Coordinator Marna Barnes. Countless hours obtaining grant dollars to facilitate three separate projects: Sediment analysis, required to move forward with the additional projects, the purchase and installation of the new aluminum boat dock installed last fall and finally, dredging the boat dock lagoon; which is years overdue. The entire Public Works staff is excited to see this project getting underway and we look forward to sharing all the details with City Council and our residents in next month's report.



Mowing and regular maintenance are ongoing with extra trash and sanitation issues reaching all-time high on holidays and warm weekends.

Additionally, "Social Distancing" and other signage in our parks require constant monitoring and maintenance. Three water safety signs were installed at popular access points: "No Lifeguards on Duty Strong Undercurrent Swim at Own Risk"



FACILITIES AND FLEET DIVISION



Sometimes even at Public Works our own systems have to be dealt with. We recently had a sewer backup of our own, which was quickly managed by our staff. Things were back flowing as they should in record time.



Unfortunately, our city was not free from the destruction that Portland is currently seeing with the protests. The Gladstone Civic Center fell victim to tagging (some has been blurred) a substantial amount of the building was tagged. Public Works crews were on site early to begin cleanup of the unsightly vandalism. Work is not yet complete, soon the building will be back to its pristine condition.

We continue to see a rise in graffiti and vandalism city wide. The amount of staff time that is required to deal with this senseless activity is staggering.

- Facilities and park staff continue to work 7 days a week on required sanitation due to Covid-19 for facilities, public areas and park restrooms

ADMINISTRATION:

- Calculating SDCs for private & commercial development, which requires plan reviews on items other than a single family residence. Currently working on multiple independent builds as well as commercial property projects
- Working with Oak Lodge Water Services to update and clarify our IGA.
- Meldrum Bar Dredging project, is now underway, management of signage and community information.
- Continuing administering the ODFW and OSMB Meldrum Bar dredging grant, tracking staff time.
- Monitor progress on DEQ MAO requirements: Working with WES on an I & I project, maintaining compliance with DEQ MAO
- Yearly posting of CCR's, required documentation for reporting and filing of reports.

- 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.
- Working with consultant and structural engineer to determine the soundness of our Public Works shop building for possible remodel vs. new construction.
- Working with City Engineer on W. Clackamas sewer line design.
- Preparing to impliment the E. Clackamas one way street project. Reviewing plans and acquiring required signage.
- Crew time management, processing of daily time tracking sheets, which allow our dept. to manage and budget our time accordingly.
- Two Rivers Co-op water system improvement review
- W. Jersey LLA plan reviews
- Structural review and management for contract repairs of the picnic shelter at Max Patterson park.
- Working with Clackamas County Co-Permittee group in order to respond to DEQ's recently proposed NPDES MS4 stormwater permit draft. Permit terms are 5 years in duration. We are currently operating under the 2012-2017 permit until ongoing negotiations of the new permit are agreed upon.

“Life is really simple, but we insist on making it complicated.”

~ Confucius



Gladstone Senior Center

Monthly Report

June 2020

Report Date: July 6, 2020

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

No June gloom for the Senior Center! We've remained steady in our services to clients in Gladstone. June saw a steady rate of the client count in our home bound delivered meals ending the month with an average of 39 clients. The number of clients varies month to month based entirely on the needs of our clients. As a reminder, until Clackamas County is no longer in a Declared Emergency we will be able to provide meals to any Gladstone resident age 60 or older without any of the normal eligibility requirements and the County will continue to pay for all of the frozen meals we provide. If you know someone who may benefit, please refer them to us.

This month, the Senior Center also launched our Virtual Programming page on the City website (<https://www.ci.gladstone.or.us/sc/page/virtual-programming>). Please take a moment to review when you have time. As mentioned in last month's report, CA Betz, Interim HR McDonald, and myself will review the final results of our Community Survey and fine tune the plans we have preliminarily made. These plans include programming options and updates to the Virtual Programming page on the City website. We would appreciate your input. I continue to develop relationships with community partners for programming and will continue to update the Council as appropriate.

Our first ever virtual 50th Wedding Anniversary Celebration was a large success! Gladstone had a total of 18 couples participating. All were delivered special meals from Two Girls Catering courtesy of the Gladstone Seniors Foundation and Clackamas County Social Services who agreed to cover meals. Each couple also received a fresh flower bouquet. A huge thank you to the other participating senior centers for assisting us to make this happen. If you'd like to, here is the link to watch it on YouTube, we hope that you enjoy it.

https://www.youtube.com/watch?v=1A5WbTbyJRU&feature=emb_title

The Senior Center continues to have a collection barrel for food/personal goods supplies out front. This has been a great tool for the Gladstone Food Pantry, please continue to encourage anyone that's interested to drop off supplies. Additionally, a big thank you to our Mayor for her continued efforts of coordinating and also delivering supply boxes to our homebound clients, it is really appreciated! We receive numerous thank-you comments each week.

As always, the Senior Center staff is ready to take on whatever is asked of us! Thank you for your hard work! Take care, be safe.

Respectfully,

Colin Black

Senior Center Manager



City of Gladstone Monthly Report June 2020

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	January	February	March	April	May	June	YEAR TOTALS
Customer Service Counter Contacts	5	10	1	0	0	0	16
Customer phone/email Contacts	43	66	62	34	49	83	337
Building Permits with Land Use Review	5	4	11	3	0	4	27
Pre-application Conferences	1	0	0	0	0	0	1
Administrative Decisions	2	1	1	0	0	1	5

PLANNING COMMISSION ACTIONS/DECISIONS

- NONE

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- Supported Planning Commission Consideration of Potential Code Amendment (File #: TXT-2020-02)

PRE-APPLICATION CONFERENCES

- None

ADMINISTRATIVE PERMITS

- LUCS – Land Use Compatibility Statement for 17763 SE 82 Dr.

BUILDING PERMITS WITH LAND USE REVIEW

JUNE

Date	Address	Building Permit #	Description
6/05/2020	19330 HOWELL ST,	B0243320	Interior Remodel
06/11/2020	740 82ND DR	B0395819	Shell Building – Z0118-18
06/11/2020	530 E ARLINGTON ST	B0251020	New SFR
6/30/2020	340 E GLOUCESTER ST	B0358718	Revisions for bonus room

FUTURE ITEMS/PROPERTY UPDATES

Location	Topic
18500 Webster Road	Comprehensive Plan and Zoning Map amendment with Property Line Adjustment.
TXT-2020-02	Gladstone Municipal Code Amendments

GLADSTONE MUNICIPAL COURT FROM JUNE 2020

General Court Information from June 2020

- 61 violation filed
- 34 violations closed
- 12 misdemeanors filed
- 10 misdemeanors closed
- 51 cases were placed on a payment plan
- 44 warrants were issued
- 11 Payment reminders were mailed to defendants
- 5 driver's licenses were requested suspended
- 16 cases were sent to collections
- 34 cases sent to Department of Revenue
- 0 Jury trial was held
- \$26,875.00 in violation fees assessed
- \$22,791.29 in violation fees paid
- \$1,992.00 in misdemeanor fees assessed
- \$12,771.61 in misdemeanor fees paid
- \$16,862.01 was collected by Western Collection Bureau
- \$2,510.60 was collected by DOR

	Traffic Issued 2018	Traffic Issued 2019	Traffic Issued 2020	Traffic Disp 2018	Traffic Disp 2019	Traffic Disp 2020	Misd. Issued 2018	Misd. Issued 2019	Misd. Issued 2020	Misd. Disp. 2018	Misd. Disp. 2019	Misd. Disp. 2020	Parking 2018	Parking 2019	Parking 2020
Jan	116	122	66	187	174	63	31	19	14	34	17	10	10	4	4
Feb	255	151	74	206	133	52	19	17	8	14	9	3	5	2	1
Mar	218	78	41	178	95	40	8	17	3	14	17	0	11	5	6
Apr	227	66	15	113	71	2	14	20	6	3	6	0	3	6	1
May	174	58	96	30	37	6	8	19	9	11	13	0	6	2	1
Jun	133	64	56	184	35	99	23	18	12	14	2	6	2	1	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 FROM JUNE 2020

	Viol. Fee assessed	Viol. Fees Paid	Misd. Fine Assessed	Misd. Fees Paid
Jan. 2018	\$ 82,695.26	\$ 31,475.75	\$ 41,340.50	\$ 11,583.12
Jan. 2019	\$ 62,173.00	\$ 28,973.67	\$ 16,748.50	\$ 10,315.17
Jan. 2020	\$ 15,262.31	\$ 12,033.23	\$ 8,068.00	\$ 9,339.58
Feb. 2018	\$ 84,425.75	\$ 28,879.41	\$ 20,820.00	\$ 10,649.57
Feb. 2019	\$ 33,666.05	\$ 24,608.32	\$ 10,875.25	\$ 9,955.57
Feb. 2020	\$ 12,164.00	\$ 13,100.56	\$ 1,752.43	\$ 4,835.81
Mar. 2018	\$ 36,815.08	\$ 42,146.18	\$ 14,588.00	\$ 9,977.53
Mar. 2019	\$ 22,064.00	\$ 20,162.83	\$ 28,158.17	\$ 9,856.19
Mar. 2020	\$ 10,352.00	\$ 13,679.23	\$ 0.00	\$ 4,128.28
Apr. 2018	\$ 44,254.00	\$ 39,299.22	\$ 10,547.00	\$ 8,528.31
Apr. 2019	\$ 16,306.00	\$ 30,546.05	\$ 7,019.95	\$ 8,667.79
Apr. 2020	\$ 140.00	\$ 31,774.84	\$ 0.00	\$ 8,813.88
May. 2018	\$ 38,926.00	\$ 34,218.09	\$ 11,427.50	\$ 13,873.70
May. 2019	\$ 32,791.91	\$ 19,997.76	\$ 6,620.32	\$ 7,002.92
May. 2020	\$ 1,215.00	\$ 14,868.25	\$ 0.00	\$ 8,813.88
Jun. 2018	\$ 50,968.00	\$ 38,467.85	\$ 13,796.00	\$ 12,249.84
Jun. 2019	\$ 18,497.75	\$ 18,540.84	\$ 5,178.05	\$ 12,325.76
Jun. 2020	\$ 26,875.00	\$ 22,791.29	\$ 1,992.00	\$ 12,771.61
Jul. 2018	\$ 33,509.79	\$ 27,625.22	\$ 3,172.00	\$ 12,793.70
Jul. 2019	\$ 18,739.12	\$ 19,663.75	\$ 11,949.16	\$ 6,553.99
Jul. 2020				
Aug. 2018	\$ 45,548.00	\$ 33,676.39	\$ 11,334.67	\$ 14,979.08
Aug. 2019	\$ 10,945.79	\$ 14,700.39	\$ 8,637.73	\$ 5,527.01
Aug. 2020				
Sept. 2018	\$ 20,374.00	\$ 26,286.79	\$ 4,206.75	\$ 10,884.78
Sept. 2019	\$ 14,670.00	\$ 14,280.38	\$ 11,491.97	\$ 10,621.29
Sept. 2020				
Oct. 2018	\$ 31,177.00	\$ 26,884.79	\$ 3,424.00	\$ 13,550.47
Oct. 2019	\$ 13,528.00	\$ 19,153.57	\$ 9,066.34	\$ 7,588.17
Oct. 2020				
Nov. 2018	\$ 36,566.53	\$ 24,234.34	\$ 4,728.25	\$ 14,619.54
Nov. 2019	\$ 23,328.00	\$ 13,156.70	\$ 9,739.00	\$ 7,506.15
Nov. 2020				
Dec. 2018	\$ 21,961.50	\$ 20,534.13	\$ 446.00	\$ 4,765.81
Dec. 2019	\$ 5,495.00	\$ 23,002.35	\$ 5,908.47	\$ 4,987.86
Dec. 2020				

Gladstone Fire Department Monthly Report: June 2020

Report Date: July 6, 2020
To: City Administrator Jacque Betz
Cc: City Council
From: Fire Chief Rick Huffman

There were 148 calls for Fire, Rescue & EMS service in the City of Gladstone for June of 2020. This includes 5 ambulance-only transports within our city as reported by C-COM (our 911 dispatch center). Some of our notable and critical responses are listed in the table below. These calls are highlighted blue for EMS, red for fires and green for rescues. The “Delta” calls are classified as high risk emergency medical calls by the 911 dispatch center. Some responses are more critical upon their arrival and the data does not always reflect the real outcome. Also, mutual aid responses outside the city are not in the chart below. Better data acquisition is being worked on but as an example, there was an EMS call not reported as a cardiac arrest that resulted in CPR and a structure fire our crew responded to just outside the city limits that are in addition to the calls listed below.

Pandemic operations continue to impact the fire department. Currently we are not getting 911 calls dispatched under pandemic call types, but all calls are screened for COVID-19 indicators. Regardless, due to the infectious potential, firefighters are wearing EMS PPE on most contacts with the public. We continue to maintain our PPE supply and training to support these conditions. As of this report, COVID-19 exposures have not impacted our staffing or response.

CALL TYPE	CALL COUNT
BREATHING PROBLEMS DELTA	8
BURN - ILLEGAL BURN	4
CHEST PAIN DELTA	4
CHOKING DELTA	3
CONVULSIONS/SEIZURES DELTA	3
CPR - CARDIAC ARREST	1
FALLS DELTA	2
HEART PROBLEMS/A/CD DELTA	3
HEMORRHAGE/LACERATION DELTA	1
MISCELLANEOUS - FIRE	6
MR1 - MARINE ASSIST NON-IMMINE	2
RFIRE - RESIDENTIAL FIRE	2
SICK PERSON DELTA	2
TAF - TRAFFIC ACCIDENT ON FIRE	1
TAI - TRAFFIC ACCIDENT INJURY	2
TAU - TRAFFIC ACCIDENT UNK INJ	3
UNCONSCIOUS/FAINTING DELTA	4
UNKNOWN PROBLEM DELTA	1

Gladstone had two serious house fires in June, both related to unattended cooking. These unfortunate and preventable fires reinforce the need for safe practices and working smoke alarms in our homes. Fire Marshal Funk is preparing a fire prevention educational materials to distribute in July on cooking safety.

As I write this, we are experiencing a spike in COVID-19 cases in the County and around the nation. Your Firefighters and EMT’s continue to be ready to respond but please take the Governor’s guidelines serious and wear a mask when near others and wash and disinfect frequently.

Rick Huffman, Fire Chief

The following are reports from your Fire Department Command Staff:

Mike Funk

Assistant Chief & Fire Marshall

Buildings under construction-

- Working with project manager at 2 Rivers mobile park. The Co-op is replacing all water and sewer underground as well as adding 3 new fire hydrants to the park.
- Large expansion project of club house and offices at First Tee golf center progressing quickly. Addition will triple the building size.
- Office building at the end of E Clarendon progressing well.

Fire Investigations-

- Follow up on burn complaint E. Clarendon. The FD was advised of a possible illegal burn and investigated at about 3pm, when we received the report. Investigation revealed that the burn occurred at about 9am that morning. From follow-up I learned the resident had burned wet firewood that created dense smoke. Resident was counseled on fire safety and given outdoor burning guideline information.
- Mobile home fire occurred off River Rd. that displaced the resident and destroyed the front half of the home. Fire cause and origin inspection determined the fire as an accidental cooking fire.
- Residential fire occurred on Clackamas Blvd, also determined to be an accidental cooking fire. The fire presented several challenges including a fire hydrant issue, raised ambient temperatures, and a steep drop-off on the Charlie side.

Business for Planning Commission and Clack. Co. building comments-

- Reviewed several plans for minor projects and residential remodels.

Business Inspections and development proposal reviews-

- Worked on proposed project for a small business park 82nd Ave.

Education and prevention –

- Coordinated a Birthday party “drive-by” with the fire engine for 4-year-old Charlie.
- Review the plan and met with GHS principal about graduation plan and how it would be performed and remain safe under COVID conditions and restrictions. WLK students also had a drive by type event with no problems.

Miscellaneous:

- Updated pay matrix for GFD payroll, change minimum wage to \$13.25.
- Review solutions for the old City Hall fire alarm system. Request bid to move the alarm panel into the FD prior to the building demo of old City Hall.
- Contacted C-com about calls that were dispatched to CCFD#1, that are in GFD first response area.
- Discussed the MVA resource needs with Chief Huffman. Consideration is being

- given to not have a Clackamas Truck company on the tap-out for MVA's.
- Working on transition plan to move back into office in the fire station after working from home for 3 months.

Deputy Chief Hopperstad

Logistics

- Clothing: Continue to order distribute and inventory all types of uniforms for members as needed.
- Radio's and Pagers: Received our Radio's back from WCCCA deprogramed and ready to surplus. I will be doing a radio audit and turning off a few more radio's and assigning portable radio's to our Captains.
- Repairs: This month we began our regular yearly preventative maintenance on all equipment and so far all looks good and should be finished early in July.
- Meetings: Due to Covid 19 all meetings were cancelled or held on zoom. Participated in the monthly C 800 Fire users meeting and also the C 800 Board of Directors meeting. Command staff met to discuss moving to the new office across the street.
- Building Maintenance: Due to City Hall being relocated we are in the process of moving the server and controllers into the station so when it's time the old building can be torn down. The HVAC system was serviced and it was determined that the condenser is not working properly and needs replaced.
- Logistics: Continue shopping for Covid supplies when available products are in stock. Station shopping as needed. This month we advertised our ladder truck for sale on Gov Deals and were successful in selling it to The Canby Fire Dist. Here in Oregon.

Battalion Chief Tighe Vroman

EMS and Training

Training:

Group size and limiting exposure continue to restrict our training, especially as COVID-19 infection number are on the rise. We will still be continuing small group training for on-duty personnel, computer based learning and special class arrangements to accommodate those with specialized training needs.

I am very excited to announce that we are going to begin "Wednesday Drill" style training with restrictions. Beginning July 8th, we will be hosting an evening drill session every Wednesday night from 19:00 to 21:00. Current limitations as we ease back into this training style will include a class size of no more than ten (10) students. We will have to follow all State mandates for social distancing and/or mask use depending on the situation. With a class size limited to ten students, you will need to sign up in advance if you would like to attend drill on a scheduled date. Due to

limited class size, we will be repeating Wednesday night drills to make sure that everyone gets an opportunity to attend and participate. We will not allow personnel to attend unannounced if there are already ten participants signed up. Please see your department email for additional information.

For the month of July, training opportunities will focus on water rescue, low angle rope rescue and wildland/urban interface. There will be some online education related to these topics on Target Solutions, and there will also be hands-on/skills components that need to be completed while on shift. Chief Huffman has greatly emphasized the need to be prepared and ready for any and all water rescue activities for the summer, especially with no lifeguards at High Rocks this season. Also, Chief Huffman authorized the purchase of new water rescue equipment to replace older equipment or to enhance our capabilities. This new equipment will also be covered in training this month.

Do you know what you will do if responding on a water rescue alarm? Are you (and your hands on skills) ready affect an immediate rescue, either shore-based or technician level? Can you describe your location and the scene over the radio using correct water rescue terminology that all water rescue consortium responder will understand? If you can't answer "yes", then you need to participate in this month's training and work with the Company Officers to sharpen your skills! Our community needs you to be at the top of your game!

The work everyone has been putting in on basic skills training and apparatus operator training, especially with the new probationary members on shift, has really been paying off and has been noticed on recent calls. Gladstone Fire responded on a number of structure fires this past month, and response crews displayed excellent strategies, tactics and task level skills.

I would also like to congratulate FF/EMT Charlie Stay and FF/EMT on completing the education and training for his NFPA Fire Apparatus Equipped with a Pump training and certification. Thanks for your effort and we look forward to having you join the FF-A/O ranks!

Emergency Medical Services:

Emergency medical operations, particularly PPE management, continue to be an area of focus and attention, even as we become more accustomed to COVID operations. Overall, PPE procurement has improved with some items, but become worse with others. As an example, we currently have adequate supply, but are having difficulty ordering EMS gloves. I continue to inventory and report Gladstone Fire Department PPE levels to the Clackamas County EOC once a week.

Also, disinfectants such as Cavicide are on backorder with many distributors not even taking orders for these products due to uncertain order fulfillment timelines. We were able to get a 55 gallon drum of a cleaner/disinfectant called VitalOxide. This quantity should last us for quite a while so we can continue to disinfect and decontaminate our equipment and station as we move through the year ahead. This particular cleaner can also be aerosolized into a mist for thorough disinfecting without the problems and side effects caused by many other disinfectants. We will be receiving training on this new cleaner/disinfecting agent this month and implementing some new ways to clean our station and apparatus.

EMS Training for the month of July will include VitalOxide use and disinfection practices, and various EMS skills. I will also be putting some local EMS training that was recorded on Target Solutions.

Cases of COVID-19 have been exponentially rising throughout the State of Oregon. This means that we are more likely to see COVID related patients and exposure than we were earlier in the spring. This pandemic is not over and we have a long road ahead of us! GFD personnel have been doing a great job wearing outlined PPE and performing decontamination to minimize exposure to and transmission of COVID-19. We cannot become complacent with this, especially since COVID cases have been rising throughout Oregon!

Gladstone Fire Paid-On-Call Firefighter Recruitment:

The Gladstone Fire Department Paid-on-call Firefighter recruitment process for entry level candidates is still open and accepting applications until July 17th. The pre-certified candidate recruitment closed on June 19th and we received a handful of applications. The applications have been reviewed and we are in the process of inviting these candidates to participate in the written exam.

Please contact myself or Chief Huffman if you have any questions about the recruitment process. The link to the "Job Openings" page on the city website is <https://www.ci.gladstone.or.us/jobs>. The Entry Level Paid-on-call Firefighter position closes at 17:00 hours on July 17th. Encourage any friends, acquaintances or other interested parties to check out the City Website for more information.

Probationary Firefighters:

Our current group of probationary firefighters continue to be involved and are progressing well. They have completed the first three months of their probation, and will be rotating to different Captains as their primary supervisors in August. NFPA Driver/Operator and NFPA Firefighter I task books for most of the group are near completion, or are already completed! Thank you to all Gladstone Fire personnel that have been active in helping them train, complete task book objectives and have been mentoring them.

Captain Patrick Brost A-Shift

A-Company Operations

Out of 153 calls in June, A-shift had 48. This was a very busy month, particularly the last two weeks. Many of these were medical, but we did have quite a few automobile accidents this month.

Much of the month we trained on basic firefighter skills. This included forcible entry, stretching attack lines, taking hydrants, and ground ladder work. We also set up a small confidence course during shift and ran some drills. This type of training on all three shifts has really helped our department respond confidently and competently to numerous fires throughout the past year.



We saw motor vehicle accidents on June 1, 4, two on the 10th, 16th, 19th, and 25th. This amounted to 7 accidents. Two included patient transport for injuries. Several of these accidents were on I205 where GFD was not originally dispatched, largely due to inaccurate information on incident location. On these calls,

E391 left the station after hearing the call to observe the freeway from the exit 11 overpass. By the time of arrival, we either could see where the incident was and added ourselves to the call, as we were in great position to respond, or there was new information indicating it was something we should be on, where-by we responded. It is a good idea to keep our ears alert while going about our daily business, especially when we hear of an MVA on I205.



Notable Incident



0512 on Saturday morning, June 20th E391 responded with Clackamas Fire District 1 to a commercial fire at an apartment complex right off of Jennings Ave. E391 was the third fire apparatus to arrive (second engine). E303 was making a fire attack with R303. Command instructed us to assist with E303's hydrant, then bring crew forward and assist with fire attack. We helped extinguish hot spots and conduct overhaul.

The occupancy affected were a string of garages that were detached from the apartment buildings in the complex. 5 of the 6 garages in the string were significantly affected. The fire nearly extended into one of the apartment buildings, but did not catch hold and caused only minor damage. No injuries were reported. Engineer Leibner and PFF Wyatt did well.

Captain Kirk Stempel
B-Shift

SPECIAL OPERATIONS | TECH RESCUE

New signage has been installed at High Rocks and Dahl Beach warning that lifeguards are not on duty this year. With the absence of AMR this year due to COVID-19, a life jacket loaner station has been installed near the area at High Rocks where they would typically be stationed.



Chief Huffman and I, along with BC Vroman, have had numerous discussions about our initial response to water rescues in our immediate area. We have looked at our capabilities and our current equipment and have decided some changes should happen. When responding to our water ways in an emergency, we have changed out our current orange PFD's to a water rescue type 5 mustang life jacket, along with new throw bags. We have also added additional equipment for use by swift water technicians when responding. The month of July will focus on water rescue training along with initial response and size up.

Time was also spent this month practicing our rope rescue skills, including low angle and high angle rescues.



PIO DUTIES

With the combination of COVID-19, and no lifeguards on duty this year, I spent significant time putting press and social media releases together. It is extremely important to continually get those important messages out to the public.

SIGNIFICANT CALLS

In June, B shift had a few unique calls. On June 14th, we added ourselves to a Bike vs. Automobile crash in the middle of McLoughlin Blvd. On arrival, we found a female that had been struck from behind, suffering non-life threatening injuries. Later the same day we responded to another bike crash, where the rider also suffered non-life threatening injuries. In both cases, the wearing of a properly fitted helmets helped keep injuries to a minimum.



On June 15th, with the help of Gladstone Public Works, we were able to safely deliver 8 ducklings back to their mother. The little guys all fell in a catch basin, where they decided to play hide and seek with us. With a little bit of problem solving, we were able to rescue all of them without injury.



On the night of June 18th, we responded to a report of a mobile home that was on fire. On arrival, we found a single wide home that was fully involved. My crew made up of myself, a probationary firefighter, and a new apparatus operator, were able to get a quick knock down preventing any other significant damage to



nearby exposures. This call showed what continual extensive training can do for the crews, ensuring everyone can perform their duties expertly, even at 12:30 in the morning.

With everything going on these days, its easy to become stressed or depressed. Each one of us deals with things differently, and its important to remember that we have peer support to help us through these difficult times. Myself, and Josh Miller, have been specifically trained to help individuals navigate through these difficult times, and every conversation is confidential.

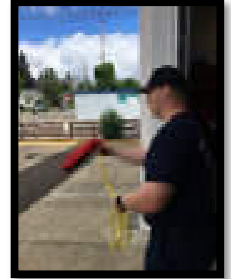
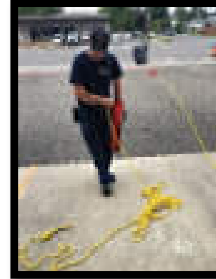
Symptoms to keep an eye on.....

- sadness
- tiredness
- trouble focusing or concentrating
- unhappiness
- anger
- irritability
- frustration
- loss of interest in pleasurable or fun activities
- sleep issues (too much or too little)
- no energy
- craving unhealthy foods
- anxiety
- isolation
- restlessness
- worrying
- trouble thinking clearly or making decisions

- poor performance at work or school
- dropping out of activities
- guilt
- suicidal thoughts or tendencies
- pain, like headaches or muscle aches
- drug or alcohol abuse

Captain Richard Newton C-Shift

For the month of June 2020 Gladstone Fire Department responded on 153 calls. C-shift responded on 45 of those calls. We are still drilling every week and with the summer months coming we have been practicing with throw bag with every shift. We have also been working with the bulk load pulling it and reloading it.



Projects:

Pre-incident plans:

I will be updating all the MDC with the most up to date First Look Pro (FLP) files in the coming days. CCOM has been given all Pre-plans in PDF. When dispatched to an address that has a Pre-Plan the PRIM should be highlighted. If you are dispatched to an address that you think should have a pre-plan and it doesn't, please make me aware.

Operation:

I'm working with BC Vroman to get the Mcpeak wedge in service. This tool will be married up with the halligan. If you have no idea what I'm talking about, please see me. I have tried to reach everyone but I could have missed a few.

The new engine is moving along in the process. The chief has approved the graphics for the new engine this week. The engine should hit the production floor sometime in August. Once the new engine hits the production floor we will be getting weekly photos.

Call:

On June 23rd, 2020 GFD responded on a Marine Rescue with Clackamas County Fire District #1(CCFD1) over at the Clackamas cove. On our arrival the patient had been brought to shore and was in cardiac arrest. E391 assisted E315 and the medic unit with resuscitation efforts. The patient had a pulse and was breathing on his own when he was transported to a local hospital.

On June 24th, 2020 GFD with CCFD1 responded on a residential fire at 225 W. Clackamas Blvd. On E391 arrival there was smoke and fire showing from the house. With the assistance of CCFD1 the fire was under control within about 20 minutes.

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Gladstone Police Department

Monthly Report

June 2020





Gladstone Police Department

CHIEF'S REPORT TO

CITY ADMINISTRATOR AND COUNCIL



CHIEF'S REPORT

June 2020

Over the last month the Gladstone Police Department has strived to maintain our engagement with the community under difficult conditions. In return, the community has been very supportive of GPD and how we conduct business. The police department believes in accountability and has and will continue to welcome questions as it relates to police accountability, equality and inclusion in our policing here in Gladstone.

Daily we have conversations within the police department about equity, equality and inclusion based on what is occurring nationally. The Black Lives Matter Movement is about acknowledging that black lives matter because there are those who fear that when they leave their homes they will be subjected to social and police misconduct. So the question is, does Black Lives Matter; Absolutely, yes. I believe this along with the entire department.

As a police department we continue to look at how we do business and use Lexipol as a guide to our policy's on policing and best practices. We have identified what is silent and what is not in policy to ensure appropriate changes are made where needed. I am happy to report that your police department is meeting not only legislative expectations but community expectations as it relates to policy and training. We continue to work on processes to achieve new requirements set by law and are partnering with every law enforcement agency within the county to ensure proper and accurate documenting, tracking and reporting systems are in place.

Additionally, the police department is in the final stages of developing the "Neighbor Helping Neighbors" program. This program is designed to help our senior community members along with those with disabilities to maintain their yards. The effort is twofold, not only helping community members enjoy their yards and remain in compliance with local codes, but also to help improve the beautification of our city.

Sincerely

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

John Schmerber, Chief of Police



**GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT**



JUNE 2020

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	663	3,788	4,602	-17.69%	Spending	28
Officer Initiated Incidents	367	1,945	1,791	8.60%	Driving While Suspended	9
Total Number of Incidents	1,030	5,733	6,403	-10.46%	Fail to Obey Traffic Device	6
Police Reports Filed	242	1,457	1,978	-26.34%	Fail to Carry Proof of Insurance	6
Traffic Contacts	206	950	1,311	-27.54%	Improper Display	3
Citations Issued (Charges)	74	365	539	-32.28%	ALARM ADMINISTRATION REPORT	
DUI	2	7	6	16.67%	Renewals Billed	13
Community Policing Contacts	17	66	28	135.71%	Renewal Fees Collected	\$450.00
Murders	0	0	0	0.00%	Senior Exempt Fees	0
K9 Deployments	8	26	29	-10.34%	New Permits Issued	4
Tow Releases	1	2	0	200.00%	False Alarms w/No Permit	6
					1st False Alarm Events	2
					2nd False Alarm Events	0
					3rd False Alarm Events	0
					False Alarm fees collected	\$100.00
					False Alarm fees billed	\$0.00

"Integrity, Professionalism, Partnership, Innovation, Communication, Empowerment"



**GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT**



JUNE 2020

SELECTED CALLS FOR SERVICE ^{**}	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATEGORIES	HOURS
Abuse/Neglect	2	13	17	-23.53%	Cover Short Shift	105.5
Accident/Injury or Fatal	3	10	8	25.00%	Court	26.75
Accident/Property Damage	7	34	44	-22.73%	Training	37.5
Assault	8	31	18	72.22%	Presentations/Meetings	4
Burglary	1	14	18	-22.22%	Other	0
Domestic Disputes	18	132	136	-2.94%	Swat	0
Drugs/Narcotics	3	25	17	47.06%	K9	12
Disturbance-Fights-Noise	34	109	80	36.25%	SRO	7
Forgery/Fraud	6	61	59	3.39%		
Hit and Run	5	22	34	-35.29%		
Ordinance Violations	39	133	79	68.35%		
Runaway/Missing	5	50	33	51.52%		
Sex Offense	2	13	16	-18.75%		
Suicide	4	58	67	-13.43%		
Suspicious Person or Circumstance	60	352	331	6.34%		
Thefts	27	116	129	-10.08%		
Trespass/Prowler	18	103	58	77.59%		
Vandalism	6	43	44	-2.27%		
Vehicles Recovered	2	7	9	-22.22%		
Vehicles Stolen	5	18	33	-45.45%		
Death(Not Suicide/Murder)	1	11	17	-35.29%		

^{**}Coded at time of dispatch, not final disposition

"Integrity, Professionalism, Partnership, Innovation, Communication, Empowerment"



Gladstone Police Department

CODE ENFORCEMENT REPORT

TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER

MONTHLY REPORT

Prepared by Sean Boyle

June 2020

• Abandoned Vehicles	1
• Animal Complaints	5
• Assist GFP & GPD	4
• Community Contacts	2
• Details	3
• Follow Ups	31
• Noise Complaints	2
• Ordinance Complaints	36
• Parking Complaints	11
• Premise Checks	3
Total Calls	95
New Cases	11

Tagged abandoned vehicles:



Updates:

1020 Portland Ave. – Sidewalk walk in disrepair. Investigation has uncovered that a 20-foot-wide permanent easement exists along the westerly side of the property to be perpetually maintained by the city. This information has been provided to public works who will be working with the property owner to make the necessary repairs.

New Cases:

875 Edgewater Rd. – Received a complaint about construction occurring on the property without permits. Initial investigation has determined no permit required at this time. Working with Clackamas County Code Enforcement on possible erosion control violation.

390 W Clarendon St. – Chronic Nuisance Property pre-notification for repeated loud parties.

875 Edgewater Road before:





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



**CODE ENFORCEMENT OFFICER
MONTHLY REPORT
Continued.....**

400 W Dartmouth before:



405 W Dartmouth before



140 W Arlington before:





Gladstone Police Department CODE ENFORCEMENT REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT

Prepared by Jim Leake

June 2020

This month GPD responded to several Code Enforcement related incidents:

This month GPD responded to several Code Enforcement related incidents:

Parking Complaints – 18
Animal Complaints – 14
Abandoned Vehicles – 2
Noise Complaints – 15

The abandoned vehicle problem has continued to see a huge reduction with a concerted effort of the officers to tag those vehicles both reported and those that are located. The Covid19 order to stay at home increased the number of animal complaints since many folks were out walking their dogs. There seemed to be an uptick in barking dog complaints.

Police officers have recently taken over resolving most of the vehicle related code calls to free up the Code Enforcement Officer to conduct more in depth code investigations. Boyle handled most of the parking complaints this month on his own initiative. Code Enforcement on face to face issues has begun to happen more like business as usual with new phases opening.

Officers continued to spend a good amount of time working on problems at the Holiday Inn, due to the Covid19 voucher program by local homeless organizations. The program ended in June so this activity should drop for next month. I saw an increase in calls coming to our tip line, but I attribute that to more people being home right now during the Covid shutdown.



Gladstone Police Department

DETECTIVES REPORT TO CHIEF AND COUNCIL



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

June 2020

New Cases Assigned: 1

1. 20-013165 Juvenile sexual abuse. Call-out 06/24/2020

Current Caseload: 9

1. 20-006369 VRO, Harassment, and Extortion. Assigned 04/02/2020
2. 20-005389 Check Fraud. Assigned 04/07/2020
3. 20-007542 Assault I. Assigned 04/09/2020
4. 20-007885 Check Fraud. Assigned 04/14/2020
5. 20-008413 Fraud. Assigned 04/21/2020
6. 20-008173 Unlawful Distribution of Intimate Image. Assigned 04/24/2020
7. 20-008620 Robbery II/Burglary I. Occurred 04/24/2020.
8. 20-009388 DCS Heroin and Methamphetamine. Opened 05/02/2020
9. 20-013165 Juvenile sexual abuse. Call-out 06/24/2020

Cases Cleared: 2

1. 20-006975 Robbery III. Assigned 04/01/2020. Forwarded to District Attorney's Office
2. 20-010551 Murder II. MCT Callout 05/21/2020. Assigned tasks completed

Highlights/Noteworthy:

- On June 24, 2020, Christian David Perry was indicted by a Clackamas County Circuit Court Grand Jury for the December, 2019 armed robberies he committed in Gladstone, West Linn, Clackamas, and Happy Valley. 11 Felonies and 10 Misdemeanors. (GPD Case 19-030107)
- On June 24, 2020, Steven James Hollifield, Dylan Gregory Lloyd Park, Anthony Jose Marias, and Casey James Hatch were indicted by a Clackamas County Circuit Court Grand Jury for the April 24, 2020 morning burglary and afternoon robbery at 6335 Caldwell Road in Gladstone. The other suspect, Dean Allen Gaffer, was indicted in May, 2020. Four suspects lodged at



Gladstone Police Department DETECTIVES REPORT TO CHIEF AND COUNCIL



Continued.....

Clackamas County Jail. One suspect outstanding with an active felony arrest warrant.
(GPD Case 20-008620)

- 20-006369 Violation of Restraining Order, Harassment, and Extortion: On June 25, 2020, an arrest warrant was approved and the suspect was taken into custody



Gladstone Police Department

DETECTIVES REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



DETECTIVES MONTHLY REPORT

Prepared by Detective Gilliam

June 2020

New Cases Assigned: 3

1. 20-013009 – Criminal Mischief (assigned 6/23/2020)
2. 20-012991 – Burglary (assigned 6/23/2020)
3. 20-012831 - Juvenile Sex Abuse (assigned 6/23/2020)

Cases Cleared: 1

1. 20-009309 – Animal Abuse (case suspended due to insufficient evidence)

Current Caseload: 7

1. 20-010600 – Child Porn
2. 20-010134 – Sodomy
3. 20-012831 - Juvenile Sex Abuse
4. 20-013009 – Criminal Mischief
5. 20-012991 – Burglary
6. 20-003180 – Juvenile Sex Abuse (arrest warrant issued; suspect interview pending)
7. 19-021067 – Assault/Hit and Run (arrest warrant issued; suspect interview pending)

Notes:

1. Assisted patrol by investigating a suspicious subject outside GPD
2. Assisted patrol by investigating two stolen items at A-1 Hawk
3. Facilitated meeting with DA's office and Safety Compass regarding Human Trafficking protocols and training
4. Created a 62 slide Use of Force PowerPoint presentation and curriculum
5. Taught two Use of Force classes
6. Completed online webinars including Blue-to-Gold University's *Confidential Informants and Searching Cars and Occupants*
7. SWAT intergovernmental agreement was ratified
8. Assisted Milwaukie PD with a fatal hit-and-run involving a two-year old





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

K9 MONTHLY REPORT

June 2020

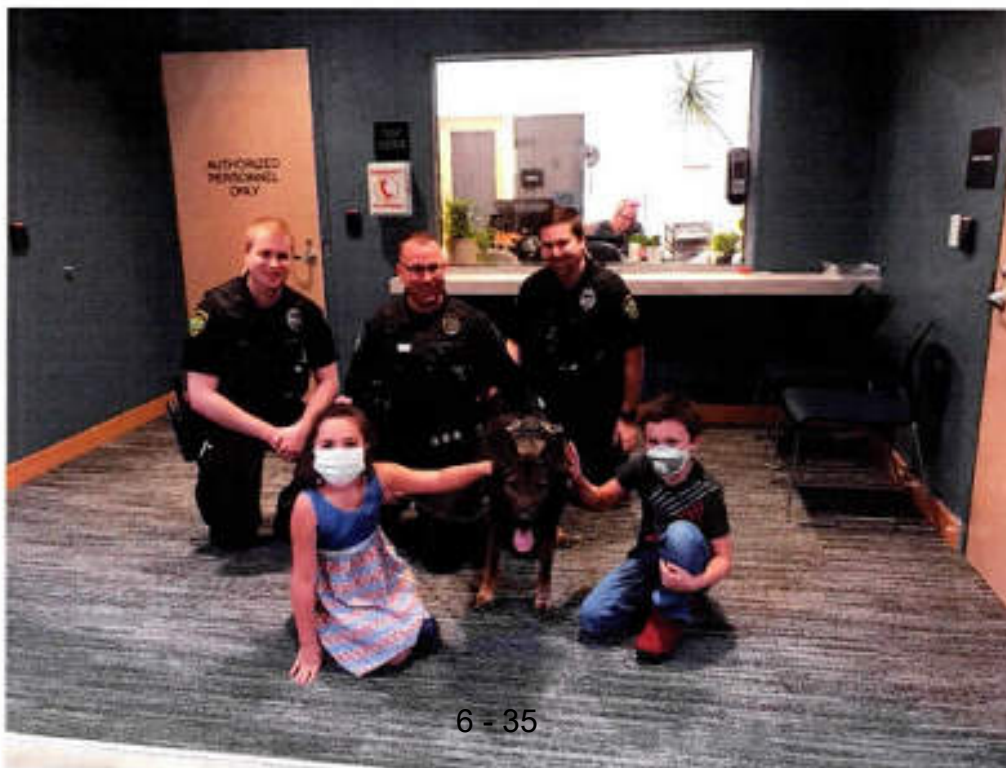
Police have utilized dogs in their ranks for over a hundred years. Their roles and functions have changed with the times to evolve with the communities they serve. Furthermore, police canine sections, much like police in general, have been designed to become more approachable than they have been in the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

Officer	K9 Deployments GPD	K9 Deployments Other Agencies	K9 Training Hours
Olson	1	7	16

K9 Nanuk and I had a capture this month a burglary suspect who jumped off a balcony in an attempt to get away. He surrendered when we challenged him.

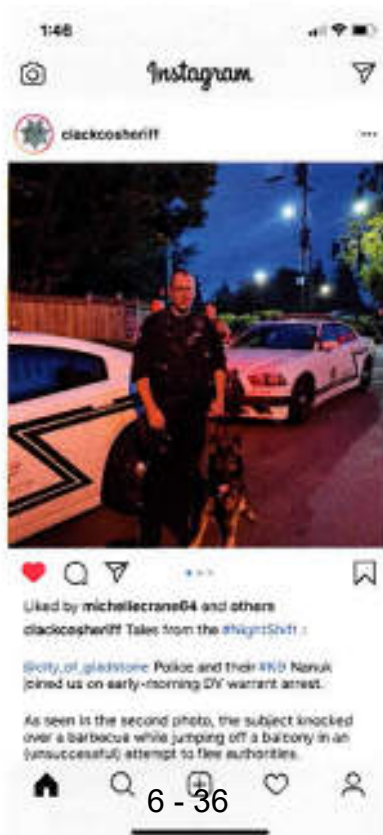
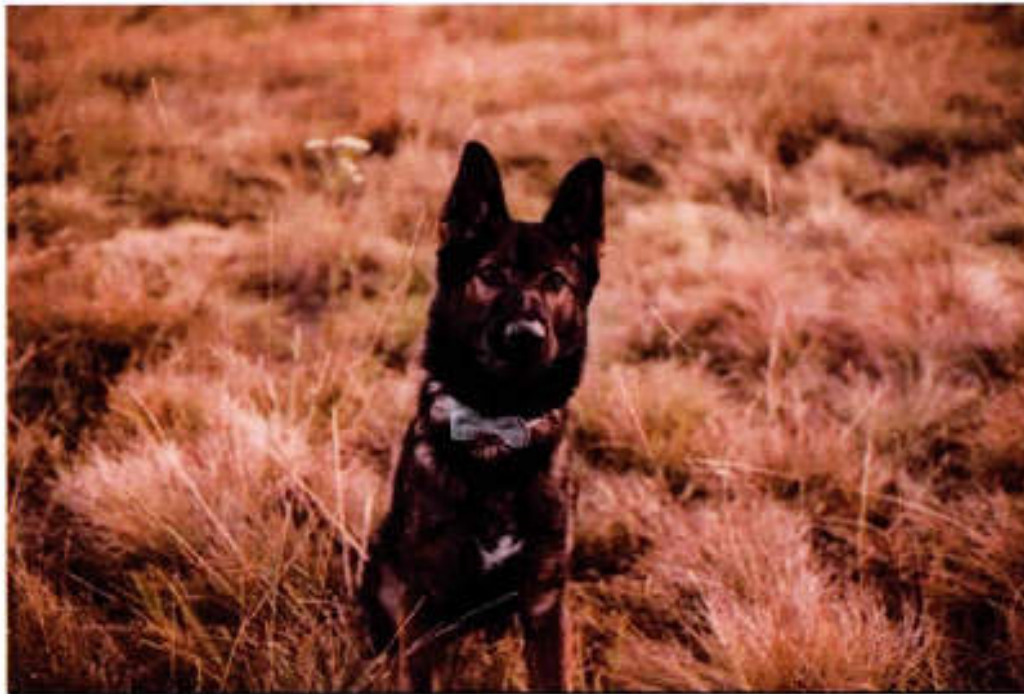
K9 Nanuk located a handgun dumped by a suspect in a bush on an article search this month, and on a separate call we assisted in locating a set of stolen car keys on an article search.

This month had lots of deployments and new experience we have not had on previous calls for service.





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





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



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman

June 2020

6/5 – Protest march through town. 200-225 people estimated to be in attendance without issue.

6/6 – Behavioral Health call at River Run Village Apartments. Subject was suffering a mental health crisis and did not have food. Officers called for the County Behavioral Health Unit to respond and sourced a food box for the subject.

6/8 – GHS senior car parade through town. Unrelated citizen did burnout adjacent to parade. Subject was cited for Speed Racing.

6/10 – Officers work traffic detail on Glen Echo Ave and E Dartmouth St. Several stops made.

6/10 – Female was running around yelling and throwing things at passersby. Subject was pepper sprayed by someone who was threatened by the subject. Medical was called for the subject.

6/12 – Domestic assault report. Victim was taken to hospital. Suspect had left before arrival and is actively eluding law enforcement.

6/13 – Subject damaged city barricade that had been placed in Max Patterson Park to display social distancing guidelines. Subject was cited for damaging the property.

6/14 – Birthday parade (**PHOTO BELOW**)

6/16 – Illegal dumping complaint at Gladstone Forest Apartments. Suspect located and educated.

6/19 – A gun was located on W Clarendon St and turned in to the police. It was determined the gun was stolen from a vehicle nearby and the suspect ditched the stolen property when they were interrupted in another attempted vehicle entry.

6/19 – several calls about a subject who was walking around town with a rifle. The subject had called in advance to tell police he was doing this as march to express his 2nd Amendment right.

6/21 – Subject filed report of their phone and internet lines being cut. Incident was on video and under investigation.



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



Continued.....

6/26 – Domestic disturbance reported. Suspect fled before officers arrived but was later located and arrested.

6/28 – Report of human bone found on E Berkeley St. Medical Examiner responded and determined the bone to be non-human.

6/28 – Transient camp reported under the I-205 Bridge. There was a truck that had driven down a footpath to get close to the camp and was moving items in. A group of transients were contacted there. One subject was cited for having been trespassed previously. The others were issued trespass notices and given time to clean out their property.





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



PATROL MONTHLY REPORT

Prepared by: Sergeant Leake

June 2020

Patrol Activity

06-01-2020: Leake worked a traffic mission on McLoughlin for about an hour stopping 4 cars for speeding. Warnings and citations issued.

Olson was running traffic on McLoughlin and saw a vehicle approaching him very rapidly well over the 40 mph speed limit. He jumped out behind the vehicle and attempted to catch up to make a traffic stop. Olson did not have radar but paced the subject at 90 mph before making his stop. The subject was determined to be DUII and was processed.

Most of the shift was spent with officers running traffic throughout the city. Many stops were made on this shift. Premise checks were also conducted at city parks, primarily Meldrum Bar Park.

06-02-2020: Due to protests throughout the area, details were discussed with the team for our response. Less lethal munitions were stocked up in vehicles as well as the shield just in case these items were needed.

Leake did a traffic detail on 82 Drive which resulted in traffic slowing to the speed limit while police were present.

Several traffic stops were conducted during the shift. Premise checks were also conducted at city parks, primarily Meldrum Bar Park.

06-04-2020: Orr/Winters took a criminal mischief report at NW Self Storage where 5 male teens carrying 2x4's were hitting signs as they passed by businesses on 82 Drive. Four subjects were found near Classic Pools and Spas. A report was taken for the damage that occurred.

06-06-2020: There were rumblings of protests that were said to be at Max Patterson Park and Meldrum Bar Park. The weather was super rainy and that may have squelched the protests as no one showed up at either park. The town was peaceful throughout the night.

Frequent premise checks were conducted at city parks, primarily Max Patterson and Meldrum Bar Park. There was a lot of traffic stops made during the shift as well.

06-07-2020: Leake responded to a noise complaint at 175 W Exeter where the occupant put his massive stereo speakers on the front porch and proceeded to play very loud music. He was very stand offish with Leake and said he was going to play his music as loud as he wanted until 10pm.



Gladstone Police Department

SERGEANT REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



per the noise ordinance. Leake explained the noise ordinance but the male said he would do what he wanted, but then turned the music down.

Leake was called back to 175 W Exeter for the loud music. Okerman responded as well as cover. The male refused to speak directly with Leake, so a female, who lives there as well, spoke to officers. The ordinance was explained to her and she agreed, the music was too loud per the ordinance. Neither of them would ID themselves and the male said we were going to have to arrest him to get his name. He went on a rant about how evil the police were and how mad he was at us (police), even though we had never met before. The male was drunk and unreasonable. The female talked him into turning down his music and quieting down. Due to the anti-police nature of this time, we gave him a second warning, fearing what his reaction would be to being taken into custody, and it was not worth it for a noise issue. The male was identified through investigation on social media related to the female.

The male subject at 175 W Exeter upped his game in what looked like an attempt to have a confrontation with police. At 2130 hours, subject moved a drum set onto his front porch and was playing his drums. Neighbors asked him to stop but he refused. Butler went by at 2200 hours and there was no noise coming from the house.

Butler did premise checks on city parks, Meldrum Bar Park and Cross Park, and at Holiday Inn Express to show police presence.

06-08-2020: KB Teriyaki was broken into and 6 juveniles were seen on camera as the suspects. They broke a window to get in and then stole the cash out of the register and took some alcoholic beverages from the cooler. Olson was lead on this and did some investigating and found out other cities have had the same kind of burglaries with juveniles as suspects.

06-09-2020: Olson covered a suspicious call in Wilsonville where 2 subjects were walking around a MHP acting suspicious. The subjects fit the description of Olson's burglary suspects from KB Teriyaki the day before. When police arrived they found a suspect vehicle and it turned out to be stolen from Vancouver. Three subjects were detained in the car and three others were found wandering in the MHP. Several agencies responded due to having open cases that these suspects looked tied to. Ultimately, Olson and a Sherwood detective took lead and processed the juveniles and the property. Five of the six juveniles were lodged at Donald E. Long.

06-10-2020: Day and Herkamp were dispatched to a vehicle that crashed into the NW Behavioral Building at 18000 Webster Rd. The driver was found to be DUII and Day processed him.

Winters/Orta and Hale were dispatched to a domestic call at 410 E Dartmouth regarding RP calling in for her sister who she was talking on phone with, but could hear a male screaming in the background. The two had a DV incident a couple of days earlier and a no contact order was in effect. The male was contacted, arrested and transported to jail.



Gladstone Police Department

SERGEANT REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



06-11-2020: Orr, Day, Orta/Winters had a subject call in and wanted to speak to officers outside the police department but would not indicate why. This was just after all the riots and protests began and officers feared this was a set up for an ambush. Officers managed to get a view of the subject vehicle and got a plate number that came back as Totaled and registered out of Portland. The phone the subject was calling from had been tied to several 911 calls earlier in the shift in Clackamas and the subject would curse at dispatchers and talk about racism and said "F the cops." Officers chose not to make contact for officer safety reasons. After Orr was off duty and he was leaving in his personal car, the subject pulled around the PD and blocked the front exit gate to Portland Ave. County units started for cover and attempted to stop the subject when he fled the scene.

06-13-2020: Leake, Herkamp and Okerman contacted a male at Max Patterson Park who was reported as breaking a city fiberglass No Parking sign holder. He was very drunk but was cooperative. He was arrested for Criminal Mischief and cited and released.

06-15-2020: Leake and Butler worked a traffic detail on McLoughlin stopping some cars and bikes in the area. Butler and Olson did a premise check on Meldrum Bar Park contacting some folks in the park after hours. All were moved along with warnings.

06-16-2020: Leake and Herkamp worked a few traffic details resulting in several traffic stops. Leake tagged an ABV on W Clarendon that had been parked there for weeks. The vehicle was tagged to be towed in 72 hours.

Olson and Winters/Orta did traffic details and made several stops throughout the shift.

06-19-2020: Butler took a car prowler at 265 W Clarendon where RP reports his vehicle was broken into and his rifle in a rifle case was stolen. Day shift had already recovered the rifle as it was called in as laying on the sidewalk by a neighbor. The RP told police that his girlfriend heard someone outside last night and he turned on the light to look out and must have scared off the prowler.

Several traffic stops, subject stops and premise checks were conducted throughout the shift.

06-21-2020: Herkamp worked a traffic detail in the 18000 block of Webster Rd. Leake worked a traffic detail in the 800 block of 82 Drive. Okerman worked a traffic detail in Meldrum Bar Park. Butler and Olson worked traffic details during the night on McLoughlin. Officers conducted traffic and subject stops throughout the night.

06-22-2020: Leake took a cold burglary call at a home on E Gloucester St where suspects made entry through an unlocked door. The RP sells clothing online through FB Marketplace. She often puts the clothing on her front porch and gives her address for the customer to pick up the item. This day she was in contact with a female on FB who came to her home and sent her a



Gladstone Police Department

SERGEANT REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



message that the items was not there and the front door to her home was open. Children of the RP were home but were sleeping. Apparently the suspect entered the home while the children (teens) were home and took several hundred dollars in shoes and clothing that the RP collects. The clothing then was put on Offer Up, Craigslist and other sites. Due to the suspects using social media to sell the items, the case was given to detectives for follow up.

Leake contacted two skateboarders in the Civic Center parking lot. The male adults were confrontational, argumentative and refused to identify themselves until it was discovered that a crime may have been committed. The males were reluctantly given warnings and asked to leave the property.

About an hour later, Leake, as well as some citizens, discovered the new Civic Center building had been tagged with anti-police rhetoric that was being seen all over the country in the media. Three sides of the building were tagged by the suspects. This is an ongoing investigation. Several traffic and subject stops were made during this shift, especially after the Civic Center was vandalized. There were also many premise checks done at parks and vacant buildings.

06-25-2020: Day took a property call at Walgreens where an employee came out of work to find his car moved and two handguns and a cell phone left on the seat. The guns came back clear and were lodged with the phone at GPD.

06-27-2020: Orr received a follow up call from a female who reported her guns stolen and her lost phone was pinging at GPD. This turned out to be related to a call from a few days ago when an employee at Walgreens came out to his car to find that two guns were sitting on his front seat and his car was moved. Long story short, the female caller had been very drunk, got into the wrong car when she left Walgreens, left her personal property behind and finally figured out where her car was. She left Walgreens and was immediately stopped by OSP and arrested for DUII. So this cleared up the mystery of where the guns came from. Day was the investigating officer and I believe more charges are coming to the female caller.

Premise checks were conducted at city parks, with several people contacted in Meldrum Bar Park. Traffic and subject stops were conducted throughout the shift.

06-28-2020: Hutchinson, Okerman, Leake and Winters/Herkamp were dispatched to a suspicious circumstances call behind Holiday Inn under I-205 bridge. The report stated that a vehicle had driven down to the lawn behind the Holiday Inn and occupants were unloading a truck full of belongings. Officers arrived and found that previous Do Good Multnomah voucher holders had moved out of the hotel and set up a village under the freeway. There was tons of personal property and garbage. All subjects were identified and two were cited for warrants. The others were trespassed and given until 10pm to have their belongings gone or they would be cited for trespassing since this area was posted No Trespassing by ODOT.

06-29-2020: Officers stayed busy with traffic stops, premise checks and subject stops.



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



Also the game "The Fugitive" was going on so officers responded to calls of suspicious people in yards, running down streets and driving somewhat carelessly. Many vehicles were stopped to promote safety during the game. This kept all officers busy from 2130-2330 hrs.

Many traffic stops conducted on the shift and some community outreach as police met with The Fugitive organizers and contestants and showed support for their activity. They thanked us for keeping them safe.

Gladstone Police Department thanks the VFW for their continued support.





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

SCHOOL RESOURCE OFFICER
MONTHLY REPORT

Prepared by SRO Graves

June 2020

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.

Stats are for the 2019-2020 school year	This Month	Year to Date
Student Interventions	0	25
Assist Faculty with Problem	0	22
Meeting/Assist Family/Parents/Guardians	0	12
Classroom Presentations	0	1
Welfare Check/Home Check	0	11
Gang Affiliation Contacts	0	0

On 06/08/20 GPD helped the graduating class of 2020 from GHS with their senior car parade. Traffic was stopped by GPD with rolling road blocks. The event was well attended by the community and went off without any problems.

06/10/20 I attended the drive-thru promotion ceremony at Kraxberger middle school the 8th grade class.

06/11/20 GPD assisted GHS with their drive-thru graduation ceremony. Units closed down Portland Ave from Abernethy to Barclay to help with the traffic while going into the parking lot of the school. No major issues with the shut down and everything ran smoothly.



Gladstone Police Department
SRO REPORT TO CHIEF AND COUNCIL
MONTHLY UNIT OR SPECIAL ACTIVITY REPORT
SCHOOL RESORCE OFFICER
MONTHLY REPORT
Continued.....

As of now the school district does not have a plan in place for the 20-21 school year due to Covid-19. I will update command staff as soon as I hear of any plan that goes into place.

City of Gladstone Staff Report

Report Date: June 25, 2020

Meeting Date: July 14, 2020

To: Gladstone City Council

From: Jacque M. Betz, City Administrator

AGENDA ITEM:

Approve a second 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 January 15, 2021.

History/Background:

Little progress has been made over the last six months on the development of a global intergovernmental agreement regarding ownership and management of the two systems. Mostly due to COVID. Please see attached documents, December 10, 2019 Staff Report, December 27, 2018 memorandum from City Attorney's Office, and previous six month extension agreement.

Cost Impact:

There is no cost impact to approving the extension.

Recommended Staff Action:

Approve the amendment to extend the agreement by six months to January 15th, 2021.

Department Head

Signature: _____ Date: _____

City Administrator

Signature:  _____ Date: 7/8/2020

City of Gladstone Staff Report

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

AGENDA ITEM

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

Proposal

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

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

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

Cost Impact

There is no cost impact to approving the extension.

Recommended Staff Action

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

Department Head
Signature

Date


City Administrator
Signature

12/4/19
Date



MEMORANDUM

TO: Gladstone City Council

FROM: Ashley O. Driscoll *AOD*

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

DATE: December 27, 2018

Intergovernmental Agreement with Oak Lodge

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

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

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

Amendments to Gladstone Municipal Code Chapter 13.12

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

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

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

Amendment to
Sanitary Sewer Treatment Agreement
Between
City of Gladstone
and
Oak Lodge Water Services District

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

RECITALS

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

AGREEMENT

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

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

CITY OF GLADSTONE

OAK LODGE WATER SERVICES
DISTRICT

By:

By: 

Print Name:

Print Name: Sarah Jo A. Chapler

Print Title:

Print Title: General manager

Date:

Date: 11/19/19

Second Amendment to
Sanitary Sewer Treatment Agreement Between
City of Gladstone and
Oak Lodge Water Services District

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

RECITALS

- A. Section 5 of the Agreement expressly allows the Parties to extend the term of the Agreement.
- B. The Parties previously amended the Agreement to extend the Term of the Agreement to July 15, 2020.
- C. The Parties desire to further extend the term of the Agreement and to execute this Second Amendment for that purpose.

AGREEMENT

- 1. The term of the Agreement shall be extended by a period of six months.
- 2. The Agreement shall remain in effect until the parties execute a global intergovernmental agreement regarding ownership and management of the Gladstone System and the Oak Lodge System, as those terms are defined in the Agreement, or until January 15, 2021, whichever is sooner, unless the parties agree in writing to extend the Agreement.
- 3. Except as provided above, this Second Amendment does not make any other changes to the Agreement.

IN WITNESS WHEREOF, the Parties having read the foregoing and intending to be legally bound hereby, have executed this Second Amendment as of the date this Second Amendment is fully executed, which execution may occur in counterparts and by electronic means.

CITY OF GLADSTONE

OAK LODGE WATER SERVICES
DISTRICT

By:

By:

Print Name:

Print Name:

Print Title:

Print Title:

Date:

Date:



GLADSTONE POLICE DEPARTMENT
18505 Portland Ave., Gladstone, Oregon 97027

MEMORANDUM

DATE: July 7, 2020

TO: City Council

CC:

FROM: John Schmerber, Chief of Police

SUBJECT: OLCC Application – Two Girls Catering BBQ

I have reviewed the OLCC Application pertaining to Two Girls Catering BBQ. All records checks were completed and nothing was found that would prevent approval of this application.

I approve this application.



LIQUOR LICENSE APPLICATION

PRINT

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

N/A
sr

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	OLCC USE ONLY RECEIVED
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date application received: JUN 19 2020
<input type="checkbox"/> Full On-Premises, For Profit Private Club	By: _____
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	Initials: <u>WJ</u>
<input type="checkbox"/> Grower Sales Privilege 1st Location	Oregon Liquor Control Commission
<input type="checkbox"/> Grower Sales Privilege 2nd Location	License Action(s):
<input type="checkbox"/> Grower Sales Privilege 3rd Location	N/O
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1st Location	
<input type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Two Girls Catering & BBQ LLC
Pamela Meeking

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)		
<u>Two Girls Catering & BBQ LLC</u>		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
<u>125 E Dartmouth St</u>		
City	County	Zip Code
<u>Gladstone</u>	<u>Clatskanie</u>	<u>97027</u>



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) <i>Two Girls Catering LLC</i>			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>125 E Dartmouth St</i>			
City <i>Gladstone</i>	State <i>OR</i>	Zip Code <i>97027</i>	
9. Phone Number of the Business Location <i>503-496-0931</i>		10. Email Contact for this Application	
11. Contact Person for this Application <i>Pamela Mockung</i>		Phone Number	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Pamela Mockung

(Applicant#1)

(Applicant#2)

(Applicant#3)

(Applicant#4)

Reset Form

Print Form



OREGON LIQUOR CONTROL COMMISSION LIMITED LIABILITY COMPANY QUESTIONNAIRE

1597028-94 Exp 9/19/20

Please Print or Type

LLC Name: TWO Girls Catering BBQ LLC Year Filed: 2019

Trade Name (dba): ↓ ↓

Business Location Address: 125 E Dartmouth St

City: Gladstone ZIP Code: 97027

List Members of LLC:

Percentage of Membership Interest:

- | | |
|--|-------------|
| 1. <u>Pamela McElung</u>
<small>(managing member)</small> | <u>100%</u> |
| 2. _____
<small>(members)</small> | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Pamela McElung DOB: 9/25/58

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Signature] (name) _____ (title) _____ Date: 6/16/20



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

CLEAR

PRINT

1. Name: (LAST) <u>McClung</u>	(FIRST) <u>Pamela</u>	(MIDDLE) <u>Jean</u>
2. Other Names Used (Maiden, Etc.): <u>(Rice)</u>		
3. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? If yes, please provide your SSN: _____		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY): _____	5. Contact Phone: _____	
6. Driver License or State ID #: _____	7. State: <u>OR</u>	
8. Residence Address: _____ <u>112W OR 97267</u>		
9. Mailing Address (if different): _____		
10. E-Mail (optional): _____		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: <u>Michael S McClung</u>		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?

No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Yes (Please include explanation below) Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)

McClung

(FIRST)

Pamela

(MIDDLE)

Sean

Signature:

Pamela [Signature]

Date:

06/14/20



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

*Bease
Ind Hstke
farm*

Please Print or Type

Applicant Name: Pamela McChung Phone: 503 496 0931 W

Trade Name (dba): Pearls ^{place} on Portland ave

Business Location Address: 125 E Dartmouth St

City: Gladstone ZIP Code: 97027

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____

Monday _____ to _____

Tuesday 6:30 a to 2:00 p

Wednesday " to "

Thursday " to "

Friday " to "

Saturday 8:00 am to 4:00 pm

Outdoor Area Hours:

Sunday _____ to _____

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Saturday _____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: possibly when weather changes - but no alcohol will be consumed on sight only to go

ENTERTAINMENT

Check all that apply:

Live Music Karaoke

Recorded Music Coin-operated Games

DJ Music Video Lottery Machines

Dancing Social Gaming

Nude Entertainers Pool Tables

Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____

Lounge: _____ Other (explain): to go only

Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Pamela McChung Date: 06/14/20



Oregon

Kate Brown, Governor

Liquor Control Commission

9079 SE McLoughlin Blvd

Portland, OR 97222-7355

(503) 872-5000

(800) 452-6522

6/30/2020

Two Girls Catering & BBQ LLC
dba **TWO GIRLS CATERING & BBQ**
125 E Dartmouth St.
Gladstone, OR. 97027

Dear Applicant:

We have received your liquor license application for an Off-Premises sales license. Before we can begin processing your application, you must submit a copy of your liquor license application to your local governing body and pay any required fees.

Please mail or deliver the attached documents and any fee to your government office listed below as soon as possible.

Please post the Public Notice page in a visible area for 10 days. Once posted – sign, date and email the confirmation page to the email listed below.

If you have questions please contact us at the email below.

Liquor License Application Coordinator
olcc.liquorlicenseapplication@oregon.gov
503-872-5217

Your Local Governing Body

City of Gladstone
525 Portland Ave.
Gladstone, OR. 97027
503-656-5225



City of Gladstone Staff Report

Report Date: July 2, 2020
Meeting Date: July 14, 2020
To: Gladstone City Council
From: Cathy Brucker, Interim Finance Director

AGENDA ITEM

Approve Resolution 1180 – adopting a revised master fee schedule to amend the North Clackamas County Water Commission (NCCWC) wholesale rate from \$0.7363 per hundred cubic feet of water (CCF) to \$0.7437.

History/Background

Annually, the wholesale rate for NCCWC water treatment is established and updated on July 1 for billing to the residents residing within those boundaries. The rate is determined by NCCWC and is the wholesale component of the *Water Rate Unit Cost per Hundred Cubic Feet of Water (CCF) 748 gallons*, as listed on the Master Fees & Charges. City staff was informed in late May that the current rate of \$0.7486 (at that time) would decrease by 1.64% to \$0.7363 per CCF. With the passage of Resolution No. 1178, all Block Rates were adjusted down by \$0.01 to reflect the decrease.

With the adoption of the NCCWC 2020/21 budget in late June, the City was informed that the wholesale rate would only decrease by 0.65% to \$0.7437. However, after rounding, the Block Rates were still to be adjusted down by \$0.01 to reflect the decrease.

Proposal

This resolution does not change the Master Fees & Charges schedule as adopted by Resolution No. 1178 on June 9th, 2020. Resolution No. 1180 will memorialize the final wholesale rate of \$0.7437 per CCF, and maintain consistency between NCCWC and the City of Gladstone.

Recommended Staff Action

Approve Resolution 1180 – to amend the NCCWC wholesale rate to \$0.7437 per CCF for the 2020/21 fiscal year.



Department Head
Signature



Date



City Administrator
Signature



Date

**RESOLUTION NO. 1180
CITY OF GLADSTONE, OREGON**

*A Resolution Adopting a Revised Master Fee Schedule – Amending the Wholesale
Water Rate for North Clackamas County Water Commission*

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, The City was previously advised by North Clackamas County Water Commission (NCCWC) that effective July 1, 2020 wholesale water rates (pass-through) would be decreased by 1.64%, from \$0.7486 to \$0.7363 cost per hundred cubic feet of water (CCF) 748 gallons. However, with passage of the 2020/21 Adopted Budget for NCCWC, the wholesale water rate was revised to decrease by only 0.65%, from \$0.7486 to \$0.7437.

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

Because the NCCWC rate is not listed separately, but included as a component of the Water Rate Unit Cost, the City of Gladstone Master Fee Schedule adopted under Resolution 1172 remains in effect. Resolution 1180 will memorialize the final wholesale rate of \$0.7437 per CCF, and maintain consistency between the City of Gladstone and North Clackamas County Water Commission.

This Resolution is effective July 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



REGULAR AGENDA

City of Gladstone Staff Report

Report Date : July 1, 2020
Meeting Date: July 14, 2020
To : Jacque Betz, City Administrator
City Council
From : Rick Huffman, Fire Chief

AGENDA ITEM:

Consider approval of a lease agreement between the City of Gladstone Fire department and Cycle Express, LLC for office space.

History/Background:

The need for a quick response 24 hours a day for medical, rescue and fire emergencies require additional efforts to reduce response times. Heart attacks, strokes, river rescues, car accidents, and fires demand a faster response than in past decades; modern furnishings are much more flammable than furnishings of past decades and state of the art medical treatment starts with the arrival of our Emergency Medical Technicians.

The 2017 Gladstone Fire Department Community Risk Assessment: Standard of Cover (SOC), adopted by City Council in 2018, established the goal of a turnout time of 90 seconds (1.5 minutes) 80% of the time for EMS calls and 120 seconds (2 minutes) for fires. Turnout time is defined as the elapsed time from when a unit is dispatched until that unit pulls out of the station to respond to the incident. Turnout time prior to the Standard of Cover adoption was 5:01 minutes, 90% of the time. Gladstone firefighters do not have any crew quarters in the fire station and the rental of the apartment space (on W. Exeter Street) in 2018 for crew quarters was a logical first step to improve response times. Reaching the 90 second goal is still difficult but can be achieved if the crew was in the station 24/7.

An evaluation of the station layout resulted in the decision to move the offices and training/meeting space out of the station and move the crew quarters into the station. This meets the following adopted goals and objectives:

- Strategic Plan objective 1D: Evaluate department emergency response deployment and revise as necessary, consistent with the SOC (page 29).
- Turnout Time Performance Criterion (SOC, page 87).
- Facility improvements (SOC page 92).

Completing this move will improve response times and improve administrative and logistical support of the Gladstone fire department.

A timely advantage to this decision is the availability of a commercial space for rent across the street from the fire station. The move of City Hall and the Police Department to the new Civic Center also presents us with opportunity to use surplus furniture to provide furnishings for this office space.

The 5,000 square foot commercial space at 540 Portland Ave. will allow ample space for offices, meeting & training needs and logistical support. In addition, we will be able to host public meetings and provide public training Once the COVID restrictions have been reduced.

Attachment #1 contains the draft floor plan of the proposed office space.

Attachment #2 contains a copy of the proposed lease. Note: Remodeling is being completed and move-in date is estimated, actual lease may reflect a different date and no rent will be paid until lease reflects actual move-in date.

This lease provides for planned expenses for budgeting purposes and is able to be funded by the current fire department budget. Note: the current apartment rent is \$1,050.00 per month and the starting rent for the office space will be \$2,000.00 per month.

Proposal:

Discontinue apartment rental agreement and enter into a 5-year lease for the office space across the street from the fire station at 540 Portland Avenue.

Options:

- Option 1 – Approve lease and move of offices & crew quarters.
- Option 2 – Maintain current office space and crew apartment.

Recommended Staff Action:

Staff recommends Council approval by making the following motion:

“I make a motion to discontinue the apartment rental agreement to move firefighters into the fire station and approve the five-year lease for office space at 540 Portland Avenue to relocate administrative offices.”

Department Head

Signature: 
Rick Huffman, Fire Chief

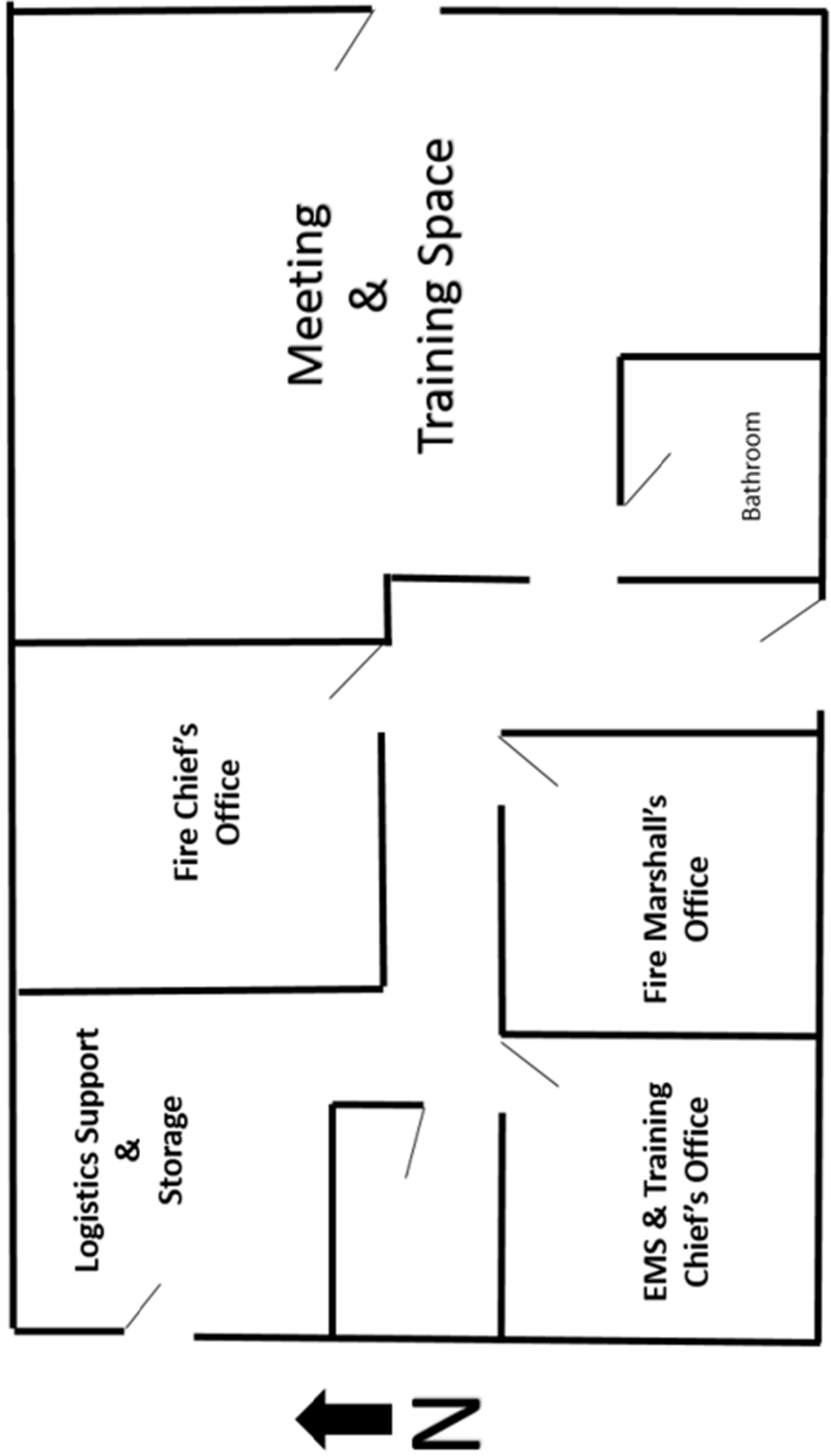
Date: 07/08/2020

City Administrator

Signature: 
Jacque Betz, City Administrator

Date: 7/8/2020

ATTACHMENT #1
Proposed Layout for Gladstone Fire Department Office & Training Space at 540 Portland Ave.



ATTACHMENT 1

COMMERCIAL LEASE

Date: August 1, 2015
Between: Cycle Express, LLC (“Landlord”)
And: City of Gladstone (Fire Department) (“Tenant”)

Landlord leases to Tenant and Tenant leases from Landlord the building and 5,000 square feet of land at 540 Portland Avenue, City of Gladstone, Oregon, 97027 (“Premises”). The Premises shall not include the small garden shed in the southwest corner of the land upon which the Premises sits, which is next to the back fence and the neighboring building and shall be reserved by Landlord for its use.

Landlord leases to Tenant and Tenant leases from Landlord the Premises on the terms and conditions stated below:

Section 1. Occupancy.

1.1 Original Term. The term of this lease shall commence on August 1, 2020, and continue through July 31, 2025, unless sooner terminated as hereinafter provided.

1.2 Possession. Tenant’s right to possession of premises and obligations under this lease shall commence on August 1, 2020, and is subject to paragraph 2.1.

1.3 Renewal Option. Following the Original Term, Tenant shall have the option to renew for an additional one-year (1) lease extension, with a renewal option 90 days prior to the end of the Original Term.

Section 2. Rent and Utilities.

2.1 Base Rent. During the original term, Tenant shall pay to Landlord as Base Rent the following sums:

<u>Years</u>	<u>Date</u>	<u>Monthly Rent</u>
--------------	-------------	---------------------

0-1	August 1, 2020 – July 31, 2021	\$2,000.00
1-2	August 1, 2020 – July 31, 2022	\$2,000.00
2-3	August 1, 2020 – July 31, 2023	\$2,200.00
3-4	August 1, 2020 – July 31, 2024	\$2,420.00
4-5	August 1, 2020 – July 31, 2025	\$2,662.00

2.2 **Renewal Terms.** In the event Tenant decides to extend Lease for an additional one (1) year lease extension, the Landlord and Tenant shall negotiate Rent amount(s) and amend the Lease before the expiration of the Original Term.

2.3 **Advance Rent and Security Deposit.** Tenant to pay Landlord the first lease payment (\$2,000.00) and a security deposit of \$2,000, totaling \$4,000.00, upon execution of this lease.

2.4 **Payments.** All payments shall be made to Cycle Express LLC, 110 W Dartmouth Street, Gladstone Oregon, 97027. Rent is to be paid on or before the first day of each month during the periods listed in Sections 2.1 and 2.2 above. Payments received five (5) days or more after the due date will be charged a 10% late fee.

2.5 **Utilities.** All Premises phone, internet, cable, electricity, water, sewer, trash and gas utilities will be the direct responsibility of and billed directly to Tenant. If preferred by Tenant, additional Premise services such as janitorial, landscaping, and alarm may be held in the name of the Tenant and billed directly to the Tenant.

Section 3. Parking. Tenant shall have the right to use parking spaces located on the property. The lot shall not be used for storage of derelict vehicles, trailers, or the like.

Section 4. Use of the Premises and Building.

4.1 **Permitted Use.** The Premises shall be used for administrative operations and related activities of the Gladstone Fire Department.

4.2 **Signage.** Tenant may provide for the installation and maintenance of an identifying sign. The size, location and design of the sign shall be in accordance with all local sign ordinances.

4.3 Restrictions on Use. In connection with the use of the Premises, Tenant shall:

(1) Adhere to all applicable laws and regulations of any public authority affecting the Premises and the use. Tenant shall correct at Tenant's own expense any failure of compliance created through Tenant's fault.

(2) Refrain from any activity inconsistent with the use of the premises that would make it impossible to insure the Premises against casualty, would increase the insurance rate, or would prevent Landlord from taking advantage of any ruling of the Oregon Insurance Rating Bureau, or its successor, allowing Landlord to obtain reduced premium rates for long-term fire insurance policies, unless Tenant pays the additional cost of the insurance.

(3) Refrain from any use that would be reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the premises.

(4) Refrain from loading the electrical system or floors beyond the point considered safe by a competent engineer or Fire Marshal.

(5) Tenant shall not cause or permit any Hazardous Substance to be spilled, leaked, disposed of, or otherwise released on or under the Premises. The term Hazardous Substance means any hazardous, toxic, infectious or radioactive substance, waste, and material as defined or listed by any Environmental Law and includes, without limitation, petroleum oil and its fractions.

Section 5. Repairs and Maintenance.

5.1 Landlord's Obligations. The following shall be the responsibility of Landlord:

(1) Maintenance, repair and replacement of the structural components of the building, including without limitation, the roof, roof membrane and gutters, outside exterior walls (including painting), bearing walls, structural members, floor slabs, foundation, and footings.

(2) Repair of sidewalks, including adjacent to Premise's public sidewalks, and areas used in common by Tenant and Landlord.

(3) Repair and maintenance of exterior water, sewage, gas, and electrical supply services up to the point of entry to the building.

(4) Ordinary wear and tear.

5.2 Tenant's Obligations. The following shall be the responsibility of Tenant:

(1) Tenant shall at all times keep the Premises in clean condition including parking lot, sidewalk, and landscape maintenance. This includes periodic cleaning of the windows and gutters.

(2) Repair of interior walls, ceilings (except if the damage is caused by a leaky roof), doors, windows, and related hardware, light fixtures (including replacement of interior and exterior light bulbs), switches, and wiring and plumbing from the point of entry to the premises.

(3) Maintenance and repair of the heating and air conditioning systems in the building.

(4) Maintenance and repair of the sprinkler system.

(5) Any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees.

(6) Any repairs or alterations required under Tenant's obligation to comply with laws and regulations as set forth in Section 4.3(1).

(7) All other repairs to the Premises which Landlord is not required to make under Section 5.1.

5.3 Landlord's Interference with Tenant. In performing any repairs, replacements, alterations, or other work performed on or around the Premises, Landlord shall not cause unreasonable interference with use of the Premises by Tenant. Landlord shall provide Tenant with such advance notice as reasonably practicable under the circumstances of any repairs or

maintenance that may interfere with Tenant's use of the Premises. Tenant shall have no right to an abatement of rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's activities performed in conformance with the requirement of this provision.

5.4 Reimbursement for Repairs Assumed. If either party fails or refuses to make repairs that are required by this Section 5, the other party may make the repairs and charge the actual costs of repairs to the first party. Such expenditures by either party shall be reimbursed by the other party on demand together with interest at the rate of 10% per annum from the date of expenditure. Except in an emergency creating an immediate risk of personal injury or property damage, neither party may perform repairs which are the obligation of the other party and charge the other party for the resulting expense unless at least 10 days before work is commenced, and the defaulting party is given notice in writing outlining with reasonable particularity the repairs required, and such party fails within that time to initiate such repairs in good faith.

5.5 Inspection of Premises. Landlord shall have the right to inspect the Premises during normal business hours to determine the necessity of repair based on mutually acceptable scheduling with 24 hours notice. Whether or not such inspection is made, the duty of Landlord to make repairs shall not mature until a reasonable time after Landlord has received from Tenant written notice of the repairs that are required.

Section 6. Alterations

6.1 Alterations Allowed / Signs. Tenant shall have the right to post signage on the Premises, at Tenant's full expense. All signage to comply with City of Gladstone sign code.

6.2 Alterations Prohibited. Except as provided above, Tenant shall make no improvements or alterations on the Premises of any kind without first obtaining Landlord's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes.

6.3 Tenant Improvements. Tenant shall renovate and construct interior space to accommodate its intended uses. This may include but is not limited to demolition and/or construction of interior walls, improvement to electrical and plumbing systems, etc. Plans and specifications for Tenant Improvements shall be approved by Landlord prior to submitting for building permits, which approval shall not be unreasonably withheld. All improvements shall remain the property of the Tenant upon completion of their Tenancy. All Tenant Improvements shall be completed in compliance with City of Gladstone, Clackamas County and/or State of Oregon regulations. Tenant Improvements must be approved by the Landlord, which shall not be unreasonably withheld.

6.4 Allowance. There is no Tenant Improvement allowance with this lease.

6.5 Ownership and Removal of Alterations. All improvements and alterations performed on the Premises by Tenant shall be the property of the Tenant. The Tenant is responsible for restoring the Premises to the condition in which it was received by the Tenant. See Section 16.1 and 16.2 below.

Section 7. Insurance.

7.1 Landlord Insurance. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. This insurance is for the property and not property contents. Tenant shall carry liability insurance insuring the property and Landlord as detailed in Section 11.3 below.

7.2 Tenant Insurance. Before taking possession of the Premises, Tenant shall procure and thereafter during the term of the lease shall continue to carry the following insurance:

(1) Comprehensive general liability insurance in a responsible company with coverage no less than \$1,000,000 combined single limit. Such insurance shall cover all risks arising directly or indirectly out of Tenant's activities on or any condition of the Premises as well as Tenant personal property. Such insurance shall protect Tenant against the claims against Landlord on account of the obligations assumed by Tenant under Section 11.2, and shall name Landlord as an additional insured. A certificate evidencing such insurance and bearing endorsements requiring 10 days' written notice to Landlord prior to any change or cancellation shall be furnished to Landlord prior to Tenant's occupancy of the property.

(2) Property insurance for the tenant's personal property and tenant improvements.

(3) Oregon workers compensation as required by law and employer's liability insurance in an amount not less than \$1,000,000.

7.3 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss, neither party's insurance company shall have a subrogated claim against the other. This waiver shall be valid only if the insurance policy in question expressly permits waiver of subrogation or if the insurance company agrees in writing that such a waiver will not affect coverage under the policies. Each party agrees to use best efforts to obtain such an agreement from its insurer if the policy does not expressly permit a waiver of subrogation.

Section 8. Taxes; Assessments

8.1 Property Taxes. Tenant shall pay as due all real property taxes levied against the Premises. As used herein, real property taxes include any fee or charge relating to the

ownership, use, or rental of the Premises, other than taxes on the net income of Landlord.

Tenant agrees to cooperate with and assist Landlord should Landlord choose to pursue property tax appeals.

8.2 Special Assessments. If an assessment for a public improvement is made against the Premises, Tenant may elect to cause such assessment to be paid in installments, in which case all of the installments payable during the lease term shall be treated the same as general real property taxes for purposes of Section 8.1.

Section 9. Damage and Destruction

9.1 Partial Damage. If the Premises are partly damaged and Section 9.2 does not apply, the Premises shall be repaired by Landlord at Landlord's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of Landlord and shall be performed in accordance with the provisions of Section 5.3.

9.2 Destruction. If the Premises are destroyed or damaged such that the cost of repair exceeds 50% of the value of the structure before the damage, either party may elect to terminate the lease as of the date of the damage or destruction by notice given to the other in writing not more than 45 days following the date of damage. In such event all rights and obligations of the parties shall cease as of the date of termination, and Tenant shall be entitled to the reimbursement of any prepaid amounts paid by Tenant and attributable to the anticipated term. If neither party elects to terminate, Landlord shall proceed to restore the Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters beyond Landlord's reasonable control.

9.3 Rent Abatement. Rent shall be abated during the repair of any damage to the extent the premises are untenable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Tenant.

9.4 Damage Late in Term. If damage or destruction to which Section 9.2 would apply occurs within one year before the end of the then-current lease term, Tenant may elect to terminate the lease by written notice to Landlord given within 30 days after the date of the damage. Such termination shall have the same effect as termination by Landlord under Section 9.2.

Section 10. Eminent Domain

10.1 Partial Taking. If a portion of the Premises is condemned and Section 10.2 does not apply, the lease shall continue on the following terms:

(1) Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

(2) Landlord shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to a condition as comparable as reasonable practicable to that existing at the time of the condemnation.

(3) After the date on which title vests in the condemning authority or an earlier date on which alterations or repairs are commenced by Landlord to restore the balance of the Premises in anticipation of taking, the rent shall be reduced in proportion to the reduction in value of the Premises as an economic unit on account of the partial taking. If the parties are unable to agree on the amount of the reduction of rent, the amount shall be determined by arbitration in the manner provided in Section 18.

(4) If a portion of Landlord's property not included in the Premises is taken, and severance damages are awarded on account of the Premises, or an award is made for detriment to

the Premises as a result of activity by a public body not involving a physical taking of any portion of the Premises, this shall be regarded as a partial condemnation to which Sections 10.1(1) and 10.1(3) apply, and the rent shall be reduced to the extent of reduction in rental value of the Premises as though a portion had been physically taken.

10.2 Total Taking. If a condemning authority takes all of the Premises or a portion sufficient to render the remaining premises reasonably unsuitable for the use that Tenant was then making of the premises, the lease shall terminate as of the date the title vests in the condemning authorities. Such termination shall have the same effect as a termination under Section 9.2. Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

10.3 Sale in Lieu of Condemnation. Sale of all or part of the premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purposes of this Section 10 as a taking by condemnation.

Section 11. Liability and Indemnity

11.1 Liens

(1) Except with respect to activities for which Landlord is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises, and shall keep the Premises free from any liens. If Tenant fails to pay any such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of 10% per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a waiver of any right or remedy which Landlord may have on account of Tenant's default.

(2) Tenant may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, as long as Landlord's property interests are not jeopardized. If a lien

is filed as a result of nonpayment, Tenant shall, within 10 days after knowledge of the filing, secure the discharge of the lien or deposit with Landlord cash or sufficient corporate surety bond or other surety in an amount sufficient to discharge the lien plus any costs, attorney fees, and other charges that could accrue as a result of a foreclosure or sale under the lien.

11.2 Indemnification. To the extent authorized by law, including without limitation ORS 30.260 to 30.300, Tenant shall indemnify and defend Landlord from any claim, loss, or liability arising out of or related to any activity of Tenant, its employees or invitees on the Premises or any condition of the Premises in the possession or under the control of Tenant, including any hazardous waste placed on the Premises, when the Premises is in the possession or under the control of Tenant. Landlord may conduct its own defense in any such action, including retaining separate legal counsel, subject to indemnification by Tenant.

Section 12. Quiet Enjoyment; Mortgage Priority. Landlord warrants that it is the owner of the Premises at the time of lease commencement and has the right to lease them. Landlord will defend Tenant's right to quiet enjoyment of the Premises from the lawful claims of all persons during the lease term.

Section 13. Assignment and Subletting. No part of the Premises may be assigned, mortgaged, or subleased, nor may a right of refusal of any portion of the property be conferred on any third person by any other means, without the prior written consent of Landlord. Landlord shall not unreasonably withhold such consent. However, in making a determination of reasonableness of a prospective tenant, Landlord may require financial information from any prospective tenant and may charge a fee for consideration of such assignment as reasonable reimbursement for overhead, risk, and may recover any actual expenses incurred in the review of the prospective tenant's financial and business condition. Landlord may transfer its interest in this lease or the

property to another individual(s) or entity at its sole discretion; however, such transfer shall be subject to the terms of this Lease.

Section 14. Default. The following shall be events of default:

14.1 Default in Rent. Failure of Tenant to pay any rent or other charge within 10 days after it is due. If Tenant fails to pay any rent or other charge within 10 days after it is due, Landlord may provide written notice to Tenant specifying the amount and due date, after which Tenant has 10 days to cure such monetary default.

14.2 Default in Other Covenants. Failure of Landlord or Tenant to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within 20 days after written notice by the other party specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 20-day period, this provision shall be complied with if the defaulting party begins correction of the default within the 20-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

14.3 Insolvency. Insolvency of Tenant; an assignment by Tenant for the benefit of creditors; the filing by Tenant of a voluntary petition in bankruptcy; an adjudication that Tenant is bankrupt or the appointment of a receiver of the properties of Tenant; the filing of any involuntary petition of bankruptcy and failure of Tenant to secure a dismissal of the petition within 30 days after filing; attachment of or the levying of execution on the leasehold interest and failure of Tenant to secure discharge of the attachment or release of the levy of execution within 10 days shall constitute a default.

14.4 Abandonment. Failure of Tenant for 30 days or more to occupy the Premises for one or more of the purposes permitted under this lease, unless such failure is excused under other provisions of this lease.

Section 15. Remedies on Default.

15.1 Termination. In the event of a default the lease may be terminated at the option of Landlord by written notice to Tenant. Whether or not the lease is terminated by the election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default, and Landlord may reenter, take possession of the premises, and remove any persons or property by legal action or by self-help with use of reasonable force and without liability for damages and without having accepted a surrender.

15.2 Reletting. Following reentry or abandonment, Landlord may relet the Premises and in that connection may make any suitable alterations or refurbish the Premises, or both, or change the character or use of the Premises, but Landlord shall not be required to relet for any use or purpose other than that specified in the lease. Landlord may relet all or part of the Premises, alone or in conjunction with other properties, for a term longer or shorter than the term of this lease, upon any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession.

15.3 Damages. In the event of termination or retaking of possession following default, Landlord shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the following amounts as damages:

(1) The loss of rental from the date of default until a new tenant is, or with the exercise of reasonable efforts could have been, secured and paying out.

(2) The reasonable costs of reentry and reletting including without limitation the cost of any cleanup, refurbishing, removal of Tenant's property and fixtures, costs incurred under Section 15.5, or any other expense occasioned by Tenant's default including but not limited to,

any remodeling or repair costs, attorney fees, court costs, broker commissions, and advertising costs.

15.4 Right to Sue More than Once. Landlord and Tenant each may sue periodically to enforce the terms of this Lease or recover damages during the period corresponding to the remainder of the lease term, and no action for damages shall bar a later action for damages subsequently accruing.

15.5 Remedies Cumulative. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Landlord or Tenant under applicable law.

Section 16. Surrender at Expiration

16.1 Condition of Premises. Upon expiration of the lease term or earlier termination on account of default, Tenant shall deliver all keys to Landlord and surrender the Premises in broom clean condition. Alterations constructed by Tenant with permission from Landlord need not be removed or restored to the original condition unless the terms of permission for the alteration so require. Tenant's obligations under this section are subordinate to the provisions of Section 9 relating to destruction.

16.2 Fixtures

(1) All fixtures placed upon the Premises during the term are the property of the Tenant. Tenant shall remove any or all of these fixtures and is responsible for the repair any physical damage resulting from the removal.

(2) Prior to expiration or other termination of the lease term Tenant shall remove all furnishings, furniture, and trade fixtures that remain its property. If Tenant fails to do so, this shall be an abandonment of the Property, and Landlord may retain the property and all rights of Tenant with respect to it shall cease or, by notice in writing given to Tenant within 20 days after removal was required, Landlord may elect to hold Tenant to its obligation of removal. If

Landlord elects to require Tenant to remove, Landlord may effect a removal and place the property in public storage for Tenant's account. Tenant shall be liable to Landlord for the cost of removal, transportation to storage, and storage, with interest at the legal rate on all such expenses from the date of expenditure by Landlord.

16.3 Holdover

(1) If Tenant does not vacate the Premises at the time required, Landlord shall have the option to treat Tenant as a tenant from month to month, subject to all of the provisions of this lease except the provisions for term, renewal, and rent, or to eject Tenant from the Premises and recover damages caused by wrongful holdover. Failure of Tenant to remove fixtures, furniture, furnishings, or trade fixtures that Tenant is required to remove under this lease shall constitute a failure to vacate to which this section shall apply if the property not removed will substantially interfere with occupancy of the Premises by another tenant or with occupancy by Landlord for any purpose including preparation for a new tenant.

(2) If a month-to-month tenancy results from a holdover by Tenant under this Section 16.3, the tenancy shall be terminable at the end of any monthly rental period on written notice from Landlord given not less than 15 days prior to the termination date which shall be specified in the notice. Monthly rent shall be an amount equal to 150% of the amount most recently due. Tenant waives any notice that would otherwise be provided by law with respect to a month-to-month tenancy.

Section 17. Miscellaneous

17.1 Nonwaiver. Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

17.2 Law, Venue, and Attorney Fees. This Lease is subject to and shall be construed in accordance with the laws of the State of Oregon. Any suit or action instituted in connection with any controversy arising out of this lease shall be filed and proceed in Clackamas County Circuit Court. In any such suit or action, each party shall be responsible for its own costs and fees, including without limitation attorney fees, in any preliminary proceeding, at trial and on appeal.

17.3 Notices. Any notice required or permitted under this lease shall be given when actually delivered or 48 hours after deposited in United States mail as certified mail addressed to the address first given in this lease or to such other address as may be specified from time to time by either of the parties in writing.

17.4 Succession. Subject to the above-stated limitations on transfer of Tenant's interest, this lease shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

17.5 Recordation. This lease or a memorandum thereof shall not be recorded without the written consent of Landlord.

17.6 Interest on Rent and Other Charges. Any rent or other payment required of Tenant by this lease shall, if not paid within 10 days after it is due, bear interest at the rate of 10% per annum (but not in any event at a rate greater than the maximum rate of interest permitted by law) from the due date until paid. In addition, if Tenant fails to make any rent or other payment required by this lease to be paid to Landlord within ten days after it is due, Landlord may elect to impose a late charge of five cents per dollar of the overdue payment to reimburse Landlord for the cost of collecting the overdue payment. If Tenant gives Landlord any check that is not

honored due to insufficient funds or for any other reason, Tenant shall pay Landlord a “bad check” charge of \$100.00. Tenant shall pay the late charge upon demand by Landlord. Landlord may levy and collect a late charge in addition to all other remedies available for Tenant’s default, and collection of a late charge shall not waive the breach caused by the late payment.

17.7 Proration of Rent. In the event of commencement or termination of this lease at a time other than the beginning or end of one of the specified rental periods, then the rent shall be prorated as of the date of commencement or termination and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Tenant or paid on its account.

17.8 Time of Essence. Time is of the essence of the performance of each of Tenant’s obligations under this lease.

LANDLORD: Cycle Express, LLC

Address: 110 S Dartmouth Street, Gladstone, Oregon 97027

Phone: 971-204-6647

By: _____

Its: _____

Date: _____

TENANT: City of Gladstone

Address: 18505 Portland Avenue, Gladstone, Oregon, 97027

Phone: 503-557-2790

By: _____

Its: _____

Date: _____

Gladstone Fire Department

Update on City-Wide Siren Alert System

Report Date: July 1, 2020
To: City Administrator Jacque Betz
Cc: City Council
From: Fire Chief Rick Huffman

On August 14, 2019 an email was sent to the City Administrator (and forwarded to City Council members on August 16th, 2019) regarding the use of the fire department city-wide siren alert system mounted on top of the old City Hall building. That email was written to address the historical use of the siren and to identify modern fire service practices and technologies.

This update is to summarize the past and present information and to provide a recommendation before the old City Hall building is demolished.

To review the historical use of the siren system, Assistant Chief Mike Funk provided the following information:

- The siren was initially used to alert on-call firefighters to respond from their home or work in Gladstone to the fire station. They would then respond to the emergency.
- In the early 1990's siren use was dramatically reduced because the City of Gladstone Fire Department began responding to emergency medical calls. The number of medical responses were frequent enough to generate complaints of increased use.
 - Note: the siren button once pushed will continually run until someone is in the station to turn it off. At times, the siren would run for extended times.
- The practice was changed for the siren to be activated for only structure fires and drowning calls.
- After the terrorist attacks on September 11th, the siren was not used for approximately 6 months. For some citizens, this air raid type alert can be very disturbing.
- Until approximately 2005, it was used to alert firefighters of training drills. This was no longer needed because of the use of pagers that were issued years earlier.

Since my time as your Fire Chief, the siren has not been used for an emergency. The absence of use is primarily due to the evolution of fire and emergency services in the metro area that surrounds us. Communication and 911 dispatch technologies like computer and GPS aided dispatch systems, voice/text pagers and other digital alerting systems are now the standard for emergency response (especially in an urban/metro area). Current staffing practices provide for faster response times compared to a home response of on-call firefighters. These conditions are supported by the adoption of the strategic plan and standards of cover by the City Council in 2018.

It is my recommendation that we official discontinue the use of the city-wide siren alert system for the fire department. I am available to provide additional information if needed.

Rick Huffman, Fire Chief

City of Gladstone Fire Department

Item #12

No attachments

City of Gladstone Staff Report

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

AGENDA ITEM

Review draft Request for Proposals (RFP) for City Attorney Services

History/Background

At the June 9, 2020 City Council meeting the City Council asked to review a draft RFP for City Attorney Services. Per the Gladstone Charter, the Council may appoint a City Attorney who serves at the pleasure of the Council and serves as the legal officer of the city.

Proposal

Attached is a draft RFP for City Services. The League of Oregon Cities recommends that the RFP be advertised in the following locations:

- Oregon State Bar Bulletin.
- The Oregon and Washington Leagues; websites.
- The Oregon City's Attorneys Association listserv.
- The City's website.
- Some jurisdictions choose to include major regional newspapers, although they are costly.

Staff requests guidance on the proposed timeline (please see page 6 of the document), any other locations to advertise, and who should be on the evaluation committee.

Department Head
Signature

Date

 Jacquie M. Betz
City Administrator
Signature

7/8/2020
Date



CITY OF GLADSTONE
REQUEST FOR PROPOSALS
CITY ATTORNEY SERVICES
(General Counsel)

Proposal Submission Deadline: 3:00 pm, Friday, August, 2020

The City of Gladstone invites interested individual attorneys and law firms to submit written proposals to provide City Attorney services to the City. In Section 10 of the Gladstone City Charter, Officers of the City reporting directly to the City Council shall be a municipal judge, city administrator, and city attorney. Therefore, the City Council will make the final determination on the attorney services. The Council is seeking to increase efficiency & services and to test market competitiveness.

THE WORK OF THE CITY ATTORNEY

General Legal Counsel

The City Attorney currently provides all legal services needed by the City for the City Council and administrative staff, except for occasional services that require unusual expertise not ordinarily within the scope of City Attorney services, such as condemnation counsel in the acquisition of real property, labor negotiations, as bond counsel and areas of special expertise requiring outside counsel as the parties may mutually agree. Since the City is insured by the City-County Insurance Services (CCIS) for tort-type claims and by SAIF for workers compensation claims, the City Attorney does not provide defense services in insured cases except for monitoring of significant cases and occasionally assisting lead CCIS defense counsel in the assembly of City records.

- A. As routine legal services;
- Advise City officials on matters relating to City business.
 - Attend City Council meetings.
 - Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds and related documents.
 - Review current state and federal legislation and/or litigation as such may relate to the City and advise City officials thereon.
 - Provide legal opinions on matters relating to City activities.
 - Participate in the development of staff recommendations for action by the City Council.
 - Advise and participate in code enforcement activities.
 - Make recommendations for updating existing City codes, resolutions and other policies and practices.
 - Represent City in intergovernmental relations as appropriate.
 - Maintain appropriate records and files.
 - Assist in meeting election requirements.
 - Assist in negotiations with bargaining units.
 - Perform related duties as necessary.

- B. As non-routine services, City Attorneys may represent the City in:
- Litigation and threatened litigation.
 - Proceedings before the state and federal courts, and administrative tribunals.
 - Proceedings before state and federal administrative agencies.

PROPOSAL TYPES

The City of Gladstone will accept proposals to provide the services described above either on a monthly retainer or by set hourly rates. The City reserves the right to select an individual or firm for General Counsel based on evaluations of the proposals and what will be in the best interest of the City.

Retainer - The City is prepared to review proposals from individuals and/or firms to provide any of the following legal services on a set retainer.

General Legal Counsel services only as described above. Non-routine legal services would be provided on a contracted hourly basis beyond the established retainer fee. If you are proposing to provide services under a retainer, you will also need to provide the hourly rate for services outside the scope of the retainer services. Describe any areas of law listed above in which you would need to retain specialized counsel.

Hourly Rate for Services - The City is prepared to review proposals from individuals and/or firms to provide legal services at an established hourly rate based on the areas of services provided above;

PROPOSAL FORM AND CONTENT

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this Request for Proposal, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

All pages of the proposal must be numbered consecutively. The proposal shall not exceed fifteen (15) pages in length. Resumes, work examples, and licenses shall not count against this page limit. The proposal must be organized in accordance with the list of proposal contents.

Proposals should include the following items in their proposals addressing the provision of municipal legal services as described above. All items must fall within the maximum page count. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date and will become part of the contract that is negotiated with the City.

A. Letter of Transmittal

All proposals must include a cover letter addressed to Gladstone City Council, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address, and telephone number of the proposer submitting the Proposal and name, title, address, telephone number, FAX number and email address of the person, or persons to contact who are authorized to represent the proposer and to whom correspondence should be directed.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Executive Summary

The proposer shall use this section to introduce the scope of the Proposal; (*i.e.* General Counsel Services) and to summarize the key provisions of the Proposal. Provide a statement describing why you or the firm is qualified to perform this work.

D. Proposal

How you or your firm propose to provide legal services to the City? This should address whether you propose a contract based solely on billable hours, or whether you are proposing a retainer for basic services with an hourly rate for additional services. This should also address issues such as office location; accessibility to City Council members and City staff; attendance at City Council, and occasional other meetings; services, if any, that you would expect to receive from the city; and if a firm, how you propose to manage the firm's provision of services to the City — for example, would there be a lead attorney and, if so, who would that attorney be and how would other attorneys be involved. Describe any work, whether by subject area or nature of work, which would not be covered by your compensation proposal.

E. Fee Schedule

1. Will you or your firm charge a monthly retainer fee? If yes, what is that fee and what services will that fee include?
 - a. Would there be hourly fees for services outside the monthly retainer fee and what would they be?
2. If proposal is for an hourly rate please provide a proposed hourly rate and fee schedule for all services and travel time.
3. What out-of-pocket costs, if any, would be billed separately? What is the rate for those out-of-pocket costs?
4. What fees and how will you or your firm charge for out of town court appointments and meetings? What will the billing look like? (Detail provided, frequency, etc.)

F. Proposed Attorney(s), Paralegals and Qualifications

1. Summarize your or the firm's background and history; include number of years in business and scope of services you or your firm have provided.
2. Describe your municipal legal services, training, experience, and current government clients; include number of years.
3. Provide a statement describing the capability to respond to time-sensitive or short notice requests and/or complicated issues.
4. Provide at least two examples of complex issues you or your firm has successfully handled for municipal or other public agency clients.
5. Provide the date you would be able to begin providing legal services to the City of Gladstone; include how you propose to familiarize yourself with the laws, rules, regulations, and operating procedures relative to the conduct of business for the City of Gladstone in order to efficiently and effectively assume responsibilities.
6. Provide the name and summary of experience of those who will provide legal support. Also include:
 - a. Address of your office where most services will be rendered.
 - b. If you desire/require a City furnished office. Describe appropriate space and furnishings/equipment needs.
 - c. What days of the week and hours of the day will you or your firm be available for conversations.

G. Work Examples

1. Provide examples of two or more memos and letters explaining, interpreting, or applying the law to a client (preferably municipal or public entity).
2. Provide two or more recent examples of filed legal briefs regarding a matter under litigation, preferably litigation involving a municipal or public entity.
3. Provide two or more recent examples of an ordinance, resolution or other public policy document or rule drafted by you or your firm.

H. References

Provide contact information for three municipal clients, current and/or prior, so reference checks can be conducted.

I. Additional Information

Any other information that the proposer feels applicable to the evaluation of the Proposal or of their qualifications for accomplishing the legal services should be included in this section. You may use this section to address those aspects of your services that distinguish you or your firm from others.

HOW TO APPLY

Proposals may be mailed to:

Tami Bannick, City Recorder
Attention: City Attorney Proposal
City of Gladstone
18505 Portland Avenue
Gladstone, OR 97027

Alternatively, proposals may be delivered to the Office of the City Council, 18505 Portland Avenue, Gladstone, Oregon, 97027 in an envelope addressed to Tami Bannick, City Recorder, Attention: City Attorney Proposal. As a further alternative, proposals may be e-mailed as an attachment, with the e-mail subject "City Attorney Proposal" and with the e-mail addressed to bannick@ci.gladstone.or.us. E-mail attachments should be in Word format. **The deadline for submission of proposals is 3:00 pm, Friday, August 2020.**

INFORMATIONAL

The City Council meets regularly on the 2nd and 4th Tuesdays of each month at 6:30 pm. Occasional work sessions, executive sessions, and special meetings may be held, based on need, and at the request of the Mayor and City Council. The City Attorney will be required to attend City Council meetings unless excused by the City Administrator.

Additional information, City Charter, Municipal Code, Development Code, Budgets and organizational information is available on the City's website at: www.ci.gladstone.or.us.

EVALUATION/SELECTION OF PROPOSALS

Evaluation Criteria

The following information will be taken into consideration during the evaluation process.

- A. Qualifications identified in the Proposals.
- B. Complete and clear responses to items in the Proposal Form and Content section.
- C. Familiarity with laws and regulations governing Oregon local governments and operating procedures relative to conduct of City business.

- D. Demonstrated expertise and experience in the following areas as it relates to municipalities;
1. land use and zoning law
 2. Municipal Court prosecution and operations
 3. franchise and right of way law
 4. utility services
 5. public contracting and purchasing law
 6. drafting or reviewing municipal ordinances and resolutions
 7. public meetings, public records, and administrative law
 8. government ethics
 9. employment law
 10. water law
 11. labor law
 12. urban renewal law
 13. real estate law
 14. negotiations
 15. environmental law
- E. Range of services offered and available support staff.
- F. Demonstration of workload capacity commensurate with the level of service required by the City.
- G. Professional reputation for providing high-quality services, ability to work cooperatively with City Council, City Administrator, Department Heads and media.
- H. Demonstration of sound judgment, integrity, and reliability as determined by the references provided.
- I. Cost of providing services as per the submitted retainer or hourly rate schedule. Please note that while proposed fees are a significant factor in determining the successful proposer; they are balanced against criteria specified in this section.

Clarifications

The City reserves the right to seek clarification of each proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

PROCESS

The City will create an Evaluation Committee which shall review all RFPs and may select one or more finalists for interviews. Additionally, the Evaluation Committee may require submission of supplemental materials. The successful attorney(s) or firm(s) will be the one that in the judgment of the Evaluation Committee best demonstrates the ability to cover the broadest range of legal services in the most cost-effective manner. Upon completion of the evaluation process by the Evaluation Committee, the City will advise the proposers of the selection and negotiate the appropriate agreement(s). The agreement(s) will define the extent of services to be rendered, method and amount of compensation. The successful proposer agrees to enter into a contract with the City. The City reserves the right to negotiate a final contract that is in the best interest of the City. The proposal will become a part of the agreement. The City Attorney serves at the pleasure of the City Council. The contract may be terminated at any time by the City Council. Once a tentative agreement is prepared, it will be presented to the City Council to award the personal services contract.

The process timetable is:

Deadline for Receipt of Proposals	Friday, August 2020 @ 3:00 pm
Evaluation Committee review and interviews if any	September – one week
City Council agreement negotiation	September - week –
City Council award of personal services contract	October 13, 2020

In addition to all other rights granted to it under Oregon Law, the City of Gladstone reserves the right to waive formalities in the proposal process; to accept or reject any or all proposals received as a result of this request; to request additional information concerning any proposal; to accept or negotiate modifications to any proposal; to negotiate with qualified attorneys; to interview any proposer; to cancel, in part or in its entirety, the request for proposals; or to waive any irregularities in any proposal following the proposal submission deadline date; in order to serve the best interests of the City. City also reserves the right to negotiate separately with any proposer whatsoever, in any manner necessary to serve the best interests of the City. This request for proposals does not commit the City to pay any costs incurred in the preparation of a proposal.

All inquiries regarding this Request for Proposals should be directed by e-mail to Tami Bannick, City Recorder, at: bannick@ci.gladstone.or.us

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

JUNE 2020 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 6/1/2020 - Council Agenda
- 6/2/2020 - Food Pantry
 - Federal Mayors Briefing
 - Regional Mayors Conference Call
- 6/3/2020 - Food Pantry
 - Regional Water Providers
 - Citizen Meeting – Potential Upcoming Events
- 6/4/2020 - Regional Mayors Conference Call
 - C4 Executive Committee Meeting
- 6/5/2020 - LOC Conference Call
 - Regional Mayors Call
- 6/6/2020 - Homebound Seniors Food Delivery
- 6/7/2020 - Regional Mayors Check-in
- 6/8/2020 - C4 Executive Committee Meeting
 - Parks and Recreation Committee Meeting
- 6/9/2020 - Gladstone City Council Meeting
 - Climate Mayors Conference Call
- 6/10/2020 - Food Pantry
 - Regional Mayors Check-in
- 6/11/2020 - Citizen Meeting – Police Support
 - Governors’ Conference Call
- 6/12/2020 - LOC
 - Citizen Meeting – Events
 - Food Pantry Meeting – Homebound Seniors Potential Expansion
- 6/15/2020 - Agenda Review
 - Homebound Seniors Coordination
- 6/15/2020 - Food Pantry Steering Committee Emergency Meeting
 - Mayors Check-in

- 6/17/2020 - Mayors Video Update
- 6/17/2020 - Food Pantry
- 6/17/2020 - Business Owners Outreach – Regarding COVID and Phase 2
- 6/18/2020 - Mayors Check-in
- 6/18/2020 - Governors’ Conference Call
- 6/19/2020 - Food Pantry - Create Food and Produce Boxes for Homebound Seniors
- 6/20/2020 - Homebound Seniors Delivery
- 6/20/2020 - Meeting for Homebound Seniors Program Expansion
- 6/22/2020 - Discussion Regarding Parks and Rec Plan
- 6/22/2020 - Mayors Check-in
- 6/23/2020 - Gladstone City Council Work Session
- 6/23/2020 - Citizen Meeting – Trolley Bridge and Portland Avenue
- 6/24/2020 - Food Pantry
- 6/24/2020 - Mayors Check-in
- 6/25/2020 - MMC Meeting
- 6/26/2020 - LOC
- 6/29/2020 - Meeting with Jacque

**Throughout the month review of social media, responses to email, phone conversations with regional elected officials and staff, and other direct phone calls.

NOTES

COUNCILOR MATT TRACY

JUNE 2020 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

06/05/2020	Max Patterson Park March and Listening Session
06/09/2020	Gladstone City Council Exec. Session
06/18/2020	Meeting with Jacque B. and Chief Schmerber
06/23/2020	Gladstone City Council Work Session
06/23/2020	DPSST Police Training Webinar
06/24/2020	DPSST Use of Force Webinar
06/24/2020	Gladstone Anti-racism Group Zoom Meeting
06/25/2020	NCCWC Budget and Board Meeting

NOTES

**PRELIMINARY
CITY COUNCIL
AGENDA
PLANNING
DOCUMENT**

July 28th City Council Worksession 5:30 PM			
August 11, 2020 City Council Regular Meeting 6:30 pm			
	<ul style="list-style-type: none"> • Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (July) • Purchase Public Works backhoe per policy 		
Presentation (30 minutes)	I-5 and I-205 Tolling Projects	ODOT/Strategies	
	Code amendment to remove off street parking requirements for the library project at 525 Portland Avenue	CA Betz CA Doughman	
	Discuss appointment process to City Committees, Boards and Commissions	CA Betz	
	DEQ Mutual Agreement I&I Study requirement and costs Tentative	PWD Whynot and CA Betz	
	Approval of the collective bargaining agreement between City of Gladstone and Professional Fire Fighters Clackamas County IAFF.	CA Betz, CA Driscoll, FC Huffman, HRM McDonald	
August 25, 2020 Gladstone Housing Needs Analysis Presentation 5:30 pm (Planning Commission, City Council, TAC)			
September 8, 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 (August) 		
September 22, 2020 City Council Work Session			

Gladstone City Council Preliminary Agendas

October 13, 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 (September) 		
October 27, 2020			
City Council Work Session			
November 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 (October) • 		
	Appointments to Committees, Boards, and Commissions	City Council	
	Consider approval of a resolution to amend City Council Rules to remove “correspondence” from the City Council agenda	CA Betz	
November 24, 2020			
	Thanksgiving week, no meetings		
December 8, 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 (November) 		
	Update the master fee schedule	CR Bannick	
	Approve the 2021-2023 Biennium Budget Calendar	CA Betz, FD Brucker	

Gladstone City Council Preliminary Agendas

December 22, 2020			
	Christmas week, no meetings		
January 12, 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 (December) 		
	Swearing-in of Elected Officials	City Recorder/Judge	
	Adopt the Housing Needs Analysis	CA Betz	
	Consider approval of the Oak Lodge Sewer District IGA with The City of Gladstone- sanitary sewer agreement	PWD Whynot	
To Be Set			
	Update the Traffic Signal Maintenance and Transportation Engineering Services IGA with Clackamas County	PWD Whynot	