

GLADSTONE CITY COUNCIL MEETING
CIVIC CENTER COUNCIL CHAMBERS
August 11, 2020 – 6:30 PM

6:30 p.m.

CALL TO ORDER

ROLL CALL

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/96973782185?pwd=ZnJYdmtmWGJDdWVJVXZ5NjFaVGdQZz09>

Meeting ID: 969 7378 2185

Passcode: 581608

One tap mobile

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If members of the public would like to comment on an agenda item, please email your comments to bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on August 11, 2020.

The City Council will also have *Business from the Audience* at the end of the meeting. To speak during this time, please email bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on August 11, 2020 with your topic of discussion.

PRESENTATION: I-205 Tolling Project- Lucinda Broussard, Oregon Department of Transportation Program Director. (30 minutes).

AGENDA ADDITIONS OR CORRECTIONS

CONSENT AGENDA:

1. Approval of July 14, 2020 Meeting Minutes
2. Approval of June Bank Balances
3. Budget Report for Period ending 06-30-2020
4. Approval of June Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for July 2020

CORRESPONDENCE: None

REGULAR AGENDA:

7. RESOLUTION 1182 - UPDATING THE MASTER FEE SCHEDULE.

Consider approval of Resolution 1182, updating the Master Fee Schedule to include a fee for an eligible elector's declaration of candidacy for City Council election.

8. PARKLET PILOT PROGRAM AND OUTDOOR DINING AND RETAIL IN PRIVATE PARKING LOTS PROGRAM.

Due to the COVID-19 pandemic, consider the approval of an alternative way to help increase patronage of local businesses effected by physical distancing requirements.

9. DISCUSS APPOINTMENT PROCESS TO CITY BOARDS, COMMITTEES AND COMMISSIONS FOR JANUARY 2021.

BUSINESS CARRIED FORWARD- Update on the Mutual Agreement and Order (MAO) between the City of Gladstone and the Department of Environmental Quality (DEQ).

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)(f). To consider information or records that are exempt by law from public inspection. **The executive session will have a separate Zoom login.**

ADJOURN

Upcoming Meeting Dates:

- August 25, 2020 - City Council/Planning Commission/Housing Advisory Committee work session on the draft Gladstone Housing Needs Analysis 5:30 pm.
- September 8, 2020 – City Council Regular Meeting 6:30 pm

PRESENTATION



U.S. Department
of Transportation
**Federal Highway
Administration**

Oregon Division
August 3, 2020

530 Center Street NE, Suite 420
Salem, Oregon 97301
503-399-5749
Oregon.FHWA@dot.gov

In Reply Refer To:
HDA – OR

The Honorable Tammy Stempel
Mayor of Gladstone
525 Portland Ave
Gladstone, OR 97027

Subject: I-205 Toll Project
Location: Clackamas County, Oregon
Action: Preparation of an Environmental Assessment

RE: Request for Participating Agency Designation

Dear Mayor Stempel:

The Federal Highway Administration (FHWA), with the Oregon Department of Transportation (ODOT) as a joint lead agency, seeks to coordinate with agencies and Tribes in association with the preparation of an Environmental Assessment (EA) consistent with National Environmental Policy Act (NEPA) regulations for a proposed tolling project on Interstate 205 (I-205). ODOT sent FHWA a letter initiating the project on July 14, 2020. The purpose of the I-205 Toll Project (Project) is to manage congestion on I-205 between Stafford Road and Oregon Route 213 (OR 213) and raise revenue to fund congestion relief projects in compliance with House Bill 2017. The attached draft Purpose and Need Statement provides additional detail on why the Project is proposed.

The Project is entering the environmental review phase. We will be requesting agency and Tribal review and input on the following:

- Agency Coordination Plan
- Purpose and Need Statement
- Range of alternatives
- Identification of the preferred alternative
- Impact assessment methodologies related to your area(s) of jurisdiction
- Potential environmental or socioeconomic impacts related to your area of jurisdiction
- Environmental Assessment

Agency, Tribal, and public input will help to finalize the range of alternatives and the areas of concern to be studied in the EA. Resources potentially affected during construction or operation include traffic, air quality, economics, energy, environmental justice populations, noise, social and community resources, visual quality, and others.

With this letter, we extend an invitation to you to become a Participating Agency with the FHWA in the development of the EA. Pursuant to 23 U.S.C. Section 139, Participating Agencies are responsible for identifying, as early as practicable, any issues of concern regarding the Project's potential environmental, social, or economic impacts that could substantially delay or prevent an agency from granting a permit or other approval that is needed for the Project. The intent is to ensure that agencies are fully engaged in the development of the Project and that the decisions regarding alternatives are evaluated in detail in the National Environmental Policy Act (NEPA) analysis. We suggest that your agency's role in the development of the Project should include the following as they relate to your area of expertise or environmental issues of concern to your jurisdiction:

1. Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
2. Participate in coordination meetings and joint field reviews as appropriate.
3. Provide timely review and comment on the pre-draft environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

We look forward to your response to this request and your agency's role as a Participating Agency on the Project. Although it does not appear that greater involvement as a Cooperating Agency will be needed on this project, if you feel your agency should have this larger role, please indicate this in your response along with an explanation of any special expertise or jurisdiction by law your agency may have over potential resource impacts. **The FWHA respectfully requests that you respond to this invitation in writing by September 4, 2020.** Your written response may be transmitted electronically to Emily Cline, FHWA Environmental Program Manager, at emily.cline@dot.gov or by mail to 530 Center Street NE, Suite 420, Salem, OR 97301.

If your agency does not respond to this invitation by the date listed above, we will consider that you have declined to serve as a Participating Agency. Your agency may still review documents and submit comments during formal public comment periods.

If you plan to serve as a participating agency or you wish to learn more about the Project, please join us for a virtual agency coordination meeting on August 12, 2:00 - 4:00 p.m (details below). At the meeting, we will provide an overview of the Project and an opportunity for questions, input, and discussion. The agency coordination meeting will be held via Zoom:

**I-205 Toll Project Participating Agency Coordination Meeting
August 12, 2020, 2:00-4:00pm**

Zoom Meeting

Join from PC, Mac, Linux, iOS or Android:

<https://wspusa.zoom.us/j/97684399594?pwd=ZWZyb2VCOXZoa0xNcUIzbnV0c1I2dz09>

Password: 416183

Or Telephone:
Dial: 404-469-0482 or 877-829-8910 (Toll Free)
Conference code: 476552

As part of early public engagement for NEPA, we will also be hosting an online open house and a series of webinar public open houses on August 12, 18, and 20, 2020 (see www.OregonTolling.org for details).

If you have any questions or would like to discuss the Project in more detail, please contact Lucinda Broussard, Toll Program Director, ODOT at (503) 979-5171, Lucinda.Broussard@odot.state.or.us; or contact Emily Cline, Environmental Program Manager, FHWA at (503) 316-2547, emily.cline@dot.gov. After all Participating Agencies have been identified, we will prepare and circulate a project schedule for the full NEPA process. A project website will also be maintained to facilitate information sharing with agencies and the public: www.OregonTolling.org.

Thank you in advance for your interest and participation in the Project.

Sincerely,

PHILLIP A DITZLER

Digitally signed by PHILLIP A
DITZLER
Date: 2020.08.03 11:30:45 -07'00'

Phillip A. Ditzler
Division Administrator

Enclosures: Draft Purpose and Need Statement, Draft Agency Coordination Plan, Draft Comparison of Screening Alternatives Report and Executive Summary

cc: Lucinda Broussard, ODOT Toll Program Director
Jacque Betz, City of Gladstone

I-205 Toll Project

PURPOSE AND NEED STATEMENT



Draft 7/15/2020

INTRODUCTION

In 2016, the Governor's Transportation Vision Panel held a series of regional forums across the state to better understand how the transportation system affects local economies. The negative effect of congestion in the Portland metro area was consistently identified as one of three key themes across Oregon. Congestion in the Portland metropolitan region affects commuters and businesses, as well as producers who move their products across the state.

In response to the input from stakeholders across the state, House Bill (HB) 2017 Section 120 directed the Oregon Transportation Commission (OTC) to seek approval from the Federal Highway Administration (FHWA) to develop a congestion relief fund and implement tolling (also referred to as value pricing or congestion pricing) on the Interstate 5 (I-5) and Interstate 205 (I-205) corridors to reduce traffic congestion in the Portland metro area.

In 2018, the OTC and the Oregon Department of Transportation (ODOT) conducted the Portland Metro Area Value Pricing Feasibility Analysis to study how and where congestion pricing could be applied. Substantial public input and a Policy Advisory Committee informed the final recommendations. For I-205, the Policy Advisory Committee recommended implementing tolls on all lanes of I-205 on or near the Abernethy Bridge as a potential funding strategy and for congestion management. In December of 2018, the OTC submitted a proposal to the Federal Highway Administration outlining the findings of the feasibility analysis and seeking approval to continue the process of implementing tolls on I-5 and I-205 (ODOT 2018a). In January 2019, FHWA provided guidance to move into the next phase of evaluation and study (FHWA 2019).

PURPOSE

The purpose of the I-205 Toll Project is to manage congestion on I-205 between Stafford Road and Oregon Route 213 (OR 213) and raise revenue to fund congestion relief projects through the application of variable-rate tolls.¹

NEED FOR THE PROPOSED ACTION

Traffic congestion results in unreliable travel

A 3.3 percent population increase in the Portland metro area from 2015 to 2017 and strong economic growth during these years resulted in a 20.1 percent increase in vehicle hours of delay

¹ Variable-rate tolls are user fees that vary in amount based on certain conditions (e.g. time of day, day of the week, direction of travel). Variable-rate tolls can occur on a fixed schedule that is known to travelers.

and 13.4 percent increase in hours of congestion on the highway and regional corridor system. Daily vehicle hours of delay for I-205 increased by 25 percent in each direction from 2015 to 2017, indicating that the extent and duration of congestion in the corridor continues to increase and that travel continues to become less and less reliable (ODOT 2018b).

In 2018 more than 100,000 vehicles used the section of I-205 between Stafford Road and OR 213 each day (ODOT 2019). Northbound I-205 from I-5 to the Abernethy Bridge has been identified as one of the region's top recurring bottlenecks during the evening commute. In 2017 this section of I-205 experienced 3.5 hours of congestion in the evening, from 2:45 p.m. to 6:15 p.m. Southbound I-205 from OR 212 to the Abernethy Bridge experienced over 3 hours of congestion in the morning from 6:00 a.m. to 9:15 a.m. (ODOT 2018b). In total, the section of I-205 between Stafford Road and OR 213 experienced approximately 6.75 hours of congestion daily.²

The population of the Portland metro region is expected to grow from 2.5 million residents in 2018 to over 3 million in 2040 (23 percent) and over 3.5 million in 2060 (43 percent), further exacerbating existing congestion problems (Census Reporter 2018; Metro 2016b).

Traffic congestion impacts freight movement

Movement of people and goods is critical to support a growing economy. Freight tonnage in the Portland region is expected to double by 2040, with 75 percent of total freight tonnage moved by truck (Metro 2018). I-205 is a designated north-south interstate freight route in a roadway network that links Canada, Mexico and major ports along the Pacific Ocean. Trucks represent 6 to 9 percent of total traffic on I-205 (ODOT 2018b).

Congestion on I-205 affects the ability to deliver goods on time, which results in increased costs and uncertainty for businesses. The cost of congestion on I-205 increased by 24 percent between 2015 and 2017, increasing to nearly half a million dollars each day in 2017 (ODOT 2018b). Increasing congestion and demand for goods will result in more delay, costs, and uncertainty for all businesses that rely on I-205 for freight movement.

Traffic congestion contributes to climate change

Greenhouse gas emissions from cars and trucks have been rising since 2013 and represented 39 percent of total statewide emissions in 2016 (Oregon Global Warming Commission 2018). Idling vehicles sitting in congestion conditions contribute to these emissions. In March 2020, the Governor signed an executive order to reduce greenhouse gas emissions 45 percent below 1990 levels by 2035 and 80 percent below 1990 levels by 2050.

Critical congestion relief projects need construction funding

Available funding for transportation has not kept pace with the cost of maintaining our transportation system or the cost of construction of new transportation and congestion relief

² The coronavirus pandemic (COVID-19) has dramatically altered current traffic levels. Future traffic volumes on I-205 are unknown, but as the risks of COVID-19 are reduced, traffic congestion is expected to return.

projects. ODOT revenue comes from a mix of federal and state sources, including fuels taxes, taxes on heavy vehicles, and driver and vehicle licensing and registration fees. The federal gas tax has not been adjusted since October of 1993 and the share of federal contributions to state transportation projects has greatly decreased. On the state level, escalating expenditures to maintain aging infrastructure, the need to perform seismic upgrades for state's bridges, and rising construction costs have greatly increased financial needs.

Compounding this problem is a substantial increase in travel demand as the state experiences strong population growth, particularly in the Portland metro area. ODOT must explore every possible method for getting the most out of its existing infrastructure, funding congestion relief projects to ease congestion, and planning for increased earthquake resiliency. ODOT has identified the I-205 Improvements Stafford Road to OR 213 Project as part of the strategy to improve mobility on I-205 and seismically upgrade the Abernethy Bridge. The project is included in the 2018 Region Transportation Plan and is expected to benefit the Portland metro region and the state. The I-205 Improvements Project and the I-205 Toll Project have independent utility, as either one could be implemented independent of the other project; both have logical termini; and neither restrict consideration of alternatives for future transportation improvements. The I-205 Improvements Project has already received NEPA clearance and is in the process of obtaining permits; however, there is currently no funding source identified for construction of this project. Tolls collected on I-205 are anticipated to be used to fund congestion relief projects in the corridor, including, but not limited to, the I-205 Improvements Project.^{3, 4}

GOALS AND OBJECTIVES

Project goals and objectives are desirable outcomes of the project beyond the purpose and need statement. The following goals and objectives reflect input collected from the Value Pricing Feasibility Analysis Policy Advisory Committee, partner agencies, the Project equity team, and other Project stakeholders; these goals and objectives will be considered when comparing alternatives.

- Goal: Provide equitable benefits for all users
 - Acknowledge and consider populations who use or live near the segment of I-205 between Stafford Road and OR 213 and have been historically underserved and underrepresented or negatively impacted by transportation projects
 - Engage people from historically underserved communities to participate throughout the project design, development, implementation, monitoring, and evaluation processes

³ Net toll revenue for capital projects represents the available cash flow from tolling after covering an allowance for revenue leakage, the costs of toll collection operations and maintenance (O&M), and the costs of roadway facility O&M. Net toll revenues may be used to pay for capital improvement directly and/or they may be used to pay the principal and interest on borrowed (financed) funds.

⁴ HB 2017 established a Congestion Relief Fund which would receive any net proceeds from tolling. The Oregon Constitution (Article IX, Section 3a) specifies that revenues collected from the use or operation of motor vehicles is spent on roadway projects, which could include construction or reconstruction of travel lanes, as well as bicycle and pedestrian facilities or transit improvements in or along the roadway.

- Maximize benefits and minimize burdens to historically underserved and underrepresented communities
- Provide equitable and reliable access to job centers and other important community places, such as grocery stores, schools, and gathering places
- Support equitable and reliable access to health promoting activities (e.g. parks, trails, recreation areas) and health care facilities
- Goal: Limit additional traffic diversion from I-205 to adjacent roads and neighborhoods
 - Design toll system to limit rerouting from tolling
 - Design toll system to minimize additional noise impacts from traffic rerouting
- Goal: Support safe travel regardless of mode of transportation
 - Enhance vehicle safety on I-205 by reducing congested conditions
 - Ensure multi-modal travel (e.g. pedestrians, bicycles, and transit) does not become less safe on local roadways affected by tolling on I-205
- Goal: Improve air quality and reduce contributions to climate change effects
 - Reduce vehicle air pollutants and greenhouse gas emissions through improved travel efficiency
 - Reduce localized air pollutants through reduced congestion and improved travel efficiency, particularly in community areas where pollutants are concentrated
- Goal: Support multi-modal transportation choices
 - Support shifts to higher occupancy vehicles (including carpooling) and other modes of transportation (transit, walk, bike, telework)
 - Collaborate with transit providers to enhance availability and access to transit service in underserved and underrepresented areas along the tolled segment of the I-205 corridor
- Goal: Support regional economic growth
 - Provide for reliable and efficient movement of goods and people through the I-205 corridor
- Goal: Support travel demand management
 - Design toll system to improve efficient use of roadway infrastructure and improve travel reliability
- Goal: Maximize integration with future toll systems
 - Design a toll system that can be expanded in scale, integrated with tolling on other regional roadways, or adapted to future toll system applications
- Goal: Maximize interoperability with other transportation systems
 - Design a toll system that is interoperable with other transportation systems (e.g. transit, parking, etc.) in the region

REFERENCES

- Census Reporter. 2018. Portland-Vancouver-Hillsboro, OR-WA Metro Area. <https://censusreporter.org/profiles/31000US38900-portland-vancouver-hillsboro-or-wa-metro-area/>. Accessed February 4, 2020.
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- Metro. 2018. Regional Freight Strategy. <https://www.oregonmetro.gov/sites/default/files/2019/09/20/Regional-Freight-Strategy-FINAL-091919.pdf>. Accessed February 3, 2020.
- Metro. 2016a. 2040 distributed population and household forecasts. <https://www.oregonmetro.gov/sites/default/files/2017/03/08/2040-regional-population-housing-forecast-by-city-county.pdf>. Accessed February 4, 2020.
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- Oregon Department of Transportation (ODOT). 2019. 2018 Transportation Volume Tables. https://www.oregon.gov/ODOT/Data/Documents/TVT_complete_2018.pdf. Accessed February 3, 2020.
- Oregon Department of Transportation (ODOT). 2018a. Oregon Application to FHWA: Value Pricing Feasibility Analysis and Proposed Implementation. https://www.oregon.gov/odot/tolling/ResourcesHistory/VP%20Final_FHWAApplication_Draft.pdf Accessed June 17, 2020.
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Draft Purpose and Need Statement
7/15/2020

Oregon Global Warming Commission. 2018. 2018 Biennial Report to the Legislature for the 2019 Legislative Session. <https://www.keeporegoncool.org/reports/> Accessed May 14, 2020.

Oregon State Legislature. 2017. House Bill 2017.
<https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2017/Enrolled>
Accessed June 16, 2020.

DRAFT

I-205 Toll Project

DRAFT Executive Summary



Date July 7, 2020
To Lucinda Broussard, Oregon Toll Program Director
From I-205 Toll Project Consultant Team
Subject Executive Summary: Comparison of I-205 Screening Alternatives Technical Report
CC Chi Mai, ODOT R1 Major Projects
 Alex Bettinardi, ODOT Transportation Planning and Analysis Unit

PURPOSE

This report summarizes the recommendations for alternatives to carry into the National Environmental Policy Act (NEPA) analysis for the I-205 Toll Project and highlights key findings supporting those recommendations.

OVERVIEW

Table 1 summarizes the overall assessment of screening alternatives based on evaluation categories. Alternatives 3 and 4 are the initial alternatives recommended for advancement to the NEPA process.

Table 1: Overall Assessment of Alternatives by Evaluation Category

Evaluation Category	Alt 1 & Alt 2	Alt 3	Alt 4	Alt 5
Transportation System Demand				
I-205 Traffic				
Diversion Effects				
Cost and Revenue				
Implementation and Operations				
Recommendation	Do Not Advance	Advance for Further Evaluation	Advance for Further Evaluation	Do Not Advance

Substantially worse outcomes than other alternatives 	Worse outcomes than other alternatives 	Average or typical outcomes among alternatives 	Better outcomes than other alternatives 	Substantially better outcomes than other alternatives
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WSP evaluated five alternatives for tolling I-205 between the Stafford Road and OR 213 interchanges. These alternatives constitute geographic location options where tolls will be charged (toll gantries) and different structure for assessing tolls (e.g., single point, segment-based, and zonal).

Table presents the list of screening alternatives, the rationale behind their development, and a brief assessment of each.

Table 2: I-205 Screening Alternatives Under Consideration for Further Evaluation

Alt.	Description	Development Rationale	Assessment	Recommendation
1	Abernethy Bridge Toll (Concept E from the 2018 Value Pricing Feasibility Analysis)	Recommendation of the Value Pricing Feasibility Analysis, simple to implement	Manages demand on I-205 around the Abernethy Bridge but results in significant traffic increases near the Arch Bridge and in downtown Oregon City	Not recommended for further evaluation
2*	Abernethy Bridge Toll with Off-Bridge Gantries	Modification of Alternative 1 to limit rerouting in downtown Oregon City	Manages demand on I-205 around the Abernethy Bridge but results in significant traffic increases near the Arch Bridge and in downtown Oregon City	Not recommended for further evaluation
3	Bridge Tolls - Abernethy Bridge and Tualatin River Bridge	Tolling a second bridge reduces the cost of crossing the Abernethy Bridge, which reduces the incentive for some trips to take alternative toll-free routes	Manages demand on I-205 at the Abernethy Bridge and between Stafford Road and 10th Street, traffic increases on nearby routes are less concentrated	Recommended for further evaluation
4	Segment-Based Tolls - Between Stafford Road and OR 213	Tolling multiple roadway segments lowers the average toll cost and reduces the incentive for some trips to take alternative toll-free routes	Manages demand on I-205 between Stafford Road and OR 213 without resulting in concentrated traffic increases, offers significant flexibility to limit rerouting and manage traffic operations	Recommended for further evaluation
5	Single-Zone Toll - Between Stafford Road and OR 213	Single toll rate applied for any travel within the tolled area, intended to reduce the incentive for regional trips to use alternative toll-free routes	Manages demand on I-205 between Stafford Road and OR 213, results in traffic increases on the edges of the toll zone, limited ability to better manage demand and scale the system to the region	Not recommended for further evaluation

*Note: Alternative 1 and Alternative 2 perform the same in all model-based performance measures, as the regional travel demand model does not provide significant differentiation between these alternatives.

All the alternatives considered could provide a tolling system on I-205 that would both manage congestion and raise revenue. However, there are tradeoffs among the alternatives, and no single alternative scores the best on all criteria. In general, alternatives were evaluated based on their ability to manage demand on I-205 and limit rerouting to nearby roadways (taking

different roads to avoid the toll) while generating similar levels of revenue to fund congestion relief projects.

The screening analysis is focused on evaluating five potential configurations for the I-205 Toll Project. The analysis compares the alternatives against one another considering key evaluation criteria and performance measures. The technical analysis is the basis for recommending which alternatives be advanced for further study in the NEPA process. In the NEPA analysis, the technical analysis tools and models are expected to be refined to better assess local impacts and a wider range of performance measures.

Initial Screening Criteria

Alternatives were assessed in five evaluation categories with 12 qualitative and quantitative performance measures. Alternatives were assessed relative to one another on these performance measures, with quantitative measures based on results from the Metro regional travel demand model. General performance of each alternative in these categories was summarized in Table 1, while Table 3 provides additional detail by performance measure.

The criteria and their associated performance measures are as follows:

- **Transportation System Demand** – Assesses the extent to which tolling affects vehicle travel by estimating the impact of each alternative on total vehicle miles travelled (VMT) and vehicle hours of travel (VHT) in the regional transportation system. The alternatives generally shift vehicle demand away from freeways to non-freeways but result in an overall decrease in demand on the regional system.
- **I-205 Traffic** – Assesses the extent to which tolling changes the volume of vehicles using I-205 by estimating the change in vehicular throughput between Stafford Road and OR 213. Tolling is expected to decrease daily vehicle volume and improve traffic flow on I-205.
- **Diversion Effects** – Assesses the extent to which drivers avoid the toll by either switching their travel mode or switching their route. Modal switch is assessed in terms of trips shifted from single-occupancy vehicles (SOV) to high-occupancy vehicles (HOV), transit, and active modes like biking or walking. Rerouting is assessed by changes in travel volume on various regional roadways and facilities and communities near the alternatives. While shifts in mode are generally small and consistent across all alternatives, the location of rerouting effects can vary substantially between alternatives.
- **Cost and Revenue** – Assesses the net revenue potential after accounting for operations and maintenance costs, and capital costs. Alternatives are assessed relative to one another with values, indexed to Alternative 1 as it represents the original recommendation from the Value Pricing Feasibility Analysis. All alternatives were developed with the intention of generating similar net revenues.
- **Implementation Criteria** – Assesses various issues associated with implementation of tolling including difficulty of implementation, scalability to a regional tolling system, flexibility for managing traffic operations, and eligibility under federal tolling authorization

programs. Unlike the other evaluation criteria and performance measures, this assessment was qualitative in nature.

Table 1: Assessment of Alternatives by Performance Measure

Evaluation Category	Performance Measure Assessment	Alt 1 & ALT 2	Alt 3	Alt 4	Alt 5
Transportation System Demand	Reduce VMT on freeways and non-freeways	●	●	●	●
	Reduce VHT on freeways and non-freeways.	●	●	●	●
I-205 Traffic	Higher vehicle throughput on I-205 segments between Stafford Road and OR 213	●	●	●	●
Diversion Effects	Person-trips shifting away from SOV travel to other modes (e.g., HOV, transit, active)	●	●	●	●
	Limit increased traffic due to rerouting on non-tolled regional roads	●	●	●	●
	Limit increased traffic due to rerouting on local and adjacent roadways	●	●	●	●
Cost and Revenue	Higher net toll revenue (adjusted gross toll revenue collected less operations and maintenance costs)	●	●	●	●
	Lower capital costs for physical toll infrastructure and procuring toll vendor services	●	●	●	●
Implementation and Operations	Difficulty of implementation	●	●	●	●
	Flexibility for managing traffic operations	●	●	●	●
	Scalability to a future regional tolling system	●	●	●	○
	Eligibility under federal tolling authorization programs	●	●	●	●

Substantially worse outcomes than other alternatives ○	Worse outcomes than other alternatives ●	Average or typical outcomes among alternatives ●	Better outcomes than other alternatives ●	Substantially better outcomes than other alternatives ●
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Recommendations

Federal tolling authority is provided under Title 23, Section 129 of the U.S. Code, and projects that are eligible under this code provide greater certainty of implementation because no further approvals are required. Alternatives 1, 2, and 3 are likely eligible under Section 129. It is possible that neither Alternative 4 nor 5 would be eligible under Section 129 and that federal tolling authority would instead be required under the Value Pricing Pilot Program (VPPP). The VPPP allows for a wider range of configurations but requires discretionary approval of the U.S. Secretary of Transportation and entails a significant amount of uncertainty regarding when approval can be expected. Advancing at least one alternative that is eligible under Section 129 federal tolling authority is recommended.

Alternative 3 and Alternative 4 are **recommended** for advancement. Both effectively manage traffic on I-205 while generating revenue. While these alternatives do result in rerouting from vehicles avoiding the toll, the rerouted traffic would be distributed along the I-205 corridor so that no one particular facility or community receives the full impact. Because it has more tolled segments, Alternative 4 offers added flexibility in terms of using variable toll rates to manage traffic on I-205 while limiting rerouting effects. Both alternatives can be readily scaled to other regional facilities.

Alternatives 1 and 2 are **not recommended**. Both would result in significant traffic increases in Downtown Oregon City, on the Oregon City Arch Bridge, and near the OR 43 interchange with I-205 as a result of traffic rerouting to avoid a toll. Furthermore, these alternatives would be less effective at managing traffic along I-205 beyond the Abernethy Bridge.

Alternative 5 is **not recommended**. While the single-zone toll approach of this alternative would be effective at limiting rerouting of through trips on I-205, it would not be as effective at managing traffic patterns for trips entering and exiting I-205 near the tolled zone and would potentially result in concentrated rerouting effects. Because there would be one toll rate for all trips regardless of distance travelled, the alternative would have limited flexibility to manage traffic operations and would be difficult to scale to other facilities in the region as currently structured.

Limitations

The initial recommendations above are intended for ODOT consideration. To date, the technical evaluation and recommendations have not been reviewed by technical working groups or agency stakeholders.

The technical analysis is focused on comparison of the alternatives against one another using a limited set of evaluation criteria that do not fully assess the potential impacts the I-205 Toll Project. Full consideration of environmental and social impacts will be assessed in the NEPA analysis.

The analysis relies heavily on outputs from the Metro regional travel demand model for 2027 scenarios. The technical analysis tools, models, and assumptions are expected to be refined to better assess local impacts and a wider range of performance measure in the NEPA analysis.

DRAFT



CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of July 14, 2020

Meeting was called to order at 6:34 P.M. – (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; Rick Huffman, Fire Chief; 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 virtually using the Zoom platform. She went over the call-in number and access codes. She went over the meeting agenda.

AGENDA ADDITIONS OR CORRECTIONS:

She said the executive session that was scheduled at the end of the regular meeting has been canceled.

CONSENT AGENDA:

1. Approval of June 9, 2020 and June 23, 2020 Regular 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 the North Clackamas County Water Commission wholesale rate from \$.7363 per hundred cubic feet of water to \$.7437

Councilors Tracy and Neace made a motion to approve the Consent Agenda. Motion was seconded by Councilor Mersereau. 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.

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 personal 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

10. LEASE AGREEMENT FOR GLADSTONE FIRE DEPARTMENT OFFICE SPACE:

Chief Huffman said the need for quick response for emergencies requires additional efforts to improve those response times. There is a building across the street from the fire station that is being remodeled and is available for lease. They have moved the administrative offices out of the fire station and moved the firefighters inside the fire station which improves their response time. Completing this move will improve their response time and improve their administration and logistical support. The building is a 5,000 square foot commercial space (540 Portland Avenue) – it will allow ample space for offices, meetings, and public and firefighter training space. They are able to fund this out of the current line item budget.

Councilor Ripley feels that the five minute turn-out time prior to the Standard of Cover adoption mentioned in the staff report is incorrect. Chief Huffman said the number was taken out of the Strategic Plan and the Standard of Cover that was adopted – he is working on getting consistent numbers.

Councilor Neace asked how many sleeping rooms they will have in the fire station – Chief Huffman said it has been effected by the pandemic conditions. They have three offices spaces that will be converted into crew quarters and one will be the captain's office/crew quarters. They will be able to sleep three people in the crew quarters.

Chief Huffman said his recommendation is to approve the lease and move into the offices and move the crews into the fire station. Ms. Betz said the City Attorney helped prepare the lease agreement and reviewed it for any liability issues.

Councilors Tracy and Neace made a motion to approve the lease agreement. Motion was seconded by Councilor Mersereau. Ms. Bannick took a roll call vote: Councilor Ripley – no (because of incorrect data). Councilor Neace – yes. Councilor Tracy – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed (5-1).

11. DISCUSSION OF GLADSTONE FIRE DEPARTMENT SIREN:

Ms. Betz said it is their intention to remove the siren from the old City Hall site in preparation for demolition because it is no longer used, but they wanted to make sure the Council had the opportunity to discuss it. Chief Huffman said the siren was initially used to alert the on-call firefighters to respond from their home/workplace to the fire station. The pattern started to change in the early 90's when they started responding to emergency medical calls. They received complaints about the frequency of the siren going off due to the increased volume of calls. The practice was changed so the siren was only activated for structure fires and drowning calls. Technology has allowed them to use smart devices (pagers, radio pagers, etc.) to alert the on-call

firefighters. Social media has taken over as far as notifying the public of emergencies. He is recommending that they discontinue the use of the city-wide siren alert system for the Fire Department. They could either surplus it or donate to the Historical Society. There was discussion regarding nostalgia and options (moving it/where to put it, donating it, size, possible uses, making a historical marker out of it, etc.). It was agreed to remove it and decide what to do with it at a later date.

12. DISCUSSION REGARDING SOCIAL JUSTICE, EQUITY, AND INCLUSION:

Councilor Tracy said this agenda item is the result of multiple conversations he has had with a number of citizens. They said that students of color are experiencing outright/overt racism. He asked about the potential of having a town hall meeting that would include the City Council, Gladstone Police Department, and the Gladstone School Board. Ms. Betz met with Police Chief John Schmerber, Superintendent Bob Stewart, and a number of faith-based organizations to talk about social justice, equity, and inclusion in the Gladstone School District, but also the relationships between Gladstone Police Department and our citizens of color. They have not come up with a plan to have a town hall. He would like to allow citizens who asked to speak on this topic to do so now instead of waiting until the end of the meeting.

PUBLIC COMMENTS:

Ben Hildner said he feels that conflict is necessary and productive and a lack of conflict, especially when it comes to race, results in stagnation and decay. He thinks we have a lot of growing left to do. He has been very impressed with Chief Schmerber – his responsiveness to conversations and willingness to engage, learn, and change. Mr. Hildner has been to two protests in Gladstone and both times had aggressive people who threatened the protestors' safety and yet he has heard nothing from a majority of the Councilors about race, growth, and conversations that need to take place. He thinks we need to have real conversations about the experience of young people, particularly young people of color in Gladstone. He feels that it is essential that the Council listens to other voices, particularly those of Gladstone's youth and people of color.

Mary Morphet-Brown said she encouraged the Council to host a virtual town hall meeting on the subject of racism because it is truly needed right now. She is the widow of a black educator and has three black sons, two black grandchildren, and a Haitian daughter-in-law so black lives matter a great deal to her. She believes that watching George Floyd on the news changed some hearts. She was impressed with the volume of comments on Gladstone Next Door after the incident. They established an online discussion group via Zoom and they have met three times and had between 7 – 12 participants each time to discuss concerns regarding anti-racism, inclusion, making people comfortable, etc. She feels that a town hall meeting would be a very good method for the Council to approach/address the concern out there.

Martine Coblenz said her family is establishing their roots in Gladstone – they are a multi-generational home of mixed races and a family of color. The conversation around racial equity and how to create a community that is racially just is of utmost importance to them because it directly impacts them. While recent events nationally have brought this subject to the forefront it has been a constant everyday reality and conversation within her family. She has seen many young families from diverse backgrounds move into our city and the demographic will continue to change in this way. She said that now is the time for Gladstone City Council to show the community that racial justice matters to them and now is the time for all residents to know, especially those who are not a part of the dominant group, that they belong and that they are a beloved part of the community. She urges the Council to be leaders in this work by starting off with a town hall meeting so they can hear the experiences of the residents. Engaging with the community and acknowledgment of their experiences is the first step toward change.

Annessa Hartman said it has become apparent to her that there are two distinct views within this community in regard to racism. One side doesn't believe or doesn't want to believe that it exists here in Gladstone and the other side that either fully understands that systematic {sic} racism is alive and well or they themselves live it every day. She has had the opportunity to hear and speak with many members of the community as the organizer for both of the local protests and an administrators for the Gladstone anti-racists group. She has seen and heard a disheartening amount of stories and examples within our community and our school district in regard to overt racism. Her aspirations are to request a town hall specifically for all to learn about our town's history and current experiences with racism and discrimination so that City Council can further understand the deep seated issues that we face on a daily basis. She said that now more than ever we need to establish an equitable framework for an inclusive society. In order to start we must provide these opportunities of education and open discussion and center this town hall around our citizens of color. Given the lack of ethnic diversity within the City Council and School Board she suggests putting together an advisory team of community members that are committed to challenging and dismantling the systematic {sic} racism, empowering equality, and promoting diversity within our community. She wants to encourage the community leaders to take a very active role in spreading the anti-racist message and educating those that don't see a need for continuing these uncomfortable but very necessary discussions. Instead of turning a blind eye to these very apparent issues let's, as a community, come together and be the leader of change. Let's finally listen to our community members of color and make it a proclamation that racism and white supremacy has no place in the City of Gladstone and will not be tolerated. She said that being silent is still taking sides so she urges the Council to use their voice, use their privilege, and stand up against racial inequality so that all feel heard, all feel welcome, and all feel part of this community and not excluded from it. She looks forward to seeing the changes within our community.

Mayor Stempel said in response to Mr. Hildner that on June 5th, as part of the Metro Mayors Consortium, she made a statement to stand in support of peaceful protests. They also made a statement on June 25th in support of policing reform, Senate Bill 1604, House Bill 4207, House Bill 4201, House Bill 4205, House Bill 4203-4, House Bill 4208-1, and House Bill 4208-2. She said this is the first City Council meeting that they have had since the Gladstone discussions have started and this is the first agenda where they could address this topic.

Councilor Tracy said we're talking about things at the local level – the City Council, school district, and the Gladstone Police Department sitting down with our citizens and asking them about their experiences. Very different than being part of a consortium and supporting a House bill. He doesn't feel they have done the work. Mayor Stempel agreed.

Councilor Neace feels we should have a town hall meeting as well. She hasn't spoken out because we are in uncharted waters and we don't know their issues and we don't know how they feel. Ms. Betz said that the last time she and Chief Schmerber met with the faith-based organizations and the Superintendent they recommended working with the City Council to host a listening session via Zoom. They suggested setting it up for the second Council meeting in July (28th) so they can encourage people in Gladstone to call in and participate and let's start listening to the concerns they have.

Councilor Mersereau supports the listening session and he appreciates the comments that were made by the citizens tonight.

Kyle Donovan said her daughter will be in kindergarten this fall and for that reason she has become more interested in the town's governance and local education system. She started her greater community involvement journey by attending Gladstone's two Black Lives Matter protests. At the first event she was heartened to see an undeniable turn-out from our predominantly white community who were eager to stand in solidarity with black people and stand up about systemic racism. At the second event she listened to stories from a black student and black parents expressing the overt racism currently happening in Gladstone schools. Her initial thought was that this couldn't be happening in Gladstone, but as more and more students and community members shared their stories about racist experiences in Gladstone all she could think was if only our community could hear these stories with their own ears. She said that Gladstone takes a lot of pride in our community but it's obvious that we have a lot of work to do to live up to this pride. She wants to trust that her daughter's school district and all the individuals within that embody the moral courage to be specifically anti-racist. She doesn't feel that this is the case. She said the first step is listening, learning, and believing their stories. Her purpose and goal in sharing her perspective is simply to continue to have on record that our town has a lot of work to do around racial equity, especially in our schools, and to encourage City Council to take an active role in working toward becoming an example of an anti-racist group that uplifts black and people of color voices. Her hope is that by herself and others regularly showing up to these meetings they are met with an equally proactive Council that seeks to acknowledge racism in Gladstone and acts with urgency to learn about and address racism in all levels and layers of government.

It was decided to have staff move forward and schedule a Zoom listening session for the July 28th Council meeting.

Ms. Betz wanted to answer a question regarding the faith-based organization she mentioned. The churches involved are: The New Life Church, Gladstone Christian Church, The Source Church, Gladstone Park Seventh Day Adventist Church, Hillside Christian Fellowship, Every Marriage Matters, and the Gospel Fellowship Community Church. They have also said they would be happy to have a listening session on this topic.

13. REQUEST FOR PROPOSAL FOR CITY ATTORNEY SERVICES:

Ms. Betz said at the last Council meeting there was a conversation regarding putting together a Request for Proposal. She asked for guidance regarding how long they would like this advertised, any other locations they would like this advertised, and who would like to be on the evaluation committee. Councilor Neace asked if they go through an evaluation every four years for an attorney similar to the City Administrator's. Mayor Stempel believes that by charter they are supposed to do it every four years but they have not done that. Ms. Betz confirmed that the evaluation is supposed to be done every four years, but not an RFP. Councilor Ripley said he feels an evaluation needs to be done before they do an RFP. Mayor Stempel feels that they should go out for an RFP every once in a while. Ms. Betz said last time they started with an RFQ and there were no respondents. Councilor Mersereau said that last time they agreed to work with the existing attorneys to improve communication.

Mayor Stempel asked what the Council would like to do. Councilor Todd is concerned about being fired by our current attorneys and Councilor Tracy agreed. Councilor Tracy feels they need more information/performance standards/evaluations. Mayor Stempel feels they should do a review first and put the RFP on hold.

Mr. Doughman said that after the last discussion they tried to set up a time to discuss the issues and they are still willing to do that. He said it's hard for him to speak on this topic because there is a self-interest issue. He is okay with having discussions and doing a review down the road.

Mayor Stempel asked if the Council wanted to try to improve the relationship and possibly have a review in six to twelve months or take a formal vote on the RFP. Councilor Tracy said he would look for a consensus of sitting down, having a conversation with the firm, getting open expectations in place, understanding what the performance expectations would be on both sides of the relationship, and then maybe in a year go back to market. Councilor Todd feels that if they are going to do an evaluation type situation they also need to look at changing how the charter is written because they need to follow the rules that are in place. Mayor Stempel said that the charter says they are supposed to do a review every four years; not an RFP. Councilors Neace, Mersereau, and Ripley said they are open to the review. Ms. Betz will look at how other cities conduct their reviews of city attorneys and the end of this year will probably be a good time frame to have a review process in place. She will give them an update in September.

BUSINESS CARRIED FORWARD:

Ms. Betz wanted to reiterate that the City is very excited about the new Gladstone brand/tourism strategy that they developed. The selection committee has met since the work session presentation – the next steps will be for the City to actively launch their new branding exercise. They will be talking about doing that in the next couple of weeks.

BUSINESS FROM THE AUDIENCE:

Les Poole said he sent an email to the City Administrator today saying how fortunate we are to get the new civic center open before the pandemic.

He said Metro T-2020 is a proposal to borrow three billion dollars in November and there's another three billion in fees/taxes, but ultimately a \$1.8 – \$1.9-billion-dollar concept that was being considered in 2018 and didn't move forward because it was set aside for the affordable housing bond. His concern is that this is such a big ask that a lot of projects that he and others would support may not happen because he thinks the public's appetite is getting stretched. He hopes that everyone on the Council and staff would provide more feedback/input and look more deeply beyond the trolley bridge project. He supports the bridge project but he feels we need a clearer picture of how much it will actually cost in the end and what options we have if the T-2020 proposal doesn't pass in November. He said transportation is a big issue in this community. Mayor Stempel suggested he participate in the C-4 meetings/break-out committees because they have a really heavy transportation agenda over the next couple of months.

Liz McCrary – (no response).

Dee Ann Henson – her comments regarding fireworks were sent via email and will be posted on the City's website and Mayor Stempel will address this under "Business from the Council".

BUSINESS FROM THE COUNCIL:

Councilor Tracy:

He said after reading the staff reports he is very aware of the fact that working as essential services staff they are exposed to a lot of things so he wanted to say thank you to Police Department staff, Fire Department staff, Public Works staff, and everybody who works for the City. He said they have gone above and beyond. He also thanked Mayor Stempel for her volunteer efforts.

Councilor Neace:

She agreed with Councilor Tracy and said that staff has such a positive attitude, keep everything running, and they are great to work with. She appreciates all of them and thanks all of them.

Councilor Mersereau:

He also agreed and supports the great service by staff.

Councilor Todd:

She also thanked City staff and Public Works.

She said she is very excited about the logo and branding work that they've done.

She's also excited to welcome two add-on businesses in town – Tiger Juice (attached to Portland Avenue Pizza) and Pearl's Place (an addition to Two Girls Catering).

Councilor Ripley:

He said on the Fourth of July there were neighborhoods communicating with mortars and people everywhere. He said his dogs did not appreciate the fireworks.

In regard to the I-205 tolling project – they have five options that are all horrible for Gladstone. The next meeting is on the 29th from 1:00 – 2:00 P.M. He said this is something we have to really stay on top of because if they do any kind of toll it's going to shut down Arlington and Dartmouth with all the cars getting off the freeway.

Mayor Stempel:

She said she has a pile of emails from people who are livid about the quantity and length of time the fireworks were going off. They started about four days before the Fourth of July and lasted until last night. She isn't sure what Police and Fire can do about it but it was over the top this year. (Chief Schmerber wasn't able to respond). Mayor Stempel said they need to come up with an idea of how to deal with it next year.

She said the Food Pantry is going strong. A lot of the volunteers are getting burned out because it's a constant thing and they have to keep changing things because of COVID. They are doing a modified pre-packaged box model on Thursdays on Nelson Lane between 3:30 and 5:30 P.M. and everybody is welcome. They need volunteers desperately.

The Homebound Senior Program is up to 37 deliveries and they are doing that every-other week. They are getting calls outside of Gladstone so they are delivering to Milwaukie, Clackamas, and Oregon City as well. She is working with those jurisdictions to see if they can come up with a better plan. They need volunteers to drive/deliver – they do deliveries the first and third Saturdays of the month. They meet at the Food Pantry on Nelson Lane at noon to get the assignments and boxes.

The Clackamas County Coordinating Executive Committee (C-4) had a meeting last night. They decided to add an equity discussion in September. C-4 talks about the high level transportation and housing issues – they want to make sure the equity piece is a part of their discussions moving forward. Currently they are focused on the transportation funding bill and House Bill 2001.

Parks and Rec Board met last night and it was great. It's nice to see that all of the projects they've been talking about for two years are finally coming to fruition. They discussed the City branding strategy and how they can integrate parks' needs with that. The Nature Park site plan scope of work was approved and they are going to be starting that right away – hoping to have it done in December of this year. Meldrum Bar fee implementation was discussed – it is now in the hands of the City attorney; they are researching any possible property restrictions. Stop signs at Max Patterson Park/Clarendon are on order and will be installed soon. Commissioner Eichsteadt brought up the amount of destruction done by the BMX track and RC car folks and all without any approval or direction from the City. The RC group is now working with the Parks and Rec Board. They have not been able to make any contact with the BMX folks yet. They

discussed the Ridgeway property – it was deeded as a family park so they are going to look into that further and hopefully the encroachments will be addressed soon.

I-205 Expansion/Tolling discussion – she said we need to stay on top of that. August 3rd they will be releasing the five options for the NEPA and there is only a 45-day comment period so we need to make sure that we’re on top of that and let citizens know that they need to look at those options and “none of the above” is still an option. She said we are not being represented and we need them to start from square one again.

COVID – she wants everybody to know that as of July 8th we have 29 cases of COVID (more than Lake Oswego and West Linn with significantly less population). Our cases have doubled in less than a month. She said we need to still stay vigilant - wear masks, social distancing, don’t gather in groups of more than ten, etc. We need to be safe and considerate of others.

Councilor Tracy made a motion to adjourn the meeting. Councilor Neace 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.

ADJOURN:

Meeting was adjourned at 8:16 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	\$ 12,419,515.08
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	2,212,554.52
Checking Accounts:						
General Fund	95,566.32	229,084.49	133,143.95	143,574.24	148,977.28	148,415.47
Urban Renewal	13,211.49	13,211.50	13,211.56	12,848.95	12,848.95	25,687.27
Municipal Court	23,770.62	20,575.51	40,988.54	29,399.12	27,954.49	38,405.55
Totals	\$ 20,988,379.70	\$ 19,520,805.53	\$ 18,053,124.24	\$ 16,782,770.19	\$ 15,174,344.91	\$ 14,844,577.89



Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	108,295.85	4,323,474.82	-4,285,630.18	50.22 %
100-000-310050	PRIOR YEAR TAXES	300,000.00	300,000.00	4,764.05	46,551.09	-253,448.91	15.52 %
100-000-311030	LIBRARY DISTRICT REVENUE	743,142.00	743,142.00	23,567.00	330,678.00	-412,464.00	44.50 %
100-000-314045	TRANSIENT LODGING TAX	305,000.00	305,000.00	9,729.94	139,298.27	-165,701.73	45.67 %
	RptType: 3100 - LOCAL TAXES Total:	9,957,247.00	9,957,247.00	146,356.84	4,840,002.18	-5,117,244.82	48.61 %
RptType: 3110 - STATE SHARED TAXES							
100-000-310170	STATE REVENUE SHARING	305,000.00	305,000.00	0.00	102,035.58	-202,964.42	33.45 %
100-000-311010	ALCOHOL TAX REVENUE	450,846.00	450,846.00	15,028.63	172,620.21	-278,225.79	38.29 %
100-000-311015	MARIJUANA TAX	99,457.00	99,457.00	21,730.63	70,580.75	-28,876.25	70.97 %
100-000-311020	CIGARETTE TAX REVENUE	28,155.00	28,155.00	1,005.59	12,004.48	-16,150.52	42.64 %
	RptType: 3110 - STATE SHARED TAXES Total:	883,458.00	883,458.00	37,764.85	357,241.02	-526,216.98	40.44 %
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	0.00	92,202.65	-247,797.35	27.12 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	360,000.00	360,000.00	0.00	106,134.84	-253,865.16	29.48 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	1,750,000.00	1,750,000.00	0.00	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	1,358.33	85,410.33	-98,589.67	46.42 %
100-000-313015	LIQUOR LICENSE RENEWALS	2,000.00	2,000.00	70.00	1,005.00	-995.00	50.25 %
100-000-313020	ALARM PERMITS	8,000.00	8,000.00	650.00	10,475.00	2,475.00	130.94 %
	RptType: 3130 - LICENSES AND PERMITS Total:	194,000.00	194,000.00	2,078.33	96,890.33	-97,109.67	49.94 %
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	9,323.78	43,399.45	-31,600.55	57.87 %
100-000-314030	LIEN SEARCH FEES	12,000.00	12,000.00	390.00	5,070.00	-6,930.00	42.25 %
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	9,713.78	66,622.41	-120,877.59	35.53 %
RptType: 3141 - SDC							
100-000-314110	PARK SDC FEES	0.00	0.00	0.00	129,479.12	129,479.12	0.00 %
100-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	2,654.88	2,654.88	0.00 %
	RptType: 3141 - SDC Total:	0.00	0.00	0.00	132,134.00	132,134.00	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	14,635.90	230,191.78	-101,428.22	69.41 %
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	33,356.00	41,318.00	41,318.00	0.00 %
	RptType: 3150 - GRANTS Total:	142,950.00	334,570.00	47,991.90	328,917.30	-5,652.70	98.31 %

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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	17,563.58	270,077.67	-504,922.33	34.85 %
RptType: 3260 - FINES AND FORFEITURES Total:		775,000.00	775,000.00	17,563.58	270,077.67	-504,922.33	34.85 %
RptType: 3301 - INTEREST							
100-000-330100	INTEREST	250,000.00	250,000.00	14,194.94	253,408.40	3,408.40	101.36 %
RptType: 3301 - INTEREST Total:		250,000.00	250,000.00	14,194.94	253,408.40	3,408.40	101.36 %
RptType: 3600 - MISCELLANEOUS							
100-000-360000	ALL OTHER GF RECEIPTS	70,000.00	70,000.00	286.11	24,563.12	-45,436.88	35.09 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	0.00	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	70.00	6,654.07	-10,345.93	39.14 %
100-000-362213	MEAL DONATIONS	33,000.00	33,000.00	1,271.00	18,521.52	-14,478.48	56.13 %
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	1,627.11	92,131.46	-97,868.54	48.49 %
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	277,291.33	7,131,543.95	-11,150,231.05	39.01 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
100-910-399205	TRANSFER IN FROM STREET FUND	81,935.00	81,935.00	0.00	27,969.22	-53,965.78	34.14 %
100-910-399228	TRANSFER IN FROM POLICE LEVY	24,316.00	24,316.00	0.00	9,118.50	-15,197.50	37.50 %
100-910-399229	TRANSFER IN FROM FIRE LEVY	4,863.00	4,863.00	0.00	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	0.00	22,780.50	-37,967.50	37.50 %
100-910-399740	TRANSFER IN FROM WATER FUND	65,903.00	65,903.00	0.00	24,713.63	-41,189.37	37.50 %
100-910-399750	TRANSFER IN FROM STORM WATER	60,748.00	60,748.00	0.00	22,780.50	-37,967.50	37.50 %
RptType: 3990 - TRANSFERS IN Total:		789,375.00	789,375.00	0.00	151,741.49	-637,633.51	19.22 %
Department: 910 - TRANSFER IN Total:		789,375.00	789,375.00	0.00	151,741.49	-637,633.51	19.22 %
Revenue Total:		18,834,530.00	19,071,150.00	277,291.33	7,283,285.44	-11,787,864.56	38.19 %
Expense							
Department: 121 - ADMIN							
RptCategory: 40 - PERSONNEL SERVICES							
100-121-431010	CITY ADMINISTRATOR	284,124.00	284,124.00	12,459.50	147,578.95	136,545.05	51.94 %
100-121-431020	CITY RECRDR/HR MGR	293,480.00	293,480.00	6,526.00	108,138.03	185,341.97	36.85 %
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	58,500.00	63,264.00	48.04 %
100-121-431500	ACCOUNTING CLERK	204,110.00	204,110.00	6,217.40	83,030.95	121,079.05	40.68 %
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	3,873.65	4,945.35	43.92 %
100-121-470000	ASSOCIATED PAYROLL COSTS	583,090.00	583,090.00	17,526.51	211,614.51	371,475.49	36.29 %
RptCategory: 40 - PERSONNEL SERVICES Total:		1,699,684.00	1,699,684.00	47,934.57	613,387.91	1,086,296.09	36.09 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-121-500110	CONTRACTUAL & PROFESSIONAL SER...	134,000.00	134,000.00	25,568.45	157,907.33	-23,907.33	117.84 %
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	20,428.00	63,562.81	152,437.19	29.43 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	74.45	5,151.69	19,848.31	20.61 %
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	0.00	68,264.46	91,735.54	42.67 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	384,650.00	384,650.00	4,441.67	31,044.67	353,605.33	8.07 %
100-121-510021	TOURISM PROMOTION/ACTIVITIES	0.00	0.00	25,800.00	55,471.99	-55,471.99	0.00 %
100-121-520120	BANK CHARGES	7,500.00	7,500.00	346.76	4,362.98	3,137.02	58.17 %
100-121-520200	BLDG MAINTENANCE & SUPPLIES	0.00	0.00	0.00	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	1,590.50	13,676.58	24,633.42	35.70 %
100-121-520450	CITY NEWSLETTER	70,000.00	70,000.00	3,088.75	36,084.34	33,915.66	51.55 %
100-121-530000	FIRE & LIABILITY INSURANCE	200,000.00	200,000.00	0.00	165,704.16	34,295.84	82.85 %
100-121-530200	EMERGENCY MANAGEMENT	25,000.00	25,000.00	65.15	1,002.35	23,997.65	4.01 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	3.98	1,515.44	3,484.56	30.31 %
100-121-540120	PERSONNEL RECRUITMENT	20,000.00	20,000.00	155.00	2,331.86	17,668.14	11.66 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	50.00	13,008.65	46,991.35	21.68 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	12.95	6,781.45	38,218.55	15.07 %
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	0.00	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	1,077.21	11,380.75	18,619.25	37.94 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		1,574,460.00	1,574,460.00	82,702.87	692,210.97	882,249.03	43.96 %
Department: 121 - ADMIN Total:		3,274,144.00	3,274,144.00	130,637.44	1,305,598.88	1,968,545.12	39.88 %
Department: 122 - INFORMATION TECHNOLOGY							
RptCategory: 40 - PERSONNEL SERVICES							
100-122-432010	IT MANAGER	198,120.00	198,120.00	7,932.00	88,418.94	109,701.06	44.63 %
100-122-470000	ASSOCIATED PAYROLL COSTS	79,889.00	79,889.00	3,916.01	32,857.85	47,031.15	41.13 %
RptCategory: 40 - PERSONNEL SERVICES Total:		278,009.00	278,009.00	11,848.01	121,276.79	156,732.21	43.62 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-122-500110	CONTRACTUAL & PROFESSIONAL	37,360.00	37,360.00	399.98	9,199.98	28,160.02	24.63 %
100-122-500210	COMPUTER/TECHNOLOGY SERVICE	34,200.00	34,200.00	2,026.84	44,114.93	-9,914.93	128.99 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	35,112.00	35,112.00	2,211.48	15,283.19	19,828.81	43.53 %
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	92.24	2,057.88	3,234.12	38.89 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		112,504.00	112,504.00	4,730.54	70,970.28	41,533.72	63.08 %
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	16,578.55	194,167.94	223,845.06	46.45 %
Department: 124 - FACILITIES							
RptCategory: 40 - PERSONNEL SERVICES							
100-124-437050	PUBLIC WORKS SUPERVISOR	17,294.00	17,294.00	808.22	9,764.40	7,529.60	56.46 %
100-124-437070	UTILITY WORKER, JOURNEY	55,223.00	55,223.00	2,472.94	29,013.04	26,209.96	52.54 %
100-124-439011	SEASONAL HELP	16,490.00	16,490.00	2,560.07	2,560.07	13,929.93	15.52 %
100-124-450100	OVERTIME	2,000.00	2,000.00	24.86	1,554.38	445.62	77.72 %
100-124-450500	CAREER RECOGNITION PAY	510.00	510.00	22.66	278.11	231.89	54.53 %
100-124-470000	ASSOCIATED PAYROLL COSTS	32,469.00	32,469.00	1,744.69	17,848.91	14,620.09	54.97 %
RptCategory: 40 - PERSONNEL SERVICES Total:		123,986.00	123,986.00	7,633.44	61,018.91	62,967.09	49.21 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-124-500110	CONTRACTUAL & PROFESSIONAL SER...	105,000.00	105,000.00	2,891.70	31,667.87	73,332.13	30.16 %
100-124-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	4,563.22	25,683.81	79,316.19	24.46 %
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	88.75	3,551.43	1,948.57	64.57 %
100-124-560100	UTILITIES	140,000.00	140,000.00	6,338.18	72,611.72	67,388.28	51.87 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		360,700.00	360,700.00	13,881.85	133,601.47	227,098.53	37.04 %
RptCategory: 60 - CAPITAL OUTLAY							
100-124-641000	FACILITY IMPROVEMENTS	250,000.00	250,000.00	15,912.50	56,325.00	193,675.00	22.53 %
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	15,912.50	108,343.50	233,656.50	31.68 %
Department: 124 - FACILITIES Total:		781,686.00	826,686.00	37,427.79	302,963.88	523,722.12	36.65 %
Department: 220 - COURT							
RptCategory: 40 - PERSONNEL SERVICES							
100-220-432020	MUNICIPAL COURT CLERK	128,445.00	128,445.00	5,272.57	63,270.84	65,174.16	49.26 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-220-432035	COURT ADMINISTRATOR	147,900.00	147,900.00	6,217.00	72,758.80	75,141.20	49.19 %
100-220-450500	CAREER RECOGNITION PAY	1,479.00	1,479.00	62.17	315.85	1,163.15	21.36 %
100-220-470000	ASSOCIATED PAYROLL COSTS	157,102.00	157,102.00	6,336.22	74,864.83	82,237.17	47.65 %
RptCategory: 40 - PERSONNEL SERVICES Total:		434,926.00	434,926.00	17,887.96	211,210.32	223,715.68	48.56 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-220-500110	CONTRACTUAL & PROFESSIONAL SER...	1,000.00	1,000.00	200.00	422.33	577.67	42.23 %
100-220-500132	PROSECUTING ATTORNEY	73,800.00	73,800.00	3,090.00	33,450.00	40,350.00	45.33 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	1,400.00	23,700.00	43,300.00	35.37 %
100-220-500136	MUNICIPAL COURT JUDGE	73,800.00	73,800.00	3,090.00	39,540.00	34,260.00	53.58 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	312.00	624.00	2,376.00	20.80 %
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	620.00	5,890.00	10,110.00	36.81 %
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	252.52	6,962.81	20,537.19	25.32 %
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	8,964.52	113,443.75	162,656.25	41.09 %
Department: 220 - COURT Total:		711,026.00	711,026.00	26,852.48	324,654.07	386,371.93	45.66 %
Department: 240 - POLICE							
RptCategory: 40 - PERSONNEL SERVICES							
100-240-432110	POLICE CHIEF	294,520.00	294,520.00	10,630.00	122,224.23	172,295.77	41.50 %
100-240-432130	POLICE LIEUTENANT	220,220.00	220,220.00	8,745.00	109,342.52	110,877.48	49.65 %
100-240-432140	POLICE DETECTIVE	163,009.00	163,009.00	13,901.50	163,725.09	-716.09	100.44 %
100-240-432160	POLICE OFFICER	1,270,810.00	1,270,810.00	40,331.58	469,630.92	801,179.08	36.96 %
100-240-432170	POLICE SERGEANT	521,961.00	521,961.00	20,896.00	234,971.45	286,989.55	45.02 %
100-240-432182	PROPERTY ROOM TECHNICIAN	57,912.00	57,912.00	2,415.82	28,524.00	29,388.00	49.25 %
100-240-432185	POLICE RECORDS CLERK	110,324.00	110,324.00	4,637.00	53,573.56	56,750.44	48.56 %
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	11,778.45	131,924.89	128,075.11	50.74 %
100-240-450200	HOLIDAY PAY	22,000.00	22,000.00	1,185.78	13,908.05	8,091.95	63.22 %
100-240-450300	PROFICIENCY PAY	77,428.00	77,428.00	3,747.57	43,951.89	33,476.11	56.76 %
100-240-450500	CAREER RECOGNITION PAY	0.00	0.00	234.72	2,493.56	-2,493.56	0.00 %
100-240-470000	ASSOCIATED PAYROLL COSTS	1,614,224.00	1,614,224.00	64,825.58	715,747.81	898,476.19	44.34 %
RptCategory: 40 - PERSONNEL SERVICES Total:		4,612,408.00	4,612,408.00	183,329.00	2,090,193.92	2,522,214.08	45.32 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-240-500110	CONTRACTUAL & PROFESSIONAL SER...	76,440.00	76,440.00	735.48	57,187.09	19,252.91	74.81 %
100-240-500284	PARK PATROL	13,860.00	13,860.00	2,033.00	4,525.50	9,334.50	32.65 %
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	3,332.05	26,958.04	112,921.96	19.27 %
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	72.43	1,805.23	-1,805.23	0.00 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	150,000.00	150,000.00	4,100.26	70,000.35	79,999.65	46.67 %
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	1,271.19	15,003.24	24,996.76	37.51 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	100.00	496.80	11,503.20	4.14 %
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	977.53	15,933.90	48,066.10	24.90 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	40,000.00	40,000.00	641.24	28,301.16	11,698.84	70.75 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	8,200.00	8,200.00	315.00	1,513.02	6,686.98	18.45 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	40,868.00	40,868.00	1,745.52	20,566.66	20,301.34	50.32 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		682,748.00	682,748.00	15,323.70	264,638.90	418,109.10	38.76 %
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	198,652.70	2,464,655.39	3,055,500.61	44.65 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	9,641.00	106,493.00	124,667.00	46.07 %
100-250-432220	FIRE MARSHAL	205,864.00	205,864.00	8,328.00	96,377.44	109,486.56	46.82 %
100-250-432240	FIRE CAPTAIN	489,027.00	489,027.00	19,578.00	232,137.72	256,889.28	47.47 %
100-250-432290	ON-CALL FIREFIGHTERS	548,000.00	548,000.00	22,866.65	227,573.41	320,426.59	41.53 %
100-250-450100	OVERTIME	50,000.00	50,000.00	2,350.19	40,273.52	9,726.48	80.55 %
100-250-450500	CAREER RECOGNITION PAY	0.00	0.00	249.84	2,884.57	-2,884.57	0.00 %
100-250-470000	ASSOCIATED PAYROLL COSTS	682,019.00	682,019.00	31,177.93	356,768.76	325,250.24	52.31 %
100-250-470040	LIFE & DISABILITY INSURANCE	8,000.00	8,000.00	70.61	852.68	7,147.32	10.66 %
RptCategory: 40 - PERSONNEL SERVICES Total:		2,214,070.00	2,214,070.00	94,262.22	1,063,361.10	1,150,708.90	48.03 %
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	12,510.00	16,490.00	43.14 %
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	88,489.00	81,511.00	52.05 %
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	1,018.85	24,303.66	28,696.34	45.86 %
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	1,186.04	37,494.12	46,305.88	44.74 %
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	4,333.95	52,864.13	87,135.87	37.76 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	5,280.00	5,280.00	160.79	1,735.55	3,544.45	32.87 %
100-250-530200	COVID-19 Emergency Management	0.00	0.00	5,050.33	29,493.33	-29,493.33	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	77.88	10,212.88	4,787.12	68.09 %
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	110.00	4,951.04	10,048.96	33.01 %
100-250-540225	FIREFIGHTER TRAINING	62,000.00	62,000.00	248.88	15,402.16	46,597.84	24.84 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	30,000.00	30,000.00	98.36	7,366.77	22,633.23	24.56 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	64,000.00	64,000.00	529.13	26,117.60	37,882.40	40.81 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		792,330.00	792,330.00	21,178.29	318,383.33	473,946.67	40.18 %
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	115,440.51	1,832,669.05	1,876,411.95	49.41 %
Department: 526 - PARKS							
RptCategory: 40 - PERSONNEL SERVICES							
100-526-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	25,183.60	25,746.40	49.45 %
100-526-437050	PUBLIC WORKS SUPERVISOR	77,820.00	77,820.00	3,637.01	43,939.71	33,880.29	56.46 %
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	677.91	9,173.46	8,835.54	50.94 %
100-526-437070	UTILITY WORKER, JOURNEY	134,877.00	134,877.00	7,967.36	96,623.61	38,253.39	71.64 %
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	4,921.29	17,418.00	47,582.00	26.80 %
100-526-450100	OVERTIME	7,000.00	7,000.00	106.90	3,446.89	3,553.11	49.24 %
100-526-450500	CAREER RECOGNITION PAY	0.00	0.00	264.39	3,260.26	-3,260.26	0.00 %
100-526-470000	ASSOCIATED PAYROLL COSTS	232,885.00	232,885.00	9,597.79	111,872.19	121,012.81	48.04 %
RptCategory: 40 - PERSONNEL SERVICES Total:		656,978.00	656,978.00	29,313.45	310,917.72	346,060.28	47.33 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-526-500110	CONTRACTUAL & PROFESSIONAL SER...	65,000.00	65,000.00	2,094.76	20,730.09	44,269.91	31.89 %
100-526-520130	OPERATIONS, MAINTENANCE & REPA...	140,000.00	140,000.00	6,425.88	38,033.68	101,966.32	27.17 %

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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	1,014.41	16,405.94	25,594.06	39.06 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	3,360.00	3,360.00	94.09	2,386.95	973.05	71.04 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	3,500.00	3,500.00	300.00	340.40	3,159.60	9.73 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	30,000.00	30,000.00	444.17	2,970.83	27,029.17	9.90 %
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	1,990.95	27,046.59	32,953.41	45.08 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		406,860.00	406,860.00	12,364.26	131,841.58	275,018.42	32.40 %
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	3,986.20	22,066.90	46,344.10	32.26 %
RptCategory: 60 - CAPITAL OUTLAY Total:		188,611.00	188,611.00	3,986.20	39,922.49	148,688.51	21.17 %
Department: 526 - PARKS Total:		1,252,449.00	1,252,449.00	45,663.91	482,681.79	769,767.21	38.54 %
Department: 527 - RECREATION							
RptCategory: 40 - PERSONNEL SERVICES							
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	0.00	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	0.00	2,965.33	3,034.67	49.42 %
RptCategory: 40 - PERSONNEL SERVICES Total:		66,000.00	66,000.00	0.00	19,845.59	46,154.41	30.07 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-527-510062	SUMMER PROGRAMS	3,000.00	3,000.00	12.00	1,066.47	1,933.53	35.55 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	114.80	801.71	4,198.29	16.03 %
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	126.80	1,933.94	8,266.06	18.96 %
Department: 527 - RECREATION Total:		76,200.00	76,200.00	126.80	21,779.53	54,420.47	28.58 %
Department: 528 - SENIOR CENTER							
RptCategory: 40 - PERSONNEL SERVICES							
100-528-435210	SENIOR CENTER MANAGER	171,144.00	171,144.00	7,194.00	83,755.50	87,388.50	48.94 %
100-528-435240	TRAM DRIVER	61,914.00	61,914.00	2,603.25	31,770.73	30,143.27	51.31 %
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	2,344.92	46,576.55	48,836.45	48.82 %
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	78.10	1,559.00	1,846.00	45.79 %
100-528-470000	ASSOCIATED PAYROLL COSTS	169,016.00	169,016.00	4,770.17	70,920.19	98,095.81	41.96 %
RptCategory: 40 - PERSONNEL SERVICES Total:		562,487.00	562,487.00	16,990.44	262,891.86	299,595.14	46.74 %
RptCategory: 50 - MATERIAL AND SERVICES							
100-528-510075	NUTRITION PROGRAM SUPPLIES	36,000.00	36,000.00	1,026.24	11,608.48	24,391.52	32.25 %
100-528-520140	TRAM EXPENSES	12,500.00	12,500.00	594.23	7,572.39	4,927.61	60.58 %
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	404.23	9,602.69	6,397.31	60.02 %
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	140.79	3,299.31	8,068.69	29.02 %
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	89.32	3,190.74	3,809.26	45.58 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		95,768.00	95,768.00	2,254.81	37,640.98	58,127.02	39.30 %
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	19,245.25	300,532.84	370,722.16	44.77 %
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	4.83	1,415.55	4,584.45	23.59 %
100-529-530100	RENTALS AND LEASES	9,000.00	9,000.00	0.00	3,675.14	5,324.86	40.83 %
100-529-540200	DUES & MEMBERSHIPS	0.00	0.00	5.00	5.00	-5.00	0.00 %
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	9.83	182,223.47	239,326.53	43.23 %
Department: 529 - LIBRARY Total:		976,550.00	976,550.00	9.83	375,524.08	601,025.92	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	590,635.26	7,850,491.96	11,220,658.04	41.16 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		0.00	0.00	-313,343.93	-567,206.52	-567,206.52	0.00 %

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 205 - ROAD AND STREET FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
205-000-309999	BEGINNING FUND BALANCE	1,750,000.00	1,750,000.00	0.00	0.00	-1,750,000.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	1,750,000.00	1,750,000.00	0.00	0.00	-1,750,000.00 0.00 %
RptType: 3100 - LOCAL TAXES						
205-000-310060	VEHICLE REGISTRATION FEES	0.00	0.00	11,064.33	54,220.54	54,220.54 0.00 %
	RptType: 3100 - LOCAL TAXES Total:	0.00	0.00	11,064.33	54,220.54	54,220.54 0.00 %
RptType: 3110 - STATE SHARED TAXES						
205-000-310140	STATE HIGHWAY TAXES	1,837,123.00	1,837,123.00	47,288.65	842,263.53	-994,859.47 45.85 %
	RptType: 3110 - STATE SHARED TAXES Total:	1,837,123.00	1,837,123.00	47,288.65	842,263.53	-994,859.47 45.85 %
RptType: 3120 - RIGHT OF WAY FEES						
205-000-312050	RIGHT OF WAY - TELECOM	436,000.00	436,000.00	2,212.96	185,295.65	-250,704.35 42.50 %
205-000-312055	RIGHT OF WAY - OTHER	450,000.00	450,000.00	0.00	58,781.68	-391,218.32 13.06 %
205-000-312060	ROW LICENSES & APP FEES	6,000.00	6,000.00	0.00	585.00	-5,415.00 9.75 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	892,000.00	892,000.00	2,212.96	244,662.33	-647,337.67 27.43 %
RptType: 3141 - SDC						
205-000-314075	TRANSPORTATION SDC'S	20,000.00	20,000.00	0.00	79,997.56	59,997.56 399.99 %
205-000-314076	SDC Reimbursement Fee	0.00	0.00	0.00	3,039.72	3,039.72 0.00 %
	RptType: 3141 - SDC Total:	20,000.00	20,000.00	0.00	83,037.28	63,037.28 415.19 %
RptType: 3600 - MISCELLANEOUS						
205-000-360000	ALL OTHER ROAD/STREET RECEIPTS	60,000.00	60,000.00	2,350.00	41,144.34	-18,855.66 68.57 %
	RptType: 3600 - MISCELLANEOUS Total:	60,000.00	60,000.00	2,350.00	41,144.34	-18,855.66 68.57 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	4,559,123.00	4,559,123.00	62,915.94	1,265,328.02	-3,293,794.98 27.75 %
Department: 910 - TRANSFER IN						
RptType: 3990 - TRANSFERS IN						
205-910-399730	TRANSFER IN FROM SEWER FUND	241,667.00	241,667.00	0.00	95,062.72	-146,604.28 39.34 %
205-910-399740	TRANSFER IN FROM WATER FUND	171,488.00	171,488.00	0.00	70,686.59	-100,801.41 41.22 %
205-910-399750	TRANSFER IN FROM STORM WATER	79,676.00	79,676.00	0.00	25,360.79	-54,315.21 31.83 %
	RptType: 3990 - TRANSFERS IN Total:	492,831.00	492,831.00	0.00	191,110.10	-301,720.90 38.78 %
	Department: 910 - TRANSFER IN Total:	492,831.00	492,831.00	0.00	191,110.10	-301,720.90 38.78 %
	Revenue Total:	5,051,954.00	5,051,954.00	62,915.94	1,456,438.12	-3,595,515.88 28.83 %
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	25,183.60	25,746.40 49.45 %
205-305-437050	PUBLIC WORKS SUPERVISOR	77,822.00	77,822.00	3,637.01	43,939.67	33,882.33 56.46 %
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	1,525.30	20,006.59	18,203.41 52.36 %
205-305-437070	UTILITY WORKER, JOURNEY	242,705.00	242,705.00	10,285.87	122,161.66	120,543.34 50.33 %
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	84.98	4,729.48	3,270.52 59.12 %
205-305-450500	CAREER RECOGNITION PAY	2,309.00	2,309.00	155.73	1,905.75	403.25 82.54 %
205-305-470000	ASSOCIATED PAYROLL COSTS	301,436.00	301,436.00	11,474.94	140,853.22	160,582.78 46.73 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	800,585.00	800,585.00	29,304.63	369,229.52	431,355.48 46.12 %
RptCategory: 50 - MATERIAL AND SERVICES						
205-305-500110	CONTRACTUAL & PROFESSIONAL SER...	109,200.00	109,200.00	5,658.83	36,806.10	72,393.90 33.71 %
205-305-520130	OPERATIONS, MAINTENANCE & REPA...	500,000.00	500,000.00	4,075.29	193,660.65	306,339.35 38.73 %
205-305-520172	STREET LIGHT MAINTENANCE	165,000.00	165,000.00	6,254.28	81,025.24	83,974.76 49.11 %
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	0.00	4,406.73	40,593.27 9.79 %
205-305-520178	STREET SIGN MAINTENANCE	45,000.00	45,000.00	370.00	17,014.88	27,985.12 37.81 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	618.74	26,396.37	38,603.63 40.61 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	94.09	1,550.67	2,609.33 37.28 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	300.00	435.40	4,564.60	8.71 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	45,000.00	45,000.00	-237.80	10,646.76	34,353.24	23.66 %
205-305-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	78.74	438.11	4,561.89	8.76 %
205-305-560100	UTILITIES	2,200.00	2,200.00	44.58	640.01	1,559.99	29.09 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		990,560.00	990,560.00	17,256.75	373,075.94	617,484.06	37.66 %
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	34,078.99	283,619.72	1,012,039.28	21.89 %
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	34,078.99	304,315.57	1,965,878.43	13.40 %
Department: 305 - ROAD AND STREET Total:		4,061,339.00	4,061,339.00	80,640.37	1,046,621.03	3,014,717.97	25.77 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
205-920-899100	TRANSFER OUT TO GENERAL FUND	81,935.00	81,935.00	0.00	27,969.22	53,965.78	34.14 %
205-920-899730	TRANSFER OUT TO SEWER FUND	169,560.00	169,560.00	0.00	36,020.86	133,539.14	21.24 %
205-920-899740	TRANSFER OUT TO WATER	169,560.00	169,560.00	0.00	36,020.86	133,539.14	21.24 %
205-920-899750	TRANSFER OUT TO STORM	169,560.00	169,560.00	0.00	36,020.86	133,539.14	21.24 %
RptCategory: 89 - TRANSFERS OUT Total:		590,615.00	590,615.00	0.00	136,031.80	454,583.20	23.03 %
Department: 920 - TRANSFER OUT Total:		590,615.00	590,615.00	0.00	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	80,640.37	1,182,652.83	3,869,301.17	23.41 %
Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):		0.00	0.00	-17,724.43	273,785.29	273,785.29	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 228 - POLICE LEVY FUND						
Revenue						
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL						
RptType: 3000 - BEG FUND BAL.						
228-000-309999	BEGINNING FUND BALANCE	165,000.00	165,000.00	0.00	0.00	-165,000.00 0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	165,000.00	165,000.00	0.00	0.00	-165,000.00 0.00 %
RptType: 3100 - LOCAL TAXES						
228-000-310020	CURRENT LEVY TAX	1,311,323.00	1,311,323.00	15,288.06	610,342.26	-700,980.74 46.54 %
228-000-310050	PRIOR YEAR TAXES	48,000.00	48,000.00	672.54	6,571.59	-41,428.41 13.69 %
	RptType: 3100 - LOCAL TAXES Total:	1,359,323.00	1,359,323.00	15,960.60	616,913.85	-742,409.15 45.38 %
RptType: 3301 - INTEREST						
228-000-330100	INTEREST	7,800.00	7,800.00	288.62	5,212.37	-2,587.63 66.83 %
	RptType: 3301 - INTEREST Total:	7,800.00	7,800.00	288.62	5,212.37	-2,587.63 66.83 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,532,123.00	1,532,123.00	16,249.22	622,126.22	-909,996.78 40.61 %
	Revenue Total:	1,532,123.00	1,532,123.00	16,249.22	622,126.22	-909,996.78 40.61 %
Expense						
Department: 245 - POLICE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
228-245-432160	POLICE OFFICER	155,208.00	155,208.00	8,783.96	82,139.66	73,068.34 52.92 %
228-245-432165	SCHOOL RESOURCE OFFICER	155,208.00	155,208.00	7,115.89	82,226.55	72,981.45 52.98 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	127,715.00	127,715.00	5,368.00	61,974.02	65,740.98 48.53 %
228-245-432195	EXECUTIVE ASSISTANT	122,467.00	122,467.00	5,290.60	61,479.28	60,987.72 50.20 %
228-245-450100	OVERTIME	80,000.00	80,000.00	825.48	16,525.99	63,474.01 20.66 %
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	1,418.53	12,183.44	18,201.56 40.10 %
228-245-450500	CAREER RECOGNITION PAY	0.00	0.00	213.49	2,471.83	-2,471.83 0.00 %
228-245-470000	ASSOCIATED PAYROLL COSTS	482,308.00	482,308.00	18,481.11	207,619.11	274,688.89 43.05 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	1,153,291.00	1,153,291.00	47,497.06	527,310.46	625,980.54 45.72 %
RptCategory: 50 - MATERIAL AND SERVICES						
228-245-500498	SHARE COST CCOM DISPATCH	295,000.00	295,000.00	11,869.66	142,436.00	152,564.00 48.28 %
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	0.00	1,734.42	12,265.58 12.39 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	0.00	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	11,869.66	145,122.89	196,077.11 42.53 %
	Department: 245 - POLICE LEVY Total:	1,494,491.00	1,494,491.00	59,366.72	672,433.35	822,057.65 44.99 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
228-920-899100	TRANSFER OUT TO GENERAL FUND	24,316.00	24,316.00	0.00	9,118.50	15,197.50 37.50 %
	RptCategory: 89 - TRANSFERS OUT Total:	24,316.00	24,316.00	0.00	9,118.50	15,197.50 37.50 %
	Department: 920 - TRANSFER OUT Total:	24,316.00	24,316.00	0.00	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	59,366.72	681,551.85	850,571.15 44.48 %
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	0.00	0.00	-43,117.50	-59,425.63	-59,425.63 0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

	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	6,971.67	278,328.58	-319,393.42 46.56 %
229-000-310050	PRIOR YEAR TAXES	18,000.00	18,000.00	306.69	2,996.76	-15,003.24 16.65 %
	RptType: 3100 - LOCAL TAXES Total:	615,722.00	615,722.00	7,278.36	281,325.34	-334,396.66 45.69 %
RptType: 3301 - INTEREST						
229-000-330100	INTEREST	12,000.00	12,000.00	332.12	8,401.39	-3,598.61 70.01 %
	RptType: 3301 - INTEREST Total:	12,000.00	12,000.00	332.12	8,401.39	-3,598.61 70.01 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	1,078,722.00	1,078,722.00	7,610.48	289,726.73	-788,995.27 26.86 %
	Revenue Total:	1,078,722.00	1,078,722.00	7,610.48	289,726.73	-788,995.27 26.86 %
Expense						
Department: 255 - FIRE LEVY						
RptCategory: 40 - PERSONNEL SERVICES						
229-255-432230	TRAINING CAPTAIN	160,532.00	160,532.00	7,194.00	79,861.47	80,670.53 49.75 %
229-255-439010	PART TIME	46,000.00	46,000.00	1,811.80	21,823.22	24,176.78 47.44 %
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	5,895.90	72,743.30	51,727.70 58.44 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	351,003.00	351,003.00	14,901.70	183,118.55	167,884.45 52.17 %
RptCategory: 50 - MATERIAL AND SERVICES						
229-255-500110	CONTRACTUAL & PROFESSIONAL SER...	20,000.00	20,000.00	0.00	4,946.58	15,053.42 24.73 %
229-255-520126	SCBA & TURNOUT MAINTENANCE	20,000.00	20,000.00	160.35	1,835.58	18,164.42 9.18 %
229-255-520365	EQUIPMENT TESTING & SERVICE	20,000.00	20,000.00	0.00	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	160.35	14,197.98	75,802.02 15.78 %
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	10,360.25	10,360.25	44,639.75 18.84 %
229-255-661014	TECH RESCUE EQUIPMENT	25,000.00	25,000.00	0.00	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	10,360.25	344,494.54	187,505.46 64.75 %
	Department: 255 - FIRE LEVY Total:	973,003.00	973,003.00	25,422.30	541,811.07	431,191.93 55.68 %
Department: 920 - TRANSFER OUT						
RptCategory: 89 - TRANSFERS OUT						
229-920-899100	TRANSFER OUT TO GENERAL FUND	4,863.00	4,863.00	0.00	1,823.63	3,039.37 37.50 %
	RptCategory: 89 - TRANSFERS OUT Total:	4,863.00	4,863.00	0.00	1,823.63	3,039.37 37.50 %
	Department: 920 - TRANSFER OUT Total:	4,863.00	4,863.00	0.00	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	25,422.30	543,634.70	535,087.30 50.40 %
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	0.00	0.00	-17,811.82	-253,907.97	-253,907.97 0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)						
Revenue						
Department: 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	10,160.00	108,642.80	14,034.20 88.56 %
307-307-620325	OTHER PROF. SERVICES	0.00	25.00	0.00	1,878.23	-1,853.23 7,512.92 %
307-307-620330	PROJECT LEGAL COSTS	0.00	3,828.00	0.00	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	10,160.00	116,221.03	30,308.97 79.32 %
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	0.00	10,038,974.64	-27,362.64 100.27 %
307-307-620111	PROJECT RETAINAGE	0.00	0.00	77,221.96	484,062.30	-484,062.30 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	0.00	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	5,528.56	9,894.14	202,267.86 4.66 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	12,766,000.00	10,286,372.00	82,750.52	10,578,801.54	-292,429.54 102.84 %
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	92,910.52	10,695,022.57	-113,120.57 101.07 %
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	92,910.52	10,695,022.57	2,070,977.43 83.78 %
	Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):	0.00	0.00	-92,910.52	358,569.78	358,569.78 0.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 390 - URBAN RENEWAL FUND							
Revenue							
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL							
RptType: 3000 - BEG FUND BAL.							
390-000-309999	BEGINNING FUND BALANCE	14,756,000.00	14,756,000.00	0.00	0.00	-14,756,000.00	0.00 %
	RptType: 3000 - BEG FUND BAL. Total:	14,756,000.00	14,756,000.00	0.00	0.00	-14,756,000.00	0.00 %
RptType: 3100 - LOCAL TAXES							
390-000-310010	CURRENT YEAR TAXES	1,870,000.00	1,870,000.00	24,185.45	965,555.30	-904,444.70	51.63 %
390-000-310050	PRIOR YEAR TAXES	20,000.00	20,000.00	1,058.23	10,430.74	-9,569.26	52.15 %
	RptType: 3100 - LOCAL TAXES Total:	1,890,000.00	1,890,000.00	25,243.68	975,986.04	-914,013.96	51.64 %
RptType: 3150 - GRANTS							
390-000-315080	OTHER GRANTS	0.00	0.00	72,838.28	72,838.28	72,838.28	0.00 %
	RptType: 3150 - GRANTS Total:	0.00	0.00	72,838.28	72,838.28	72,838.28	0.00 %
RptType: 3301 - INTEREST							
390-000-330100	INTEREST	20,000.00	20,000.00	2,526.73	195,326.58	175,326.58	976.63 %
	RptType: 3301 - INTEREST Total:	20,000.00	20,000.00	2,526.73	195,326.58	175,326.58	976.63 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	16,666,000.00	16,666,000.00	100,608.69	1,244,150.90	-15,421,849.10	7.47 %
	Revenue Total:	16,666,000.00	16,666,000.00	100,608.69	1,244,150.90	-15,421,849.10	7.47 %
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	100,608.69	-10,421,693.56	-10,421,693.56	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

	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	60,870.87	653,954.90	-695,794.10 48.45 %
730-000-314055	TRI-CITY SERVICE DISTRICT	3,473,582.00	3,473,582.00	190,463.60	1,994,378.57	-1,479,203.43 57.42 %
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	251,334.47	2,648,352.57	-2,184,978.43 54.79 %
RptType: 3141 - SDC						
730-000-314110	SEWER SDCS	15,000.00	15,000.00	0.00	71,191.40	56,191.40 474.61 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	3,741.60	3,741.60 0.00 %
	RptType: 3141 - SDC Total:	15,000.00	15,000.00	0.00	74,933.00	59,933.00 499.55 %
RptType: 3600 - MISCELLANEOUS						
730-000-360000	ALL OTHER SEWER RECEIPTS	2,000.00	2,000.00	400.00	13,949.34	11,949.34 697.47 %
	RptType: 3600 - MISCELLANEOUS Total:	2,000.00	2,000.00	400.00	13,949.34	11,949.34 697.47 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	5,786,331.00	5,786,331.00	251,734.47	2,737,234.91	-3,049,096.09 47.31 %
Department: 910 - TRANSFER IN						
RptType: 3990 - TRANSFERS IN						
730-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	0.00	36,020.86	-133,539.14 21.24 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	0.00	36,020.86	-133,539.14 21.24 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	0.00	36,020.86	-133,539.14 21.24 %
	Revenue Total:	5,955,891.00	5,955,891.00	251,734.47	2,773,255.77	-3,182,635.23 46.56 %
Expense						
Department: 703 - SEWER						
RptCategory: 40 - PERSONNEL SERVICES						
730-703-431500	ACCOUNTING CLERK	27,611.00	27,611.00	1,053.00	11,522.53	16,088.47 41.73 %
730-703-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	25,183.60	25,746.40 49.45 %
730-703-437050	PUBLIC WORKS SUPERVISOR	59,895.00	59,895.00	2,915.11	34,138.49	25,756.51 57.00 %
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	1,525.30	20,006.59	20,513.41 49.37 %
730-703-437070	UTILITY WORKER, JOURNEY	143,225.00	143,225.00	7,532.93	90,146.04	53,078.96 62.94 %
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	193.45	3,325.19	6,674.81 33.25 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	195.37	2,318.21	-2,318.21 0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	249,431.00	249,431.00	8,822.83	103,461.81	145,969.19 41.48 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	676,057.00	676,057.00	24,378.79	293,563.26	382,493.74 43.42 %
RptCategory: 50 - MATERIAL AND SERVICES						
730-703-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	1,371.98	33,567.67	76,432.33 30.52 %
730-703-500452	SDC PASS THROUGH TO TCSD	15,000.00	15,000.00	0.00	0.00	15,000.00 0.00 %
730-703-500456	OAK LODGE SANITARY DISTRICT	1,068,513.00	1,068,513.00	85,032.80	510,196.80	558,316.20 47.75 %
730-703-500458	TRI-CITY SERVICE DISTRICT	2,583,000.00	2,583,000.00	214,335.96	1,229,844.56	1,353,155.44 47.61 %
730-703-520120	BANK CHARGES	0.00	0.00	1,110.84	15,943.99	-15,943.99 0.00 %
730-703-520130	OPERATIONS, MAINTENANCE & REPA...	105,000.00	105,000.00	1,282.93	18,055.63	86,944.37 17.20 %
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	470.36	9,387.66	45,612.34 17.07 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	139.23	4,170.72	-10.72 100.26 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	601.75	7,767.81	8,232.19 48.55 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	7,500.00	7,500.00	300.00	1,002.87	6,497.13 13.37 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	21,000.00	21,000.00	332.46	9,801.06	11,198.94 46.67 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	78.74	449.36	4,550.64 8.99 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	99.11	1,311.52	1,888.48	40.99 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		3,993,373.00	3,993,373.00	305,156.16	1,841,519.00	2,151,854.00	46.11 %
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	17,418.15	146,500.78	-108,454.78	385.06 %
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	17,418.15	156,317.43	792,728.57	16.47 %
Department: 703 - SEWER Total:		5,618,476.00	5,618,476.00	346,953.10	2,291,399.69	3,327,076.31	40.78 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
730-920-899100	TRANSFER OUT TO GENERAL FUND	60,748.00	60,748.00	0.00	22,780.50	37,967.50	37.50 %
730-920-899205	TRANSFER OUT TO ROAD & STREET F...	241,667.00	241,667.00	0.00	95,062.72	146,604.28	39.34 %
RptCategory: 89 - TRANSFERS OUT Total:		302,415.00	302,415.00	0.00	117,843.22	184,571.78	38.97 %
Department: 920 - TRANSFER OUT Total:		302,415.00	302,415.00	0.00	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	346,953.10	2,409,242.91	3,546,648.09	40.45 %
Fund: 730 - SEWER FUND Surplus (Deficit):		0.00	0.00	-95,218.63	364,012.86	364,012.86	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	167,751.66	1,891,538.34	-1,528,211.66	55.31 %
740-000-314080	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	0.00	8,485.00	-1,515.00	84.85 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	3,429,750.00	3,429,750.00	167,751.66	1,900,023.34	-1,529,726.66	55.40 %
RptType: 3141 - SDC							
740-000-314110	WATER SDC'S	10,000.00	10,000.00	0.00	60,789.96	50,789.96	607.90 %
740-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	3,870.16	3,870.16	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	0.00	64,660.12	54,660.12	646.60 %
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	167,751.66	1,974,972.78	-3,493,777.22	36.11 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
740-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	0.00	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	0.00	36,020.86	-133,539.14	21.24 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	0.00	36,020.86	-133,539.14	21.24 %
	Revenue Total:	5,638,310.00	5,638,310.00	167,751.66	2,010,993.64	-3,627,316.36	35.67 %
Expense							
Department: 704 - WATER							
RptCategory: 40 - PERSONNEL SERVICES							
740-704-431500	ACCOUNTING CLERK	33,133.00	33,133.00	1,263.60	13,827.05	19,305.95	41.73 %
740-704-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	25,183.60	25,746.40	49.45 %
740-704-437050	PUBLIC WORKS SUPERVISOR	61,712.00	61,712.00	2,977.94	35,076.95	26,635.05	56.84 %
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	1,525.30	20,006.59	20,513.41	49.37 %
740-704-437070	UTILITY WORKER, JOURNEY	239,422.00	239,422.00	12,073.08	146,272.79	93,149.21	61.09 %
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	1,474.65	1,683.45	33,316.55	4.81 %
740-704-450100	OVERTIME	15,000.00	15,000.00	78.14	4,538.74	10,461.26	30.26 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	189.72	2,379.84	-2,379.84	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	324,712.00	324,712.00	12,048.90	140,799.40	183,912.60	43.36 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	859,873.00	859,873.00	33,772.13	389,768.41	470,104.59	45.33 %
RptCategory: 50 - MATERIAL AND SERVICES							
740-704-500110	CONTRACTUAL & PROFESSIONAL SER...	135,000.00	135,000.00	6,823.37	53,106.31	81,893.69	39.34 %
740-704-500240	METER READING CONTRACT	50,000.00	50,000.00	2,204.80	26,027.98	23,972.02	52.06 %
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	44,508.18	494,345.90	809,654.10	37.91 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	970.86	14,334.14	-1,334.14	110.26 %
740-704-520130	OPERATIONS, MAINTENANCE & REPA...	310,000.00	310,000.00	2,412.32	130,743.70	179,256.30	42.18 %
740-704-520162	LABORATORY WATER TESTS	20,000.00	20,000.00	5,975.00	17,919.00	2,081.00	89.60 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REP...	30,000.00	30,000.00	40.17	2,722.46	27,277.54	9.07 %
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	692.28	13,756.86	31,243.14	30.57 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	4,660.00	4,660.00	132.43	2,505.29	2,154.71	53.76 %
740-704-520430	UTILITY BILLS & POSTAGE	12,000.00	12,000.00	601.75	7,747.79	4,252.21	64.56 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	10,500.00	10,500.00	300.00	2,552.37	7,947.63	24.31 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	22,000.00	22,000.00	358.20	11,159.02	10,840.98	50.72 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	78.74	3,334.61	6,665.39	33.35 %

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For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	1,377.81	18,040.07	21,959.93	45.10 %
RptCategory: 50 - MATERIAL AND SERVICES Total:		2,006,160.00	2,006,160.00	66,475.91	799,975.69	1,206,184.31	39.88 %
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	12,874.29	142,010.71	961,751.29	12.87 %
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	12,874.29	151,827.36	1,625,934.64	8.54 %
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	113,122.33	1,518,202.96	3,482,716.04	30.36 %
Department: 920 - TRANSFER OUT							
RptCategory: 89 - TRANSFERS OUT							
740-920-899100	TRANSFER OUT TO GENERAL FUND	65,903.00	65,903.00	0.00	24,713.63	41,189.37	37.50 %
740-920-899205	TRANSFER OUT TO ROAD & STREET F...	171,488.00	171,488.00	0.00	70,686.59	100,801.41	41.22 %
RptCategory: 89 - TRANSFERS OUT Total:		237,391.00	237,391.00	0.00	95,400.22	141,990.78	40.19 %
Department: 920 - TRANSFER OUT Total:		237,391.00	237,391.00	0.00	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	113,122.33	1,613,603.18	4,024,706.82	28.62 %
Fund: 740 - WATER FUND Surplus (Deficit):		0.00	0.00	54,629.33	397,390.46	397,390.46	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	62,460.78	694,397.65	-899,132.35	43.58 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	1,593,530.00	1,593,530.00	62,460.78	694,397.65	-899,132.35	43.58 %
RptType: 3141 - SDC							
750-000-314110	STORMWATER SDC'S	10,000.00	10,000.00	0.00	50,515.37	40,515.37	505.15 %
750-000-314111	SDC Reimbursement Fee	0.00	0.00	0.00	4,735.00	4,735.00	0.00 %
	RptType: 3141 - SDC Total:	10,000.00	10,000.00	0.00	55,250.37	45,250.37	552.50 %
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	62,460.78	759,937.36	-1,108,592.64	40.67 %
Department: 910 - TRANSFER IN							
RptType: 3990 - TRANSFERS IN							
750-910-399205	TRANSFER IN FROM ROAD & STREET ...	169,560.00	169,560.00	0.00	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	169,560.00	169,560.00	0.00	36,020.86	-133,539.14	21.24 %
	Department: 910 - TRANSFER IN Total:	169,560.00	169,560.00	0.00	36,020.86	-133,539.14	21.24 %
	Revenue Total:	2,038,090.00	2,038,090.00	62,460.78	795,958.22	-1,242,131.78	39.05 %
Expense							
Department: 705 - PUBLIC WORKS DIRECTOR							
RptCategory: 40 - PERSONNEL SERVICES							
750-705-431500	ACCOUNTING CLERK	27,195.00	27,195.00	1,053.00	11,522.52	15,672.48	42.37 %
750-705-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	2,140.80	25,183.60	25,746.40	49.45 %
750-705-437050	PUBLIC WORKS SUPERVISOR	59,897.00	59,897.00	2,915.10	33,928.61	25,968.39	56.64 %
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	1,525.27	20,005.97	20,513.03	49.37 %
750-705-437070	UTILITY WORKER, JOURNEY	110,447.00	110,447.00	4,046.00	43,409.34	67,037.66	39.30 %
750-705-439011	SEASONAL HELP	35,000.00	35,000.00	1,474.65	11,105.01	23,894.99	31.73 %
750-705-450100	OVERTIME	4,000.00	4,000.00	77.17	1,896.13	2,103.87	47.40 %
750-705-450500	CAREER RECOGNITION PAY	0.00	0.00	27.64	330.69	-330.69	0.00 %
750-705-470000	ASSOCIATED PAYROLL COSTS	200,629.00	200,629.00	5,731.76	57,971.09	142,657.91	28.89 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	562,789.00	562,789.00	18,991.39	205,352.96	357,436.04	36.49 %
RptCategory: 50 - MATERIAL AND SERVICES							
750-705-500110	CONTRACTUAL & PROFESSIONAL SER...	110,000.00	110,000.00	4,586.61	39,414.83	70,585.17	35.83 %
750-705-520120	BANK CHARGES	0.00	0.00	1,093.33	15,927.99	-15,927.99	0.00 %
750-705-520130	OPERATIONS, MAINTENANCE & REPA...	65,000.00	65,000.00	1,942.09	13,247.58	51,752.42	20.38 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	22,000.00	22,000.00	477.15	7,570.64	14,429.36	34.41 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,160.00	5,160.00	132.40	2,272.15	2,887.85	44.03 %
750-705-520430	UTILITY BILLS & POSTAGE	15,800.00	15,800.00	601.94	7,750.16	8,049.84	49.05 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	5,500.00	5,500.00	300.00	1,097.82	4,402.18	19.96 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY...	11,500.00	11,500.00	332.55	8,314.37	3,185.63	72.30 %
750-705-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	78.78	470.67	2,529.33	15.69 %
750-705-560100	UTILITIES	1,000.00	1,000.00	44.57	640.02	359.98	64.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	238,960.00	238,960.00	9,589.42	96,706.23	142,253.77	40.47 %
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	11,359.66	96,639.33	799,277.67	10.79 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	995,917.00	995,917.00	11,359.66	106,458.92	889,458.08	10.69 %
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	1,797,666.00	1,797,666.00	39,940.47	408,518.11	1,389,147.89	22.72 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

		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	0.00	22,780.50	37,967.50	37.50 %
750-920-899205	TRANSFER OUT TO ROAD & STREET F...	79,676.00	79,676.00	0.00	25,360.79	54,315.21	31.83 %
	RptCategory: 89 - TRANSFERS OUT Total:	140,424.00	140,424.00	0.00	48,141.29	92,282.71	34.28 %
	Department: 920 - TRANSFER OUT Total:	140,424.00	140,424.00	0.00	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	39,940.47	456,659.40	1,581,430.60	22.41 %
	Fund: 750 - STORM WATER FUND Surplus (Deficit):	0.00	0.00	22,520.31	339,298.82	339,298.82	0.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

	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	31,678.06	264,638.61	-435,361.39 37.81 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	26,000.00	26,000.00	837.52	6,338.73	-19,661.27 24.38 %
801-000-326040	STATE OF OREGON FINES/FEES	88,000.00	88,000.00	3,074.97	27,360.85	-60,639.15 31.09 %
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	-5,099.85	-2,224.72	-7,224.72 44.49 %
	RptType: 3260 - FINES AND FORFEITURES Total:	825,000.00	825,000.00	30,490.70	296,313.47	-528,686.53 35.92 %
RptType: 3600 - MISCELLANEOUS						
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	37.39	1,150.72	1,150.72 0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	0.00	0.00	37.39	1,150.72	1,150.72 0.00 %
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	865,000.00	865,000.00	30,528.09	297,464.19	-567,535.81 34.39 %
	Revenue Total:	865,000.00	865,000.00	30,528.09	297,464.19	-567,535.81 34.39 %
Expense						
Department: 220 - COURT						
RptCategory: 50 - MATERIAL AND SERVICES						
801-220-500500	CITY OF GLADSTONE FINES & FEES	690,000.00	690,000.00	17,531.08	258,297.55	431,702.45 37.43 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	460.17	6,137.67	15,862.33 27.90 %
801-220-500520	STATE OF OREGON FINES & FEES	88,000.00	88,000.00	1,580.22	28,398.97	59,601.03 32.27 %
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	469.29	1,174.96	-1,174.96 0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	811,000.00	811,000.00	20,040.76	294,009.15	516,990.85 36.25 %
	Department: 220 - COURT Total:	811,000.00	811,000.00	20,040.76	294,009.15	516,990.85 36.25 %
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	20,040.76	294,009.15	570,990.85 33.99 %
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	0.00	0.00	10,487.33	3,455.04	3,455.04 0.00 %
	Report Surplus (Deficit):	0.00	0.00	-391,881.17	-9,565,721.43	-9,565,721.43 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	-313,343.93	-567,206.52	-567,206.52
205 - ROAD AND STREET FUND	0.00	0.00	-17,724.43	273,785.29	273,785.29
228 - POLICE LEVY FUND	0.00	0.00	-43,117.50	-59,425.63	-59,425.63
229 - FIRE LEVY FUND	0.00	0.00	-17,811.82	-253,907.97	-253,907.97
307 - CIVIC BUILDINGS CAPITAL FUN	0.00	0.00	-92,910.52	358,569.78	358,569.78
390 - URBAN RENEWAL FUND	0.00	0.00	100,608.69	-10,421,693.56	-10,421,693.56
730 - SEWER FUND	0.00	0.00	-95,218.63	364,012.86	364,012.86
740 - WATER FUND	0.00	0.00	54,629.33	397,390.46	397,390.46
750 - STORM WATER FUND	0.00	0.00	22,520.31	339,298.82	339,298.82
801 - MUNICIPAL COURT TRUST FUND	0.00	0.00	10,487.33	3,455.04	3,455.04
Report Surplus (Deficit):	0.00	0.00	-391,881.17	-9,565,721.43	-9,565,721.43

CHECK REGISTER FOR JUNE 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
06/02/2020	89065	United States Postal Service	1,043.61	Newsletter Printing - Admin
06/03/2020	89066 - 89071	UB Refund Checks	568.46	UB Refund Checks - PW
06/04/2020	89072	Hayley Kratz	17.88	Reimbursement - FD
06/04/2020	89073	Houston, Marc R	990.00	Physician Advisor - FD
06/04/2020	89074	Jill Tate	382.50	Transcription - Admin
06/04/2020	89075	K & L Industries	5,250.00	Paving - PW
06/04/2020	89076	Life-Assist Inc	1,524.18	First Responder Supplies - FD
06/04/2020	89077	Maxwell Rentals	1,050.00	Apartment Rent - FD
06/04/2020	89078	Multnomah County Coalition for Clean Rivers	1,000.00	Annual Coalition Membership - PW
06/04/2020	89079	Northwest Natural Gas	673.83	Natural Gas Usage - All Depts
06/04/2020	89080	Office Depot	1,083.83	Office Supplies - Admin/CT
06/04/2020	89081	Pamplin Media Group	1,800.48	Newsletter Printing/Public Notices - Admin
06/04/2020	89082	Pitney Bowes Reserve Acct.	1,564.45	Postage - All Depts.
06/04/2020	89083	Pitney Bowes Global Financial Svcs.	483.60	Postage Meter Rental - All Depts.
06/04/2020	89084	Portland General Electric	6,042.99	Electricity Usage - All Depts.
06/04/2020	89085	Solutions Yes	16.03	Copier Usage - IT
06/04/2020	89086	John Southgate LLC	2,550.00	Professional Fees - Admin
06/04/2020	89087	Tyler Technologies, Inc.	330.33	Equipment Support Fee - Admin
06/04/2020	89088	Verizon Wireless	2,751.05	Cell Phone Costs - All Depts.
06/04/2020	89089	WorkSAFE Service Inc	212.00	Drug Testing - Admin
06/09/2020	89090	BMS Technologies	2,720.30	UB Printing/Mailing - PW (Reprint lost check)
06/10/2020	89091	A Aawesome Locksmith	438.00	Locksmith Services - PW
06/10/2020	89092	Airgas USA LLC	52.34	Oxygen Cylinders - FD
06/10/2020	89093	Aramark	63.60	Mats/Overalls Rental - PW
06/10/2020	89094	Beloo & Haines	3,090.00	Municipal Court Judge - CT
06/10/2020	89095	Brian Lowry Trucking LLC	1,053.00	Hauling Materials - PW
06/10/2020	89096	CalPortland Co	607.50	Dump Fees - PW
06/10/2020	89097	Canon Financial Services, Inc.	858.81	Copier Lease/Usage - IT/CT
06/10/2020	89098	Centerline Concepts Land Surveying, Inc.	1,000.00	Street Topography - PW
06/10/2020	89099	Clackamas Auto Parts Inc	6.00	Auto Parts - FD
06/10/2020	89100	Clackamas County Finance Department	11,108.60	Planning/Signal Maint. - Admin/PW
06/10/2020	89101	Clackamas Fire District #1	2,634.38	Vehicle Maintenance - FD
06/10/2020	89102	David A. Bissett	9,312.50	Architectural Services - PW
06/10/2020	89103	ERS Locksmith	2,015.10	Locksmith Services - Admin
06/10/2020	89104	Gold Wrench	583.15	Vehicle Maintenance - PD
06/10/2020	89105	Lundquist Legal, LLC	3,090.00	Prosecutor Services - CT
06/10/2020	89106	North Clackamas County Water Comm.	37,412.78	Water Usage - PW
06/10/2020	89107	Northwest Project Services	9,685.00	Professional Fees - PW
06/10/2020	89108	Northwest Safety Clean	211.35	Uniforms - FD
06/10/2020	89109	Office Depot	417.83	Office Supplies - Admin/PD
06/10/2020	89110	Oregon Association Chiefs of Police	100.00	Employee Appreciation Gifts - PD
06/10/2020	89111	Oregon DMV	7.00	Driving Records - PD/Admin
06/10/2020	89112	Oregon Patrol Service	2,033.00	Park Patrol - PD
06/10/2020	89113	Petty Cash for benefit of City Hall	74.96	Misc. Supplies - Admin
06/10/2020	89114	Portland General Electric	399.02	Electricity Usage - PW
06/10/2020	89115	Satcom Global Ltd.	42.75	Satellite Phone Service - PD
06/10/2020	89116	Shred-it USA LLC	223.37	Shredding Service - PD
06/10/2020	89117	Solutions Yes	11.87	Copier Usage - IT
06/10/2020	89118	Stein Oil Co. Inc.	2,530.88	Gasolines - PW/PD/FD/SC
06/10/2020	89119	Uline Inc	893.02	Equipment - PD
06/10/2020	89120	Waite Concrete Products LLC	3,088.52	Concrete Work - PW
06/10/2020	ACH	US Bank	31,155.85	P-Card Purchases - All Depts.
06/18/2020	89121	Alexin Analytical Laboratories	200.00	Drinking Water Tests - PW
06/18/2020	89122	Backflow Management Inc	2,429.00	Letters/DBP Sampling - PW
06/18/2020	89123	Bateman Community Living	135.59	Nutrition Program Supplies - SC
06/18/2020	89124	Bravo Land Care & Maintenance	360.00	Landscape Maintenance - SC
06/18/2020	89125	BridgePay Network Solutions, LLC	132.00	Online UB Payment Fees - PW
06/18/2020	89126	Cascade Centers, Inc.	55.20	Employee Assistance Program - FD
06/18/2020	89127	Cintas First Aid Lockbox	364.60	First Aid Supplies - All Depts.
06/18/2020	89128	Clackamas ESD	1,881.38	Data Backup - IT

CHECK REGISTER FOR JUNE 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
06/18/2020	89129	Comcast Business	222.89	Business Services - PW
06/18/2020	89130	Curtis, L. N. Co.	1,562.92	Uniforms - PD
06/18/2020	89131	EcoNorthwest	3,210.00	Professional Fees - Admin
06/18/2020	89132	General Tree Service	1,218.00	Weed Control - PW
06/18/2020	89133	Genevra Molina	100.00	Interpreting Service - CT
06/18/2020	89134	Johnson Controls Security Solutions	1,898.28	Security Monitoring - PW
06/18/2020	89135	Lord & Associates Inc	1,154.75	Flagging - PW
06/18/2020	89136	Oak Lodge Water Services	4,758.84	Water Purchases/Facilities Lease - PW
06/18/2020	89137	Office Depot	344.37	Office Supplies - Admin/Ct
06/18/2020	89138	One Call Concepts Inc	126.00	Utility Notifications - PW
06/18/2020	89139	Oregon Health Authority	2,400.00	Annual Water System Fee - PW
06/18/2020	89140	P & C Construction	4,127.11	Partial Retainage - Admin
06/18/2020	89141	Paramount Pest Control Inc	81.00	Pest Control - PW
06/18/2020	89142	PORAC Legal Defense Fund	315.00	Legal Defense Insurance - PD
06/18/2020	89143	Portland General Electric	5,672.23	Street Light Electricity - PW
06/18/2020	89144	Providence Health Services Oregon	95.00	DOT Physical - Admin
06/18/2020	89145	SeaWestern	7,837.15	Turnout Replacement - FD
06/18/2020	89146	Shiels Oblatz Johnsen	6,600.00	Civic Center Project Costs - Admin
06/18/2020	89147	Sierra Springs	56.77	Drinking Water - Admin
06/18/2020	89148	Sisul Engineering	7,397.50	Professional Fees - PW
06/18/2020	89149	Smith-Wagar Brucker Consulting Inc.	11,500.00	Financial Services - Admin
06/18/2020	89150	Stericycle	125.35	Sterile Disposal - FD
06/18/2020	89151	TransUnion Risk and Alternative	75.00	Data Research - PD
06/18/2020	89152	US Bank Equipment Finance	224.46	Copier Lease - IT
06/18/2020	89153	Washington Federal	172,048.50	Water Bond Principle/Interest - Admin
06/18/2020	89154	Water Environment Services	108,930.33	Sewer Billing - PW
06/19/2020	89156	Mallory Safety Supply	94.47	First Responder Supplies - FD
06/22/2020	89156	UB Refund Checks	89.36	UB Refund Checks - PW
06/25/2020	89157	SAIF Corporation	115,563.26	Annual Worker's Comp Pmt - Admin
06/30/2020	89158 - 89160	Payroll Checks	7,113.05	Payroll Checks
06/29/2020	89161	Axa Equi-Vest	5837.8	Voluntary Payroll Deferred Comp
06/29/2020	89162	Axa EVLICO	106	Non-PERS Retirement Pmt
06/29/2020	89163	CIS Trust	72376.23	Monthly Health Insurance
06/29/2020	89164	Clackamas Community Federal Credit Union	1112.59	GPA Union Dues
06/29/2020	89165	Equitable	1525.44	Non-PERS Retirement Pmt
06/29/2020	89166	Gladstone Fire Department	525	Fire Members House Dues
06/29/2020	89167	Oregon AFSCME Council #75	886.87	AFSCME Union Dues
06/30/2020	89168	Allstream	2177.42	Telephone Land Lines - All Depts
06/30/2020	89169	Batteries Plus	44.76	Batteries - FD
06/30/2020	89170	Beery Elsner & Hammond LLP	5403.5	Legal Fees - Admin
06/30/2020	89171	BMS Technologies	2287.11	UB Printing/Mailing - PW
06/30/2020	89172	Centerline Concepts Land Surveying, Inc.	750	Survey - PW
06/30/2020	89173	CIS Trust	1407.74	Liability Insurance - Admin
06/30/2020	89174	Clackamas County Surveyor	400	Survey Recording Fee - PW
06/30/2020	89175	Comcast	124.18	Internet/Voice - IT
06/30/2020	89176	Edginton Properties	375	Quarterly Parking Spot - PD
06/30/2020	89177	Harbor Freight Tools	6.99	Small Tools - FD
06/30/2020	89178	Harris WorkSystems, Inc.	2944.6	Storage Additions - PD
06/30/2020	89179	Pacific Office Automation Inc	119.21	Copier Lease/Usage - IT
06/30/2020	89180	Rotator, LLC	25000	Tourism Brand Development - Admin
06/30/2020	89181	United States Postal Service	1043.61	Newsletter Printing - Admin
		Total General Fund Checks:	\$ 751,209.11	
		Total Urban Renewal Checks	-	
		June 2020 Checks	<u>\$ 751,209.11</u>	

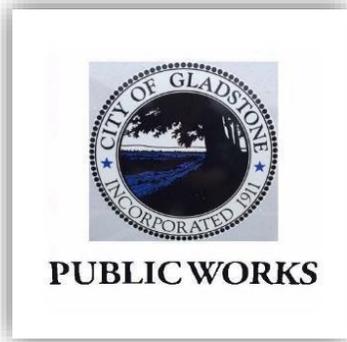
ATTORNEY CHARGES

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	-	-	-	1,269.50		3,732.10
Finance	23.50	-	-	-	-		524.73
General	775.50	258.50	493.50	305.50	235.00		2,890.35
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	446.50		9,154.22
Intergovernmental	-	638.00	-	-	-		8,582.78
Meeting Attendance	-	-	-	-	-		4,657.39
Land Use/ Community Development	-	-	982.00	-	587.50		4,177.59
Meeting Attendance	-	-	-	-	752.00		752.00
Parks & Recreation	-	94.00	-	-	-		117.50
Personnel/Labor	23.50	70.50	732.80	1,598.00	1,690.00		5,984.90
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	399.50		2,232.50
Real Property Transactions	-	-	-	920.70	-		920.70
Risk Management/Litigation	258.50	13.50	-	117.50	23.50		1,362.95
Rights of Way-Telecommunications	-	-	-	-	-		-
Urban Renewal	-	-	-	-	-		-
Total	\$ 4,830.30	\$ 3,486.80	\$ 5,362.10	\$ 3,693.70	\$ 5,403.50	\$ -	\$ 54,967.31

GLADSTONE PUBLIC WORKS



Staff Report for the Month of July 2020

Report Date : July 31, 2020
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Jim Whynot, Public Works Director

UTILITY OVERVIEW

The utilities are focused on areas that may not always get the attention they require, our small crew has a big job keeping everything going, but in this time we have been able to catch up on maintenance items that at times don't get the attention they are due. Maintaining the various wetland areas around the city has been one of the main focuses, additionally cleaning the fence lines of our water tower properties, this time of year our surrounding neighbors appreciate these efforts. Completing required repairs to our city water towers hatch systems and continuing the relocated the utility dept. making room for the Public Works remodel to move forward. We have had multiple water leaks in various parts of town this month and though we are not currently entering the sanitary systems we have had multiple calls for sewer back-ups which require crews to inspect and verify that the city system is flowing properly.

WATER DIVISION

Public Works receives many calls from residents reporting problems, most when they are out for walks, driving to work or out and about in town. We had fourteen residents contact us regarding the water coming out of the roadway near Madrona and Ridgewood Dr. In this picture crews are utilizing our vector truck to excavate safely around other utilities such as gas and electrical. The vector truck is an invaluable tool for the Public Works Dept.



In this picture to the right you can see where the water leak has washed the supporting dirt and gravel away from the underside of the roadway. This is why it is important for crews to respond to water leaks and repair them in a timely manner. Sink holes can form quickly, if proper compaction isn't done during construction, ground water can be drawn into the pipe if the system experiences a loss in pressure.



Here we have a water leak on Howell street. The leak was on a service lateral that was not properly abandoned, leaving water still flowing through the line. The old galvanized pipe is significantly corroded, the crew placed a temporary repair band on the leaking pipe and they will properly abandon the lateral.





The service lateral for the Old City Hall building gave way to a leak as well, water was bubbling up near a catch basin and once again we had concerned residents bringing it to our attention. Crews abandoned the service line the following morning, with little disruption to the area.



Utilizing the vactor truck on water leak repairs using vacuum excavation techniques allows the crew to access the service line while preventing damage to other utilities that may be in the area. As you can imagine this is loud work, crews have headsets built into their ear protection that allows them to communicate with each other without having to yell causing additional disruptions to people or businesses in the work area.





Protective screens were placed on the hatches of the Webster and Kirkwood reservoirs. This was a required item to correct a deficiency on our September 2019 Water System Survey. These protective screens will provide another level of prevention in keeping critters from accessing finished water inside the tanks.

The picture to the right is the screen product that was removed from the tanks, as you can see it had deteriorated over the years. Above Zeb is working on placing the new screen cover with crane assistance from City Wide Tree Service.

Landscaping clean-up was also completed at both reservoir sites, improving the appearance of the site.

SEWER DIVISION

With Covid-19 work in the sanitary system is emergency only, crews continue to work on routine items, such as responding to sewer back up calls. When residents have sewer backups, crews respond to the area to inspect the city sanitary system to ensure that the city system is flowing and that there're no problems on the city side of things that could be causing the problem.

Sanitary sewer CCTV inspections have been completed in several areas around town, doing these inspections provide us with specific information about the condition of the sewer lines, location of laterals and if damage to lines are causing problems with the system and I & I (infiltration and inflow). CCTV inspections were completed on River Rd to learn locations for GIS mapping and inspect the condition of lines. CCTV inspections on W. Jersey St. provided updated information on line conditions and locations of sewer laterals. A final CCTV inspection on E. Fairfield St. verified that damaged pipes were not the cause of a sinkhole in the area.

Crews also continue to work on sanitary line cleaning, during the month of July 710 ft. of sanitary sewer "hot spots" were cleaned, removing build-ups of both grease and roots.

STORMWATER DIVISION

Wetland maintenance has been underway in the Cornell wetlands. This included creating a buffer zone on neighboring fence lines so that foliage does not encroach on surrounding properties. Removal of vegetation from the main drainage channel and inlet where the wetlands drain in to the City stormwater piping system. Currently we are working on cleaning Rinearson Creek/Olson Wetlands at Risley Ave. This involves removing trash as well as removing vegetation from the creek channel and banks in order to mitigate flooding, remove invasive species and provide maintenance access. Before and after pictures are to the right, showing the removal of massive amounts of overgrowth.



STREETS & PARKS OVERVIEW

Crews have taken advantage of the great weather we have had lately, working to hot patch many of the roads that are riddled with potholes and or broken out cold patches. Our crew has been all over town and residents have noticed, calling to say thank you for fixing some of the worst spots in town. Park crews are battling overwhelming amounts of garbage and vandalism in our city parks due to record activity in our parks. The parks crew continues with daily sanitization rounds while staying on top of required signage in all of our parks for social distancing requirements, face covering requirements and other COVID-19 related signage.

STREETS DIVISION

The 100 block of E. Fairfield, which is in need of total reconstruction and requires regular temporary cold patching. The paving crew recently completed numerous hot patches in hopes of buying some time and cutting back on expensive and time consuming temporary repairs.



Last month staff provided Clackamas County with a full city wide striping inventory. Clackamas County provides striping services to Gladstone as well as several of our surrounding cities, though if needed we now have this detailed information readily available for other projects.

This picture (left) is the county stripping Dahl Rd. at Meldrum Bar park.

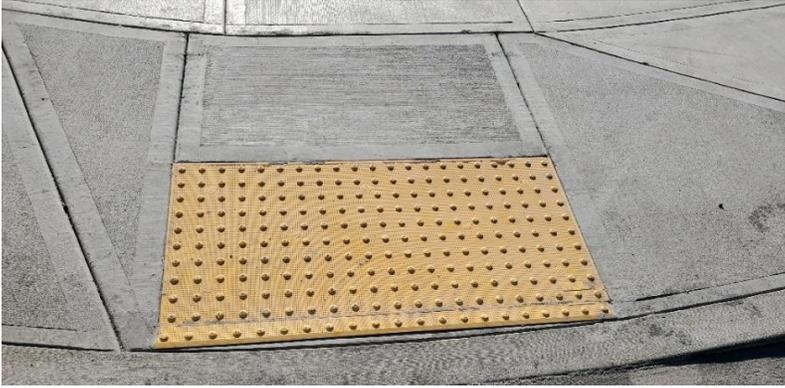
ROW repairs continue daily. Our Row permit program has been an evolving process but in the past eight to ten months we are seeing the fruits of our labors with contractors becoming more compliant with our ROW requirements. Unfortunately, every once in a while we come across one that doesn't but we are easily able to pick them out. This road patch was being done for a permitted job



for a new service lateral for a new single family residence on Arlington St. though the contractor hadn't called for a pre-pour inspection, where we inspected the compaction and material under the pavement. We caught this one in time and the contractor has to re-compact the area with proper material prior to patching. Not only did we ensure the patch was to the city standards but staff took the opportunity to educate the contractor on requirements for working in our ROW and under permit guidelines within the city.

Row inspections for driveway aprons are happening often in Gladstone. Residents are replacing old cracking sidewalks and driveway aprons. This enhances the look of city neighborhoods but also makes our sidewalks safer for walkers.





ADA regulations and guideline change several times a year requiring Public Works staff to consult with the city engineer for guidance. We benefit from the engineer's attendance of meetings and trainings focused on the ever changing rules, keeping the city in compliance on new ADA ramps.



Crews got an early morning call out for a ROW tree on Ipswich St. which was failing, the tree was close to power lines which concerned residents. Luckily the power lines were not significant and didn't make the situation any more precarious than it already was. After four hours of staff being onsite to protect the public from the hazard, the homeowner was able to get a local tree company in to remove the tree and everyone was able to move on with their day.

PARKS DIVISION

It was a big month for the Parks Dept. with the dredging project finally underway the crew had a lot to keep in line during the mobilization phase, staff had to close off the boat ramp and get signage up at the park. We had a reader board at the corner of Dahl Rd. letting boaters and visitors know that the ramp was closed, we also got the word out on social media sites as well as through the Oregon State Marine Board. Everything went off without a hitch and we are well on our way to this project being completed, the dredging itself has been completed but we have some

smaller finish items that still need to be wrapped up.



Dredging equipment at the entrance to the lagoon, as the dredging is completed it will move further and further up into the lagoon removing material.



The bucket holds approximately 5 yards of material which is then placed on a barge that is moved down the river with the use of a tugboat.

This picture shows the material being dropped into the barge. The sheer size of the bucket is amazing, people were able to view the project from the boat ramp area, daily we had countless residents and visitors watching the progress of this long awaited project.



Crane and bucket clearing the area at the furthest point of the dredge area.

The last day of the dredging portion of the project, the last bucket of material to be removed from the lagoon area. (picture to the right)

The Meldrum Bar Dredging project began three and a half years ago, the city owes a debt of gratitude to our former Project/Contract Coordinator Marna Barnes who lead the way for the Public Works Dept. and the City of Gladstone to be able to move forward with this long overdue project. Marna spent countless hours securing grants to fund this project, we greatly appreciate all of the hard work and persistence Marna put into this project in its entirety.



Cottonwood trees are abundant in our city parks, and they do not fare well in the heat and last week we had two major failures in the area of the bike track at Meldrum Bar Park. Luckily no one was hurt, but these very large branches fell from high above with no warning, one witness told us.
(Hard hat is placed for scale)



(Hard hat is placed for scale)



The tree canopy in the same area is full of deadwood, which is always a concern. These trees are very unpredictable even with proper maintenance they often have catastrophic failure. Removal plans for these trees need to be addressed in the future once funding is available.



Additional views of the tree canopy at Meldrum Bar near the bike jump area



A typical morning in the Dahl Beach area, garbage everywhere, in the wooded areas, the picnic shelters and scattered throughout the parking lots. Crews are on trash duty multiple times a day and most days they're still finding garbage tossed everywhere except where it is supposed to be. Household dumping is up in our parks and public areas as well, which is making it even more difficult for crews to stay on top of the situation.





Graffiti is rampant in our parks, small or large they all take time and materials to clean or cover up. These senseless acts of vandalism cost the city countless dollars' yearly, taking resources away from more productive tasks

These pictures are all near the bridge in the High Rocks area, unfortunately you can find graffiti almost everywhere in our city.



Gladstone Fire Department Monthly Report: July 2020

Report Date: August 5, 2020
To: City Administrator Jacque Betz
Cc: City Council
From: Fire Chief Rick Huffman

There were 146 calls for Fire, Rescue & Emergency Medical Services (EMS) response in the City of Gladstone for July of 2020 as reported by C-COM (Clackamas County 911 center). The table to the right displays a snapshot of some of the more critical emergency responses.

CALL TYPE	CALL COUNT
BREATHING PROBLEMS DELTA	4
BRUSH - BRUSH FIRE	1
CAR - CAR FIRE	1
CARDIAC/RESP ARREST BRAVO	1
CARDIAC/RESP ARREST ECHO	1
CHEST PAIN DELTA	5
CHOKING DELTA	1
CPR - CARDIAC ARREST	2
HEAT/COLD EXPOSURE DELTA	1
HEMORRHAGE/LACERATION DELTA	1
MR2** - MARINE RESCUE EMERGENCY	1
TASK - TASK FORCE	1
TAU - TRAFFIC ACCIDENT UNK INJ	3
TRAUMATIC INJURIES DELTA	1
UNCONSCIOUS/FAINTING CHARLIE	3
UNCONSCIOUS/FAINTING DELTA	4

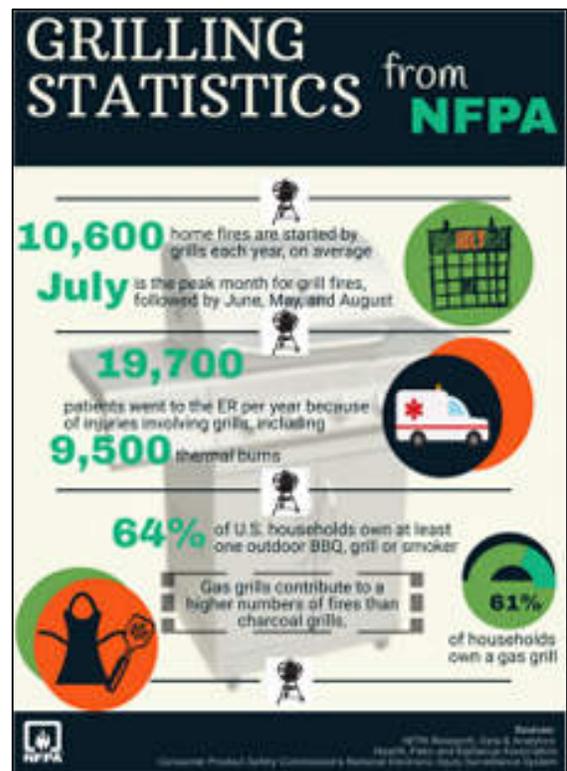
With summer here and the lack of lifeguards at High Rocks Park, I have instructed your fire department to increase the training on water rescue techniques. I also have added additional personal protective equipment, tools and equipment to support their training and increase our capabilities when responding to the Clackamas and Willamette rivers.

Together with AMR ambulance, we are asking for donations of new or slightly used Coast Guard approved life jackets. Adult or children's life jackets may be dropped off at the Gladstone Fire Department where they will be distributed by AMR to individuals and families that need them.

Summer also increases the use of BBQ's – please remember to keep BBQ's well away from your home, deck railings and trees and low hanging landscaping. Never leave your grill unattended and do not dispose of coals until completely cool.

Be safe and enjoy the summer sun,

Rick Huffman, Fire Chief



The following are reports from your Fire Department Command Staff:

Mike Funk

Assistant Chief & Fire Marshall

Buildings under construction-

Water, sewer, and fire hydrant lines at 2-Rivers mobile park, expansion project at the golf course is progressing well and the new 2-story office building at the end of E. Clarendon is going up quickly.

Fire Investigations-

GFD only responded to minor fires in the month of July. Cause and origin was determined by responding duty crews.

Business Inspections and development proposal reviews-

Worked through “Y” turnaround issue w/developer of a small business park 740 -82nd Drive.

Making a twice weekly drive through 2-River mobile park, reviewing access and progress of new water lines and fire hydrants.

Education and prevention –

Coordinated a Birthday party “drive-by” with the fire engine for July 28th and for the 30th.

Delivered fire prevention supplies to 155 children at GCCF during their scheduled food distribution to school age kids on July 8th with the help of B-shift. Reviewed and re-organized leftover prevention supplies for home delivery on July 13th to an additional 30 families.

Meetings-

Attend the monthly Command staff meeting and worked on July 4th as part of the City IAP. Duty crews responded to a few minor calls without any major incidents.

Meet with GFD Engineer, Tim Atkeson. We discussed his value to GFD as well as his need to dedicate all future time to his new fire career in Boardman.

Attend the VR training meeting with the Captains.

Meet with Brost and Huffman to discuss how to streamline payroll between Image Trend and the E-Schedule system.

Miscellaneous:

Participated in Water rescue training/drill on July 22nd.

The fire alarm system in the old City Hall has been restored. A contractor was hired to restore the current system while more permanent solutions are considered. We have a bid to move the alarm panel into the fire station when we are closer to the time to demo the City Hall building.

Randy Hopperstad

Deputy Chief – Logistics

Clothing: Continue to order distribute and inventory all types of uniforms for members as needed.

Radio's and Pagers: This month we issued portable radios to our Captains to be able to monitor fires or extended calls for call back duties. With the sale of the truck to Canby Fire Dist. Some radios were included and needed to be removed from our radio billing to Canby.

Repairs: Our regular yearly preventative maintenance was completed with no major repairs needed with the exception of E 393 had a cracked fuel line and throttle control sensor otherwise all is well.

Meetings: Due to Covid 19 all meetings were cancelled or held on zoom. Participated in the monthly Fire Defense Board and C 800 Fire users meeting. Command staff met to discuss some items for the move and other business.

Building Maintenance: Due to illness the move of our fiber line and server has been rescheduled for Thursday Aug.6 and we should have everything in place. Our new tapout system is now 98% complete just a speaker to go. This month we accepted a bid from Watts Heating for the air conditioner replacement thru Facilities Division of the city.

Logistics: Continue shopping for Covid supplies when available products are in stock. Station shopping as needed. This month Canby Fire took delivery of their new ladder and myself, Tighe Vroman, Richard Newton and Josh Miller met with several members of Canby fire to pass on the do's and don'ts of the truck and offered a little advice on different scenarios and placement of a truck company.

Captain Patrick Brost

A-Shift

Out of 147 calls in July, A-shift had 52. The majority of these were medical in nature.

Even with call volume being up, we have been concentrating on training each shift. During July this was water-rescue related, hose deployment, and wildland operations. Thanks to everyone who drilled this month and your hard work trying to refine our skills, teamwork and communications.

Chief Huffman and I met with an eSchedule specialist on July 22nd to move forward with using our scheduling program to also track members' time and payroll. We had a good discussion and will be having follow-up meetings and a training with the vendor on capabilities of the system, and how best to use it for Gladstone Fire. This will help ensure accountability for personnel, and provide the accuracy that payroll and time keeping demand.

A-shift had the pleasure of working July 4th. We up-staffed to a 4-person engine for the day shift, then a 3-person engine and a 2-person squad for much of the evening. The day and evening turned out to be rather pedestrian for calls, which is great. The town saw an abundance of fireworks that day. Crews were able to drive around town and pass out GFD Frisbees to unsuspecting citizens celebrating a socially-distanced holiday.

Notable Incidents

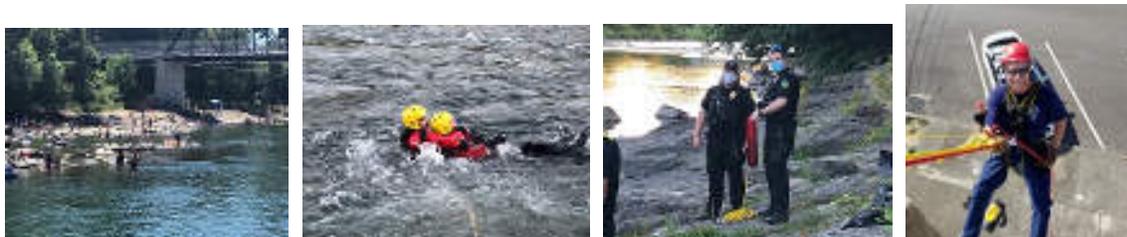
July 10th, GFD responded with AMR, Gladstone PD, and Clackamas Fire to a report of an injury vehicle accident near the 82nd overpass on 205. Upon arrival, it appeared we could have entrapment in the passenger compartment of an SUV that rear-ended an RV. Upon investigation, we had no victim in that part of the vehicle, and no patient's needed transport.



Shortly before midnight on July 22nd, Engine 393 was dispatched with a Clackamas BC and Interface Engine 309 to a report of a brush fire near the freeway by I205. Upon arrival, we found brush and blackberries burning in an approximately 7 x 40 foot patch behind the retaining wall directly behind the Holiday Inn parking lot. We got water on the fire and got a quick knock down and were able to recall our mutual aid companies. Great job Engineer Leibner and FF Anderson.

Captain Kirk Stempel B-Shift

In the month of July, we saw some extremely hot temperatures and remarkably busy days at High Rocks park. The water rescue team spent numerous training hours practicing and fine tuning their craft. With AMR (American Medical Response) not providing lifeguard services this year, Gladstone Fire will be the first line of rescue when a possible river rescue may happen. We spent time working on initial actions, quick swimmer deployment, throw bags, and other means of rescue to include, reach, throw, row, and go. We also were able to work with our own Gladstone Police Department on throw bag deployment skills.



Rope technicians also spent some time doing rope rescue evolutions, including getting our probationary firefighters use to being in the support roles of technical rescues. Technical rescue technicians must continually practice their skills so that in types of extreme stress can be performed flawlessly. Teams include Dive, Rope, and Swift water.

PIO DUTIES

So many events continue to go on, Covid, extreme temperatures, lifeguards not being on duty. I continue providing social media updates so that the most current information is provided to our citizens. I have been working with local news agencies on getting safety messages presented to the community.

SIGNIFICANT CALLS

On July 26th, Gladstone Fire, along with the rest of the Clackamas County Water rescue Consortium, was dispatched to High Rocks park for a report of two young girls in distress. E 393 arrived on the pedestrian bridge and assumed command. Water rescue resources were deployed downstream from High Rocks and upstream from the mouth of the Clackamas. Two girls ages 7 and 14 were last seen on some type of floatation device unattended. After a search utilizing 3 boats and numerous personnel, the children were located after about an hour near Clackamette cove safe.

OTHER EVENTS

In the month of July, B Shift spent many hours training with not only seasoned firefighters, but also our probationary firefighters. We practiced everything from our daily bread and butter skills that included pulling hose, taking hydrants, and hose stream applications. With the dry hot weather here, we also spent time doing our wild land refresher that included shelter deployment and hand lines.



B Shift has also had a loss this month, Engineer Tim Atkeson has accepted and started a new job with the Boardman Rural Fire District as a career firefighter. He will be working alongside former

Gladstone Firefighter Ethan Salata, also a B Shifter. I wish only the best for him as he will be deeply missed!

Captain Richard Newton
C-Shift

For the month of July 2020 Gladstone Fire Department responded on 147 calls. Of those calls C-shift responded on 53 of them. The month was filled with swift water rescue training. We also started drilling on pre-connects for time. The chief has come out with a directive that he wants us all to be under 60 seconds and showing water. A group of us went out to Canby Fire to show them the ins and outs of the ladder truck.



Projects:

Pre-incident plans:

The Pre-incident project is on hold right now. We will soon be using INTERRA along with First Look Pro (FLP) and the CAD. Does this seem like a lot? The Plan will be to run FLP until it's no longer supported. With that being said all the Pre-incident plans are also in a PDF format. This is what C-COM uses and INTERRA. If your still confused, please contact me and we can talk.

Operations:

The new engine will start production around September 7th, 2020. As the new engine goes through the production process we will be posting pictures on a weekly basis.

The new fans have been ordered and should be here sometime in September or maybe sooner.

Josh Miller, Tighe Vroman and Richard Newton looked at some new Holmatro equipment. I have put in a proposal to upgrade our extrication equipment.

Call:

On the evening of July 9th, 2020 GFD responded on a vehicle v's Pedestrian. The patient was taken to a local trauma center for treatment.

On the afternoon of July 18, 2020 E393 was dispatched on a 2nd alarm Barn fire in Aurora.

On the evening of July 18, 2020 GFD was dispatched to a 1st alarm C-fire in Clackamas.

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 in the final stages, working with contractor for finishing items, pay authorizations and other required documentation.
- 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.
- Working on OHA state drinking water program and 2019 water system survey deficiencies corrective actions
- Auction items, prepping for postings on GovDeals.com
- The ROW permit program has been with Public Works for two years now and we are closing out our first tolling year permits. Tolling inspections being documented and when needed files being added to Tyler for documentation and future GIS mapping.
- 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 finance to set up a payment option for ROW permits with our four franchise holders, which will allow them to pay for permits on a monthly basis.
- 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 implement the E. Clackamas one-way street project. Reviewing plans and consulting with the engineer on discrepancies, soon we will be ordering the 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, permitting, and other project administration items
- W. Jersey LLA plan reviews, pre-construction meeting prep.
- Permit submittals for building permits for the 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.

Power concedes nothing without a demand. It never did and it never will.

~ Fredrick Douglass

On the afternoon of July 27th, 2020 GFD along with CCFD#1 were dispatched on a residential house fire at 410 W. Clarendon. E393 arrived within three minutes. E393 found that the fire was out and that we just needed to remove smoke from the residence.

###



CONGRATULATIONS TIM!

Gladstone Police Department
Monthly Report
July 2020





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



CHIEF'S REPORT

July 2020

Greetings,

July has turned out to be a very busy month for the police department. We have experienced some very hot weather during the month which created very crowded parks in the City of Gladstone. A focus this month for patrol officers was to provide an increase in police visibility, specifically at High Rocks Park and Dahl Beach. Officers encountered multiple people at High Rocks violating park rules by having alcohol in the park. In all cases up to this point, violators have been cooperative as either enforcement was taken or when asked to leave the park. Additionally, officers responded to a couple of assaults occurring at or near the park. We anticipate crowds will continue to be large at both parks as the weather patterns do not seem to change much, remaining hot. GPD will continue to focus our time and efforts at both parks to ensure community safety.

We are also in the final stages of implementing a new code enforcement initiative called "Neighbors Helping Neighbors". Starting the week of August 10th, the police department will start accepting volunteer applications for this program. Neighbors Helping Neighbors is the city's way to help people with hardships and the elderly or infirmed who have code enforcement issues on their property. The intent is to have a team of community volunteers mitigate the code related issues, and an act of kindness while increasing livability within the community. Those interested in volunteering will be able to go to the police departments web site and complete an on line application for this program. (<https://www.ci.gladstone.or.us/>) We will all work together to deliver an act of kindness and in the process, help one another increase the livability within the city.

Finally, you may or may not know but GPD has a Twitter Account. Follow us @PoliceGladstone for safety and traffic messages.

Sincerely

John Schmerber, Chief of Police



GLADSTONE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT



JULY 2020

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	TOP 5 TRAFFIC CITE CHARGES	
Dispatched Incidents	675	4,463	5,392	-17.23%	Speeding	17
Officer Initiated Incidents	432	2,377	2,185	8.79%	Driving While Suspended	11
Total Number of Incidents	1,107	6,840	7,587	-9.85%	Fail to Carry Proof of Insurance	7
Police Reports Filed	254	1,711	2,264	-24.43%	Driving Uninsured	5
Traffic Contacts	108	1,058	1,602	-33.96%	Improper Display of License Plate	3
Citations Issued (Charges)	61	426	624	-31.73%	ALARM ADMINISTRATION REPORT	
DLII	1	8	6	33.33%	Renewals Billed	8
Community Policing Contacts	24	90	50	80.00%	Renewal Fees Collected	\$300.00
Murders	0	0	0	0.00%	Senior Exempt Fees	0
K9 Deployments	8	34	33	3.03%	New Permits Issued	5
Tow Releases	1	3	5	-40.00%	False Alarms w/No Permit	2
					1st False Alarm Events	2
					2nd False Alarm Events	3
					3rd False Alarm Events	1
					False Alarm fees collected	\$50.00
					False Alarm fees billed	\$400.00

"Respect ~ Service ~ Character ~ Passion"



GLADSTONE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT



JULY 2020

SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-	SPECIFIC OVERTIME CATEGORIES	HOURS
Abuse/Neglect	3	16	18	-11.11%	Cover Short Shift	195
Accident/Injury or Fatal	1	11	9	22.22%	Court	20.5
Accident/Property Damage	4	38	51	-25.49%	Training	15
Assault	1	32	24	33.33%	Presentations/Meetings	32.25
Burglary	5	19	23	-17.39%	Other	15.75
Domestic Disputes	28	160	154	3.90%	Swat	4
Drugs/Narcotics	6	31	22	40.91%	K9	12
Disturbance-Fights-Noise	15	124	97	27.84%	SRO	0
Forgery/Fraud	8	69	68	1.47%		
Hit and Run	1	23	46	-50.00%		
Ordinance Violations	57	190	97	95.88%		
Runaway/Missing	4	54	40	35.00%		
Sex Offense	2	15	18	-16.67%		
Suicide	6	64	76	-15.79%		
Suspicious Person or Circumstance	78	430	390	10.26%		
Thefts	25	141	152	-7.24%		
Trespass/Prowler	27	130	72	80.56%		
Vandalism	10	53	67	-20.90%		
Vehicles Recovered	3	10	10	0.00%		
Vehicles Stolen	6	24	37	-35.14%		
Death(Not Suicide/Murder)	2	13	17	-23.53%		

**Coded at time of dispatch, not final disposition

"Respect ~ Service ~ Character ~ Passion"



Gladstone Police Department CODE ENFORCEMENT REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT

Prepared by Sean Boyle

July 2020

- Abandoned Vehicles 3
- Animal Complaints 1
- Assist GFP & GPD 2
- Community Contacts 1
- Details 3
- Follow Ups 47
- Noise Complaints 1
- Ordinance Complaints 54
- Parking Complaints 7
- Property 4
- Public Assistance 1

Total Calls 124
New Cases 9

17830 Oatfield before:



17830 Oatfield after:



UPDATES OF NOTE:

875 Edgewater Rd. – Complaint about unpermitted construction and lack of erosion controls. Clackamas County inspected the property and determined that no erosion control violations are present. Investigation to date shows that permits are not required for the conditions on the property. Following up to determine if a Habitat Conservation Area District permit is required.

1640 Manor Dr. – The foreclosure hearing has been postponed as a result of a foreclosure moratorium order imposed by Governor Brown. The hope is that a hearing may be held before the end of the year but nothing has been scheduled and it could be postponed further out.

RODENT COMPLAINTS – I have received complaints about rodent issues in the residential areas behind the high school and around Portland Ave. north of Glen Echo. Investigation has revealed no identifiable sources for the rodents. Public Works has assessed storm water and sewer systems in the area and found no contributing factors. Residents are likely the creating food sources for the rodents by feeding wild animals (birds, squirrels, etc.), feeding outdoor pets, improperly stored garbage, backyard compost, fallen fruits from trees or unharvested



Gladstone Police Department CODE ENFORCEMENT REPORT TO CHIEF AND COUNCIL



CODE ENFORCEMENT OFFICER MONTHLY REPORT Continued.....

produce from gardens. One resident reported the rodents were feasting on his garden. We will be publishing Rodent Prevention Tips in the next city newsletter.

UPDATES FROM CLACKAMAS COUNTY CODE ENFORCEMENT – Building Code Violations Within Gladstone:

- **19640 McLoughlin Blvd** -Unpermitted construction. The owner is 19640 SE MB, LLC - Mehdi Arabzadeh. All of the mailing addresses I seem to have for him are of not good working order. When I was last there the structure was empty and no activity. I need to inspect the property again and confirm.
- **1630 Harvard Avenue** - Unpermitted structure. This hearing is set for August 25.
- **5745 Barclay Avenue** - The ownership changed on this. There is now a contract buyer and owner. A new notice of violation was sent out to both parties. The deadline is to submit permits not later than August 10.
- **7180 SE Ridgeway DR. and 17805 Oatfield RD.** Scott Stoneking (owner) recently left me a voice mail message stating that he was touching base with me and it looks like the building department is still shut down. In return I left him a voice mail message stating that was incorrect. I have sent him two letters since COVID-19 began, that the building department continues to operate. He called me today and he seems to think the building department is closed and admitted that he hasn't read the last two letters I sent. I informed him his deadline to complete building permit submittals is August 10.
- **6075 Duniway Avenue** New owner is getting up to speed and plans to make compliant with code asap. (This file is assigned to a colleague – but I will keep you in the loop on it.)
- **620 E Berkeley** Owner is working through the permit process. She had inspections and found out she had to make corrections. She is working on it in good faith.
- **1015 Cornell Avenue.** New violation – Unpermitted carport and addition to carport that sits on property line. Probably does not meet setbacks.
- **19575 River Rd Space #34** This is a building code violation -an unpermitted addition to a mobile home, I had missed this on the past update. It is also assigned to my colleague. They are working through the permit process.



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



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

400 W Dartmouth before:

400 W Dartmouth after:



140 W Arlington before:



140 W Arlington after:





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



**CODE ENFORCEMENT OFFICER
MONTHLY REPORT**

Prepared by Jim Leake

July 2020

This month GPD responded to several Code Enforcement related incidents:

Parking Complaints – 10
Animal Complaints – 3
Abandoned Vehicles – 3
Noise Complaints – 2
Premise Checks - 32

The abandoned vehicle problem has reduced dramatically 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 for this month saw the number of animal complaints reduce quite a bit as many folks are home with their dogs right now and out walking their dogs more regularly.

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 are spending a good amount of time patrolling the parks, transient camps, vacant buildings and extra patrol through high crime areas. Officers are contacting Boyle more often with code violations they see and to contact ODOT or UPRR to clean up littered areas on their properties. I saw a steady flow of calls coming to our code 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
MONTHLY UNIT OR SPECIAL ACTIVITY REPORT



DETECTIVES MONTHLY REPORT

Prepared by Detective Fich

July 2020

New Cases Assigned:

1. 20-015758 Robbery I. GPD Call-out 07/27/2020

Current Caseload:

1. 20-005389 Check Fraud. Assigned 04/07/2020
2. 20-007542 Assault I. Assigned 04/09/2020
3. 20-007885 Check Fraud. Assigned 04/14/2020
4. 20-008413 Missouri Fraud. Assigned 04/21/2020
5. 20-008173 Unlawful Distribution of Intimate Image. Assigned 04/24/2020
6. 20-008620 Robbery II/Burglary I. Occurred 04/24/2020.
7. 20-013165 Juvenile sexual abuse. GPD Call-out 06/24/2020
8. 20-006369 Illinois VRO, Harassment, and Extortion. Cleared with arrest.
9. 20-015758 Robbery I. GPD Call-out 07/27/2020

Cases Cleared:

1. 20-009388 DCS Heroin and Methamphetamine.

Highlights/Noteworthy:

On July 2, 2020, Illinois VRO Case. Christopher Laws was indicted by a Clackamas County Circuit Court Grand Jury on 4 counts of Harassment, 2 counts of Attempted Theft by Extortion, Menacing, and Stalking (GPD Case 20-006369)

On July 30, 2020 Dean Gaffer and Steven Hollifield were indicted by a Clackamas County Circuit Court Grand Jury for PCS/DCS Heroin and Methamphetamine, and Felon in Possession of a Firearm (GPD Case 20-009388) Companion case to GPD Case 20-008620 Robbery II/Burglary I.



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



DETECTIVES MONTHLY REPORT

Prepared by Detective Gilliam

July 2020

New Cases Assigned: 1

1. 20-013735 – Vehicular Manslaughter – (MCT call-out; assigned 7/02)

Cases Cleared: 2

1. 20-013735 – Vehicular Manslaughter (forwarded Agency Assist report to Milwaukie PD)
2. 20-010134 – Sodomy (forwarded report to Clackamas County Juvenile Court for review)

Current Caseload: 6

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

Notes:

1. Completed 20-hours of SWAT training (7/10, 7/24)
2. Attended Human Trafficking VTC meeting (7/13)
3. Participated with interviewing two lateral officer candidates (7/16, 7/21)



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



K9 MONTHLY REPORT

Prepared by: Officer Olson

July 2020

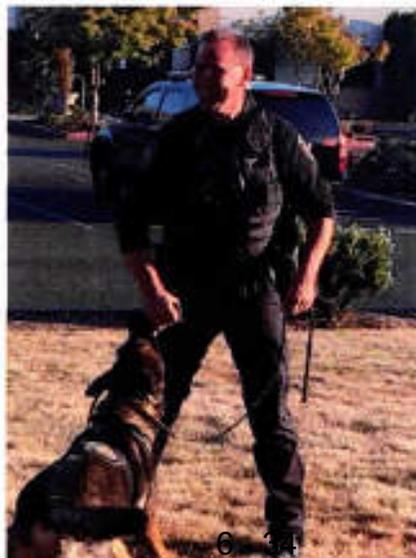
Police have utilized dogs in their ranks for over a hundred years. Their roles and functions have changed with the times to evolve with the communities they serve. Furthermore, police canine sections, much like police in general, have been designed to become more approachable than they have been in the 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

This month K9 Nanuk and I handled 7 calls for service. We had a variety of different deployment types. We had several tracks, a few building searches, and an area search.

We did not have any captures however, we had some successes where we had confirmation on our track. One was an armed robbery we tracked a short distance and lost the track. Video surveillance later confirmed that K9 Nanuk tracked the suspects to the location of the getaway vehicle.

Another track we had was assisting Clackamas County on a search. We tracked a half mile for the suspect. During that track, a Deputy advised me that a home owner had witnessed two people running past the location we were tracking. The track dropped down to a river and we were not in a position to cross the river so we discontinued the search.





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



K9 MONTHLY REPORT

Prepared by: **Sergeant Leake**

July 2020

I recently took over supervising Officer Olson and the K9 unit. I have attended his Wednesday training classes that are hosted by Gresham Police Department K9 program.

On 07-15-2020 the training was to begin K9 tracking dogs to "guard and bark" rather than go right on a bite when they find the suspect. They also trained on releasing a bite when the dog is in the middle of biting a suspect. This new philosophy is in response to legislation that K9 trainers believe will be coming soon where dogs are used more to guard a suspect they find rather than bite and hold. K9 Nanuk is the star of the class and is very reliable.

On 07-29-2020 the training was a static call from the car. This is so a handler can be out of his patrol car and contacting someone, when all of a sudden the contact turns negative, the officer can pop open his patrol car door and call the dog to him. The dog responds to the handler bypassing other people standing around and walking around. This shows the true control the handlers have over the K9's. This can also be used as a deterrent to stop an attack on the officer as his dog is called to him and is then able to be deployed if necessary.





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



OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman

July 2020

7/2 – Verbal disturbance in Meldrum Bar Park over mask usage. Everyone was within state guidelines and the complainant was further educated on how to be better aware of the rules.

Group of kids shooting fireworks off illegally at GHS. They were educated and followed the law after.

7/3 – Group of young adults found drinking in GHS parking lot. MIP citations issued.

Numerous calls about illegal fireworks but all officers were tied up responding to a disturbance with a weapon call at the self-storage. Manager interrupted a burglary in progress and the suspect pulled a knife. Suspect fled in a vehicle. Many hours spent processing the scene for evidence and recovering thousands of dollars in stolen property. Case still actively being investigated.

7/9 – Serious injury crash on W Dartmouth St near Portland Ave. Large pickup truck hit a pedestrian in the street. The suspect fled the scene. Officer Orr located the suspect a few blocks away and got a confession. Sgt. Okerman processed the scene. The victim was in the hospital for several days recovering from multiple surgeries.

7/10 – Officers were called to a domestic disturbance at a trailer. Once on scene officers learned a felony wanted subject was inside and was the real reason police were called. The wanted subject came out but ran back in when confronted by officers. The trailer was surrounded and a K-9 was requested (K-9 Nanuk was home sleeping). As soon as the K-9 arrived the suspect gave up and came outside. He was taken into custody without incident.

7/14 – Problem tenants were evicted from a house. Within hours they had violated the eviction and a few days later it was violated again.

7/19 – Officer Butler working a Burglary I and Aggravated Theft I at tall Oaks apartments. A suspect has been identified and Officer Butler is working on a search warrant.

7/24 – Officers Orr, Orta, and Hale assisted OCPD on several calls while OCPD was busy. They handled an alarm call at Fisherman's Marine where the entire building was searched and helped on a domestic disturbance call.



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



OPERATIONS MONTHLY REPORT
Continued.....

7/30 – Fight in the parking lot of DMV. Victim and suspects are juveniles. Active investigation as suspects fled the scene. Felony assault investigation.

All GPD officers assisted OCPD on a stabbing at the McDonalds on Clackamette Dr. GPD helped detain all involved parties and had more units on scene than OCPD did for the initial response. GPD helped get the victim cleaned up and provided water to the victim and AMR. GPD also assisted with providing a cat crate to secure the victim's cat while the vehicle it was in was processed as part of the scene.

Throughout the month extra attention has been paid to the river parks with officers doing foot patrols along the river at Dahl Beach and at High Rocks Park. On nearly every foot patrol at least one group is found with beer or alcohol. Everyone has been cooperative thus far when asked to leave the park. Some days 20+ people have been asked to leave due to possessing alcohol at High Rocks.



There have been several calls of vehicles being ransacked in the downtown core area of Gladstone. All the vehicles that have been entered have been unlocked. As a reminder, please keep your vehicle doors locked with the windows rolled up.



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



OPERATIONS MONTHLY REPORT
Continued

14 extra larges traffic cones were donated by a local traffic safety partner.



GPD was invited by GFD to participate in drill to practice our rope throwing skills for river rescues. Officer Orr had a great time showing the firefighters he can throw farther than them.





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



PATROL MONTHLY REPORT

Prepared by: Sergeant Leake

July 2020

Patrol Activity

7-03-2020 Butler and Orr did a premise check on the RR trestle near 225 Edgewater due to some reports of people being on the tracks. They also checked for anyone under the I-205 bridge due to a previous transient camp that had been removed. Trash left behind was removed by ODOT upon request from Boyle.

Okerman, Orr, Hale, Day and Butler all responded to a disturbance with a weapon at NW Self Storage when it was reported a male suspect had burglarized several units and then when confronted by staff, brandished a knife and climbed the fence and ran away. The suspect was not caught and there was a large amount of property taken by police as evidence/safe keeping. The investigation is ongoing.

7-04-2020 Staff numbers were beefed up for the 4th of July holiday in preparation for a busy night.

Olson did a premise check of the NW Behavioral Health vacant building and caught 7 juveniles exiting a door from the building. Two juveniles ran and the other 5 stopped when instructed. The building was searched and anti-police graffiti (ACAB) and anti-president graffiti (Fuck Trump) was found spray painted in several rooms. There was also some broken light bulbs littering the floor. The 5 subjects were all 15-17 years of age and each were charged with Burglary II and Criminal Mischief. Others were charged separately with MIP marijuana, carrying a concealed weapon (knife) and some other crimes. All 5 were transported and lodged at JRC.

07-05-2020 A Traffic detail was conducted at 1100 blk of 82nd Drive.

Premise checks conducted in, city parks, higher crime areas and business districts; under the I-205 bridge, Latus Motors, High Rocks Park, Cross Park, Meldrum Bar Park, downtown Gladstone and NW Self Storage.

07-06-2020 Olson, Leake and Hutchinson responded to Hollywood Beverage regarding a theft of a bottle of Crown Royal Whiskey. The female suspect had left and was associated to a van that moved to Walgreens. The female was reported to have entered the store. Olson and Hutchinson found the van occupied by a male driver. The female was contacted as she came



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



PATROL MONTHLY REPORT
Continued.....

out of the store with a bag full of stolen items. The female was identified and arrested for theft from both locations. She was cited and released and all property was recovered.

Leake and Olson contacted some juveniles who were exploring the train trestle near 225 Edgewater. About 5 minutes after the males were removed from the tracks, a fully loaded freight train came through at speed. This could have been a tragic call as the kids thought the tracks were decommissioned.

07-12-2020 Leake was dispatched to a call at NW Self Storage where 8 RV's had been broken into. Evidence suggested the suspects came through a cut hole in the fence and then used a torch to cut locks off of cargo type trailers. A crowbar device was used to break open doors on RV's. The crowbar and torch were left behind and lodged as evidence. There are no cameras at the lot so no suspect info in known.

07-14-2020 Leake and Okerman did a walkthrough of High Rocks Park due to the warm day. There were several people with alcohol in the park. Those folks were asked to leave or receive citations. They all left willingly.

07-19-2020 Herkamp and Olson were dispatched to a burglary at Gaffers Pub that had occurred overnight. Employees arrived to find the front door smashed out but they did not enter the building. Officers cleared the building and contacted the owner. The safe was missing and video was secured which showed the suspects taking the safe. Investigation ongoing.

Butler took a burglary at Tall Oaks Apts where someone removed the cat door from the sliding glass door and made entry. The thief left with \$15,000 in money kept in a small safe. The investigation is ongoing and looks like video showed a "friend" of the victim being the culprit.

Olson and Butler were dispatched to an injury crash/hit and run on McLoughlin. Based on the report from Olson, the suspect stopped until he realized the victim was hurt badly, then he left the scene. He was DWS-Misdemeanor and ultimately later was tracked down by Olson.

07-25-2020

Herkamp ran a traffic detail in Meldrum Bar Park during peak park hours.

High Rocks was busy with the nice weather, so premise checks were conducted for increased police presence.



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



PATROL MONTHLY REPORT
Continued.....

Orr investigated a juvenile who stole his mother's car while she was on vacation. The mother wanted to press charges. While Orr was investigating, the mother gave info that the son had

stolen some of her Percocet prescription and had messages showing him making deals to sell them. The male was contacted at a friend's house and was taken into custody and lodged at JRC for the stolen vehicle. The drug investigation is ongoing.

Leake ran a traffic detail on 82nd Drive which resulted in a wanted subject being arrested and cited and released.

07-26-2020 Herkamp assisted on a marine rescue call where two children, 7 and 10, had floated away on their tubes and it was unknown where they were. Marine officers flooded the area with help from Fire Rescue Units and the kids were ultimately found safe.

Leake and Herkamp responded to an assist to Fire where a female was overdosing at High Rocks Park. All units arrived and the female, who had stopped breathing, was now breathing and alert after Fire gave her Narcan. The female was transported to the hospital.

Premise checks at Meldrum Bar Park and High Rocks Park resulted in removing people from the parks after they were closed at about 2300 hrs. Many people remained due to the high temperatures.

07-27-2020 Very hot day and High Rocks and Meldrum Bar Parks were crowded with people. Patrol spent a lot of time driving around where people had parked to try to keep car prowls to a minimum.

Leake and Olson responded to an armed robbery at Kearns Market where the clerk reports a male pointed a gun at him and asked for the money. The clerk gave the cash from the register and the suspect left in a vehicle with two other occupants. The clerk was quick enough to get a picture of the license plate of the suspect vehicle. The clerk gave a very detailed description of the suspect and CCSO Deputy Eason and Ofc Olson found the suspect and took him into custody. The vehicle was found at a house near Kirkwood/Webster and the other two occupants were found to have not been involved in the robbery. Det Fich was called out and he tied the case to some suspects from several Milwaukie robberies. Detectives worked the scene and recovered the money and the gun used in the robbery. Juvenile suspect was lodged at Donald E. Long Center.



Gladstone Senior Center

Monthly Report

July 2020

Report Date: August 3, 2020

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

Staff of the Senior Center are working hard in our current conditions. We continue to see a trend of losing clients then adding more new clients each week, keeping our numbers steady at around 40 clients. With some generous donations of fresh produce and bread from local residents, we have added some welcomed variety to our meal delivery. There is good news from our partners at Clackamas County; frozen meals will be paid in full by the County through the month of September with the possibility of this continuing into October. We will keep you updated as this progresses.

As part of our social services contract with Clackamas County, we were able to purchase some sanitation and safety supplies for our department which we will be fully reimbursed for. These items include an acrylic barrier for our driver seat, hospital grade germicidal wipes, gloves and masks for our staff and clients. Additionally, we purchased an acrylic barrier for the front desk and serving counter in the kitchen to keep staff safe. The barriers for the front desk and the kitchen will be installed in August, we are awaiting word from our transportation partner, Ride Connection, on when they will be installing the barriers in our tram.

With approval from City Administration, we are moving forward with a drive-through Congregate meal program. Starting on Thursday, August 6th from 11am to 12pm, we will be providing lunch for those who wish to receive one; we will run this program each Thursday until further notice. Clients will be able to call in to reserve their meal starting on Monday, August 3rd. Once the meal is picked up our clients will have the opportunity to park in our back parking lot to visit with friends and eat in their vehicles. Senior Center staff will provide trash cans for their use. We are also very excited to be given the go-ahead for providing our Foot Clinic in August too! This valuable service will return on Tuesday, August 11th from 8am to 3:30pm, with one RN. We have already booked this day and based on its' success we will schedule more for September.

The Senior Center also received an order of face covers from the Department of Health and Human Services. These face covers are washable up to 15 times before having to be disposed of. Starting August 3rd, we will be providing these face covers to residents of Gladstone age 60 or older for free and do so until we run out. Please share this with your loved ones and friends.

The Senior Center Painting Project is moving forward. The project is scheduled to start on Thursday, August 6th with the contractor pressure washing and prepping the building for paint. The project is expected to be completed in 14 days with work required to be completed no later than August 24th. We have made the decision to match the color of the building to that of the Civic Center, with a blue trim. We are very excited to get a new look and thank the City Council for authorizing this in the biennium budget!

Senior Center staff continue community partnership efforts. We are currently in an ongoing discussion with Providence Community Kitchen to do a cooking show. More partnerships are being sought in an effort to provide ongoing activities and programs for our seniors. Thank you to all that are participating in this effort.

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

GLADSTONE MUNICIPAL COURT FROM JULY 2020

General Court Information from July 2020

- 31 violation filed
- 76 violations closed
- 17 misdemeanors filed
- 9 misdemeanors closed
- 62 cases were placed on a payment plan
- 34 warrants were issued
- 9 Payment reminders were mailed to defendants
- 81 driver's licenses were requested suspended
- 16 cases were sent to collections
- 9 cases sent to Department of Revenue
- 0 Jury trial was held
- \$22,818.60 in violation fees assessed
- \$27,548.17 in violation fees paid
- \$12,876.95 in misdemeanor fees assessed
- \$5,587.53 in misdemeanor fees paid
- \$12,687.84 was collected by Western Collection Bureau
- \$1,280.53 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	31	93	76	79	17	16	17	6	10	12	14	7	42
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 JULY 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	\$ 22,818.60	\$ 27,548.17	\$ 12,876.95	\$ 5,587.53
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				



City of Gladstone Monthly Report July 2020

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	January	February	March	April	May	June	July	YEAR TOTALS
Customer Service Counter Contacts	5	10	1	0	0	0	1	17
Customer phone/email Contacts	43	66	62	34	49	83	53	390
Building Permits with Land Use Review	5	4	11	3	0	4	1	28
Pre-application Conferences	1	0	0	0	0	0	0	1
Administrative Decisions	2	1	1	0	0	1	0	5

PLANNING COMMISSION ACTIONS/DECISIONS

- Held Public Hearing for Potential Code Amendments (File #: TXT-2020-02) – addition of two definitions and consideration of changes to parking requirements for the C-2 zoning district. Hearing continued until August 18th.

CITY COUNCIL LAND USE ACTIONS/DECISIONS

PRE-APPLICATION CONFERENCES

- None

ADMINISTRATIVE PERMITS

- None

BUILDING PERMITS WITH LAND USE REVIEW

JULY

Date	Address	Building Permit #	Description
7/08/2020	6600 BUCKINGHAM DR	B0302120	Retaining Wall

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



REGULAR AGENDA

City of Gladstone Staff Report

Report Date: August 4, 2020, 2020
Meeting Date: August 11, 2020
To: City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Consider approval of Resolution No. 1182, a resolution adopting a revised Master Fee Schedule to include a declaration of candidacy filing fee.

PROPOSAL

In August 9, 2011 the Gladstone City Council adopted Ordinance No. 1433, adding a new Title 4 to the Gladstone Municipal Code reflecting changes in election provisions.

Section 4.02.020 states, "Nomination petition or declaration of candidacy". This means that an eligible elector can choose to file a nomination petition and collect 25 signatures or file a declaration of candidacy and pay a fee. (Attached to the staff report).

After the ordinance in 2011 was implemented however, no fee was established. The City researched other local jurisdictions election procedures and fees to determine a filing fee that mirrored other jurisdiction fees, which is \$50. The fee is in lieu of collecting signatures.

OPTIONS:

1. The City Council could choose to charge a different amount for the filing fee.
2. The City Council could choose not to charge a filing fee.

RECOMMENDED STAFF ACTION:

Staff recommends Council approval by making the following motion:

"I make a motion to approve Resolution No. 1182, a resolution adopting a revised Master Fee Schedule to include a declaration of candidacy file fee."

Department Head
Signature

Date


City Administrator
Signature

8/5/2020
Date

ORDINANCE NO. 1433

AN ORDINANCE AMENDING TITLE 2 AND ADDING A NEW TITLE 4 TO THE GLADSTONE MUNICIPAL CODE REFLECTING CHANGES IN ELECTION PROVISIONS AND DECLARING AN EMERGENCY

WHEREAS, the City of Gladstone adopted its current municipal codes on initiatives and referendums in 1958; and

WHEREAS, the current municipal code does not contain an elections title with provisions addressing candidates and vacancies in office nor does the City Charter contain detailed election provisions; and

WHEREAS, since 1958 major changes have occurred in state law; and

WHEREAS, recent election issues have arisen that call for immediate attention to these outdated provisions in the Gladstone Municipal Code; and

WHEREAS, the City Council acknowledges these changes and concludes it is in the best interest of the city to amend the Gladstone Municipal Code to revise definitions, clarify the difference between referenda by petition of voters and referrals by the City Council, and provide a process for chief petitioners to withdraw a petition.

THE CITY OF GLADSTONE ORDAINS AS FOLLOWS:

Section 1. The City of Gladstone Municipal Code is amended by repealing the existing Title 2, Chapter 2.08 Initiative and Referendum and Title 2, Chapter 2.50 Candidate Petition.

Section 2. The City of Gladstone Municipal Code is amended with the addition of Title 4, Elections as stated in the attached Exhibit "A".

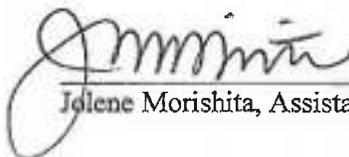
Section 3. To ensure that current election issues are handled consistent with state law, an emergency is declared and this ordinance shall take effect immediately upon its passage.

This Ordinance adopted by the Common Council and approved by the Mayor on this 23 day of August, 2011 and will be effective immediately upon adoption by the City Council.

Attest:



Wade Byers, Mayor



Jolene Morishita, Assistant City Administrator

**ORDINANCE 1433 - EXHIBIT A
CITY OF GLADSTONE
CITY CODE**

**Title 4
ELECTIONS**

Chapters:

- 4.01 Introduction**
- 4.02 Candidates**
- 4.03 Vacancies in Office**
- 4.04 Initiative and Referendum**

Chapter 4.01

INTRODUCTION

Sections:

- 4.01.010 State law applies.**
- 4.01.020 Definitions.**

4.01.010 State law applies.

As provided by Section 27 of the city charter, state elections law relating to matters not regulated by this subchapter apply to city elections. The provisions of the city charter and this subchapter prevail over conflicting provisions of state law.

4.01.020 Definitions.

Words or phrases have the following meanings unless the context clearly requires a different meaning:

“Candidate” means an individual whose name appears or is expected to appear on an official ballot.

“Charter amendment” means the amendment, addition or repeal of one section of the city charter.

“Charter revision” means the amendment, addition or repeal of more than one section of the city charter.

“City legislation” means an ordinance or proposed ordinance, or a proposed amendment to the city charter.

“Elective city position” means the office of mayor or councilor.

“Elector” means an individual eligible under state and city law to vote in city election.

“Initiative” means proposed city legislation submitted to electors by a petition of qualified electors.

“Measure” means city legislation or referral for city electors.

“Prospective petition” means information required for a completed petition, except for signatures and other identification of petition signers.

“Qualified elector” means an individual qualified to vote under section 2, Article II, Oregon Constitution.

“Recorder” means the city recorder or authorized representative.

“Referral” means city legislation, charter amendment, revision, replacement or repeal, or proposition or question submitted to electors by the council.

“Referendum” means city legislation submitted to electors by a petition of qualified electors, or a referral submitted to electors by the council.

“Regular election” means a city election held at the same time as a November general election in an even number year.

“Special election” means a city election held on the date other than a regular election.

“Term of office” means the term of office of the last person elected to the office.

Chapter 4.02

CANDIDATES

Sections:

- 4.02.010 Eligibility.**
- 4.02.020 Nomination petition or declaration of candidacy.**
- 4.02.030 Petition or declaration contents.**
- 4.02.040 Filing.**
- 4.02.050 Deficient petitions.**
- 4.02.060 Withdrawal of candidacy; Refund of filing fee.**
- 4.02.070 Certificate of nomination.**
- 4.02.080 Applicability of state law.**

4.02.010 Eligibility.

A qualified elector who has resided in the city during the 12 months immediately preceding the election may be a candidate for an elective city position.

4.02.020 Nomination petition or declaration of candidacy.

(1) An eligible elector may become a candidate for an elective city position by filing a nomination petition or a declaration of candidacy in a form prescribed by the Secretary of State and available from the recorder.

(2) A declaration of candidacy must be accompanied by the filing fee established by council resolution.

(3) A nomination petition must contain signatures of not fewer than 25 city qualified electors as follows:

- a. No elector may sign more than four petitions. If more than four are signed, the signature is valid only on the first four valid petitions filed.
- b. The signatures need not all be attached to one paper, but each separate paper of the petition must be attached to an affidavit of the circulator showing the number of signers and stating that each signature is the genuine signature of the person.
- c. Each signature must have next to it the signer’s place of residence, identified by its street and number or other description.

d. The recorder must certify the signatures in the nomination petition for genuineness by comparing them and the other required information with the elector registration cards on file with the county clerk.

e. After the petition is filed with the recorder, the recorder has 10 days to verify the signatures, and attach to the petition a certificate stating the number of signatures believed genuine.

4.02.030 Petition or declaration contents.

(1) A nomination petition or declaration of candidacy must contain:

- a. The name by which the candidate is commonly known. A candidate may use a nickname in parentheses in addition to the candidate's full name;
- b. The residence address of the candidate;
- c. The office or position number for which the candidate seeks nomination;
- d. A statement that the candidate is willing to accept the office if elected;
- e. A statement that the candidate will qualify if elected;
- f. A statement of the candidate's occupation, educational and occupational background, and prior governmental experience; and
- g. The signature of the candidate.

(2) A declaration of candidacy must include a statement that the required fee is included with the declaration.

4.02.040 Filing.

(1) A nomination petition or declaration of candidacy must be filed with the recorder.

(2) The recorder will date and time stamp immediately upon filing a nominating petition, declaration of candidacy, withdrawal or other document required to be filed.

(3) A nomination petition or declaration of candidacy will be filed not sooner than 120 days nor later than 70 days before the date of the election.

4.02.050 Deficient petitions.

If a nomination petition is not signed by the required number of qualified electors or the declaration of candidacy is not complete, the recorder will notify the candidate within five business days after the filing. The recorder will return it immediately to the candidate, stating in writing how the petition is deficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed within the time requirements for filing petitions.

4.02.060 Withdrawal of candidacy; Refund of filing fee.

(1) A candidate who has filed a nomination petition or declaration of candidacy may withdraw not later than the 67th day before the date of the election by filing a statement of withdrawal with the recorder. The statement must be made under oath and state the reasons for the withdrawal.

(2) Upon request received not later than the 67th day before the election date, the recorder will refund the filing fee of a candidate who dies, withdraws or becomes ineligible for the nomination.

4.02.070 Certificate of nomination.

The recorder will certify the nominations to the county clerk in accordance with the time requirements of state law stating the offices and the terms of office for which the candidates are nominated.

Chapter 4.03

VACANCIES IN OFFICE

Sections:

- 4.03.010 Vacancy in office.**
- 4.03.020 Filling of vacancy.**
- 4.03.030 Appointment by council.**

4.03.010 Vacancy in office.

A city elective office becomes vacant as provided by city charter section 32.

4.03.020 Filling of vacancy.

(1) Upon becoming aware of a vacancy in an elective office, the council must promptly determine and declare the date of vacancy.

(2) A vacancy in an elective office will be filled as provided by city charter section 33.

4.03.030 Appointment by council.

(1) In filling a vacancy, the council may make such inquiries and hold interviews as it considers necessary to make the appointment. The appointment must be made at a regular or special council meeting.

(2) The council will use the following procedures in the appointment process:

- a. Public notice to appropriate neighborhood organizations, civic groups, a newspaper of general circulation and other recognized groups.
- b. Deadline for submitting applications at least two weeks after such notice.
- c. Appointment from those applicants nominated and seconded for consideration by members of the council. The recorder will announce the results of each ballot and will record each councilor's vote. An applicant who receives a majority of the votes by the current council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the council will continue to vote on the two applicants who receive the most votes until an applicant receives a majority of the councilors voting.

Chapter 4.04

INITIATIVE, REFERENDUM AND REFERRAL

Sections:

- 4.04.010 Prospective petition.**
- 4.04.020 Ballot title; Appeal.**
- 4.04.030 Petition and circulation.**
- 4.04.040 Filing and percentage requirements; Verification.**
- 4.04.050 Measures referred by council.**
- 4.04.060 Adoption or election.**
- 4.04.070 Election notice and procedure.**

4.04.010 Prospective petition.

(1) Before circulating a petition proposing either an initiative or referendum for city legislation, the chief petitioners must file a prospective petition with the recorder. The recorder will provide the form showing:

- a. The signatures, printed names and mailing addresses of at least two and not more than three chief petitioners, all of whom must be electors of the city;
- b. For initiative petitions, the text of the city legislation proposed for adoption, and, where applicable, the title, ordinance number, and charter or code section number proposed for amendment;
- c. For referendum petitions, the text of the city legislation proposed for referral, and the title, ordinance number or code section numbers of the subject city legislation; and
- d. Whether one or more persons will be paid for obtaining signatures on the petition.

(2) The recorder must date and time stamp any prospective petition.

(3) After the recorder determines that the prospective petition complies with this subchapter and state law, the recorder will certify to one of the chief petitioners that petitions may be circulated among the electors in accordance with section 4.04.030.

4.04.020 Ballot title; Appeal.

(1) Prior to the end of the fifth business day after a prospective initiative petition is filed and complies with all legal requirements, the recorder will review the text of the proposed initiative to determine whether it complies with the single subject requirement and if the initiative proposes city legislation.

(2) If the proposed text does not meet the requirements of subsection (1), the recorder will notify the chief petitioner by certified mail, return receipt requested, that the prospective petition does not meet the single subject or city legislation requirement.

(3) Any elector who is dissatisfied with the recorder's determination that the proposed initiative does not meet the requirements of subsection (1) may file a petition for review in circuit court. The petition for review must be filed not later than the seventh business day after the written determination by the recorder.

(4) If the proposed initiative meets the requirements of subsection (1) or a referendum petition has been certified for circulation, the recorder will transmit a copy of the

prospective petition to the city attorney. The city attorney has five business days after receiving the prospective petition to prepare a ballot title for the proposed measure. The ballot title must conform to the requirements of state law. The city attorney will immediately return the ballot title to the recorder.

(5) After receiving a ballot title from the city attorney, the recorder must publish in a newspaper of general circulation in the city a notice of receipt of the ballot title. The notice must state that a city elector may file a petition for review of the ballot title not later than the date referred to in subsection (6).

(6) After receiving the ballot title from the city attorney, the recorder must inscribe the date of receipt on it. Within seven business days after that date, any city elector may petition in circuit court to challenge the ballot title prepared by the city attorney. After the seven-day period, or following the final adjudication of any legal review, the recorder must certify the ballot title as prepared by the city attorney or as prescribed by the court to one of the chief petitioners.

(7) Any city elector filing a petition of review with the circuit court must file a copy of the challenge with the recorder not later than the end of the business day next following the date the petition is filed with the circuit court. This requirement does not invalidate a petition that is timely filed with the circuit court.

(8) The procedures set forth in subsections (1) through (7) for preparation of, and challenges to ballot titles for initiative measures also apply to referendum measures. However, the completion of these procedures is not a prerequisite to the circulation of petitions for referendum measures under section 4.04.030. Ballot titles need not be stated on petitions circulated to propose referendum measures.

4.04.030 Petition and circulation requirements.

(1) After the requirements of section 4.04.010 (3) are met for referendum petitions, and after the requirements of section 4.04.020 (6) are met for initiative petitions, the chief petitioners may circulate a petition for the measure **among** city electors. The petition (cover sheet and signature sheet) must conform to the requirements of state law.

(2) The petition identification number will be assigned by the recorder.

(3) Each signature sheet of a referendum petition must contain the title, ordinance number or code section numbers of the city legislation proposed by referral and the date it was adopted by the council.

(4) No signature sheet may be circulated by more than one person. Each signature sheet must contain a statement signed by the circulator that each elector who signed the sheet did so in the circulator's presence, and, to the best of the circulator's knowledge, each such elector is a legal elector of the city and that the information placed on the sheet by each such elector is correct.

4.04.040 Filing and percentage requirements; Verification.

(1) The recorder will accept for signature verification in accordance with this subchapter only petitions that comply with the requirements of this subchapter and other applicable law.

(2) No petition may be accepted for filing unless it contains at least the required number of verified signatures to submit the measure to the electors, as prescribed by subsections (7), (8) or (9).

(3) No initiative petition will be accepted for signature verification more than six months after the date of the recorder's certification under section 4.04.020 (6).

(4) Any petition to refer legislation adopted by the council must be submitted for signature verification not more than 30 days after the council's adoption of such legislation.

(5) An initiative or referendum petition may not be accepted for signature verification if it contains less than 100 percent of the required number of signatures.

(6) Upon the acceptance of a petition, the recorder must verify the signatures. Such verification may be performed by random sampling in a manner approved by the Secretary of State. Within 30 days after the recorder's acceptance of a petition, the recorder must certify to the council whether the petition contains a sufficient number of qualified signatures to require the submission of the proposed measure to city electors. The recorder must state in the certificate the number of qualified signatures prescribed by subsections (7), (8) or (9) to require the proposed city legislation to be submitted to city electors. The petition is considered filed as of the date of the recorder's certification.

(7) An initiative measure proposing an amendment to the city charter will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds 15 percent of the total number of votes cast in the city for all candidates for governor at the last general election for the office of governor.

(8) An initiative measure proposing the adoption, amendment or repeal of any other city legislation will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds 15 percent of the total number of votes cast in the city for all candidates for governor at the last general election for the office of governor.

(9) A referendum measure will be submitted to the electors if the number of qualified signatures on the petition equals or exceeds 10 percent of the total number of votes cast in the city for all candidates for governor at the last general election for the office of governor.

4.04.050 Measure referred by council.

(1) The council may directly refer to the electors any ordinance adopted by it or any proposed ordinance, property tax, bond or other proposition or question. It may also directly refer to the electors any proposed charter amendment, revision, replacement or repeal.

(2) The city attorney will prepare a ballot title and explanatory statement that conforms to the requirements of state law. The council will certify and file the ballot title and explanatory statement with the recorder.

(3) The recorder will publish in a newspaper of general circulation in the city a notice of receipt of the ballot title and explanatory statement including notice that an elector may file a petition for review of the ballot title or explanatory statement not later than the date set in subsection (4).

(4) Any elector may petition the circuit court to challenge the ballot title certified by the council. Such petition must be filed with the circuit court within seven business days of council filing of the ballot title. Any person filing a petition of review with the circuit court must file a copy of the challenge with the recorder not later than the end of the business day next following the date the petition is filed with the circuit court. This requirement does not invalidate a petition that is timely filed with the circuit court.

(5) A measure will be considered filed under this section as of the date the council delivers its certified ballot title to the recorder.

4.04.060 Withdrawal, adoption or election.

(1) The chief petitioners may withdraw a verified petition at any time before council action to adopt the proposed city legislation or submit it to the electors. Any withdrawal must be either by written or oral declaration made at a council meeting and entered in the minutes of that meeting.

(2) Unless a petition is withdrawn, after receiving a certification from the recorder that a petition has sufficient qualified signatures to require the proposed city legislation to be submitted to the electors under section 4.04.040 (6), the council may either adopt the proposed legislation by ordinance, or call an election for submission of the legislation to the electors. The council may also call an election to submit matters to the electors upon referral under section 4.04.050.

(3) The council has the option to call the election on the next election date available under state law, or the first available regular election. For a council referral, the council may call the election on the referral on the next election date available under state law or first available regular election. The council may not call an election on an initiative or referendum sooner than the 90th day after the date the recorder delivers to the council a certificate of sufficient signatures.

(4) The city attorney must prepare an explanatory statement for each city ballot measure. The explanatory statement must consist of an impartial, simple and understandable statement of not more than 500 words explaining the measure and its effect.

4.04.070 Election notice and results.

(1) Notice of elections on measures submitted to electors on regular or special election dates must be given in accordance with state law.

(2) Measures referred by the council will be designated on the ballot: "Referred to the Voters by the City Council."

(3) Measures proposed by referendum petition will be designated on the ballot: "Referred by Petition of the Voters."

(4) Measures proposed by initiative petition will be designated on the ballot: "Proposed by Initiative Petition."

(5) The recorder must certify the election results to the council at the first council meeting after which the results are certified by the county clerk.

(6) A measure adopted by the electors takes effect 30 days after the election, unless such measure expressly provides a later effective date.

well spent. The fact that it is built with sustainable materials, built to live with the land and the people, she would want her money invested in that future.

Michael Fuller, 5825 Birdsong Way has been involved in construction and project management most of his life. He is looking for information on what kind of systems will be used, the cost per square foot, etc. for the building. A lot of systems are proprietary; if there is a problem it can only be resolved by that company. Hopefully the City will use open-sourced hardware so City staff can be trained to maintain that system. He cautioned the City on high-end products that will be very costly down the line.

City Attorney Doughman suggested Council have a discussion in executive session at their next meeting about the issue raised by Mr. Cutler and further public discussion after that session if appropriate. Mayor Byers suggested an adjourned meeting on August 23, 2011.

- ✓ 10. Ordinance 1433: An Ordinance Amending Title 2 and Adding a New Title 4 to the Gladstone Municipal Code Reflecting Changes in Election Provisions and Declaring an Emergency.
Assistant City Administrator Morishita read Ordinance 1433 by title only.

Councilor Pagh moved and Councilor Ervin seconded a motion to consider this the first reading of Ordinance 1433.

Discussion: Councilor Jaren asked why this Ordinance is being considered. Answer: City Attorney Doughman stated it was triggered by the initiative petitions. The Gladstone Municipal Code has not been changed since 1958 in regards to initiatives and referendums. This revision brings the City code into conformance with State Law.

A roll call vote was taken with the following results: Councilors Jaren, yes; Ervin, yes; Martinez, yes; Pagh, yes; Busch, yes; Nelson, yes; Byers, yes. *Motion passed unanimously.*

Mayor Byers asked for a second reading by title only. Jolene Morishita read Ordinance 1433 by title only.

Councilor Ervin moved and Councilor Pagh seconded a motion to adopt Ordinance 1433.

Question: Councilor Jaren asked for clarification of the text on Page 10-3, 4th Paragraph, "Special election means a city election not held on the date other than a regular election."
Answer: City Attorney stated he would have to get back to Councilor Jaren with that information.

Public Comment: Rose Johnson, 5480 Abernathy Lane submitted copies of a letter to Council. She asked if Council wanted to shorten the time to collect signatures on an initiative petition from 2 years to 6 months. Was there citizen input on this decision? What is the rush? Will this affect the signature timeline for the petitions filed on July 22, 2011 by Kevin Johnson? She objects to this timeline change and asked for answers to her questions. Answer: City Attorney Doughman stated it would change the timeline from 2 years to 6 months. This same code has been adopted in Hillsboro, Sandy and other communities.

Thomas Cutler, Harris, Berne, Christensen, LLP, 5000 SW Meadows Road, Suite 400, Lake Oswego questioned if the ordinance would take effect in 30 days? Mayor Byers said it would take effect immediately.

Question: Is it Council's position that this will control the pending petitions. City Attorney Doughman confirmed it would.

Mr. Cutler objected to this Ordinance as it affects his pending petitions. There is no emergency. They have complied with both current City ordinances and State Law. This is in response to the petitions and there has been no public input besides Ms. Johnson's comments tonight. The changes include a revision in the time period for signatures from 2 years to 6 months and the 15% vote of the mayor's election is changed to 15% vote of the Governor's election. City Attorney Doughman explained with the approval of this Ordinance the time period would change, however, the 15% of the mayor's election vote would not change.

Mr. Cutler is concerned this ordinance substantively changes their goal since they submitted their petitions. He voiced his objection to the Ordinance on the record to the timing to the emergency and to the changing of any goal posts if it changes his goals for the initiatives. He suggested that the City work with him on a mutual solution.

Question: Councilor Jaren asked about Item 2 of the Ordinance which talks about an accompanying filing fee. It is his understanding if you have 25 or more signatures, the filing fee is waived. Answer: There is no filing fee for a candidate applying for a non-paying volunteer job if there are 25 or more signatures. City Attorney explained the fee is set by the Master Fee Resolution.

Question: Councilor Jaren asked for clarification of the statement, "...no Electra may sign more than three petitions." Answer: Mayor Byers explained that the same name cannot be on more than three petitions.

Question: Councilor Jaren noted he could not find the reference to Section 406.010 as noted on page 10-7, Section 404.030, Petition and Circulation. Answer: City Attorney Doughman explained this is an error and has been since corrected.

Question: Mr. Cutler asked what is meant by 15% of the governor's election. Answer: Mayor Byers stated it is 15% of the total number of votes cast in the City for all candidates for governor.

Point of Order: An audience member asked why the Ordinance couldn't keep the reference of Mayor. Answer: There is nothing that would prevent that.

Mr. Cutler urged Council to take a little more time in considering these changes. He had no idea that this Ordinance was in the works; he had not been given a copy or told about it before this meeting.

City Attorney Doughman stated it is not his intent to jam this Ordinance into effect. He feels the only substantive change that will affect the pending petitions is the change from 2 years to 6 months.

A roll call vote was taken on the second reading with the following results: Councilors Jaren, yes; Ervin, no; Martinez, yes; Pagh, no; Busch, yes; Nelson, no; Byers, no. *Motion failed 4-3.*

Council recessed at 9:20 p.m. and reconvened at 9:30 p.m.

11. Consider Selection Committee's Recommendation Regarding Judge Proposals and Set Date for Interview. Mayor Byers reported the Selection Committee has made the recommendation of Linda G. Beloof for the position of Municipal Court Judge.

Councilor Nelson moved to appoint Linda G. Beloof to the position of Municipal Court Judge. Councilor Pagh seconded the motion.

Discussion: Councilor Ervin complimented the Selection Committee on an outstanding job in selecting the person for the position.

The motion carried unanimously.

BUSINESS FROM THE AUDIENCE:

Dave Hunt submitted a comprehensive report of the legislative issues and reviewed legislative proceedings with Council. There were 3,300 bills and 800 were passed into law.

- Resolution 1 honored Gladstone's centennial.
- Share revenue dollars from the state collection (transportation, cigarettes, lottery, etc.) will continue to be passed on despite all the budget cuts.
- Two years ago there was massive amount of resources coming from the Jobs and Transportation Act which is now delivering about \$300 million a year of new resources right in the road. Half of that is going to state roads, 20% to city roads and 30% to County roads. There was no increase in that this year, very little increase in any kind of infrastructure. There was an additional \$10 million in the special public works fund which is a revolving fund the cities can access for public works purposes.
- The term for projected length of a project was extended (25-year term) to the projected length of the project or 30 years.
- Red tape was cut for Farmer's markets.
- A bill was passed that benefits solar projects at Gladstone High School and two schools in Beaverton for solar projects in partnership with the business community (property-tax exempt).
- Good progress in dealing with the California sea lions that are on the Willamette and causing havoc with the fish and fisherman.
- The passage of an Oregon health insurance exchange which will be a huge benefit for the State by providing a set of cost-affordable options for small businesses and individuals looking for health insurance options. States that enact their own exchange do not have to deal with Federal compliance.
- Ending the spiritual health defense that has been problems for the Followers of Christ Church in Oregon City. No longer will Oregonians be able to say they didn't provide health care treatment for their child because of their religion.
- The Governor signed a bill relating to drunk drivers. The first arrest for DUI is usually the 68th instance of that person driving drunk; the law now says that person must go through diversion (57% people are helped) and all of the offenders will have to install an ignition lock device at their expense and report to the Court on a regular basis.

Section 24. Regular Elections.

Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with applicable state election laws.

Section 25. Notice of Regular Elections.

At least ten days notice of each regular city election shall be given by posting notice thereof at a conspicuous place in the City Hall and two notices at conspicuous places in the City of Gladstone, Oregon. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon and the time and place of the election.

Section 26. Special Elections.

The council shall provide the time, manner and means for holding any special election. At least ten days notice of each special election shall be given in the manner provided by the action of the council ordering the election.

Section 27. Regulations of Elections.

Except as this charter provides otherwise and as the council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, canvasses and recounts of the returns therefrom, and contests thereof.

Section 28. Tie Votes.

In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by council.

Section 29. Commencement of Terms of Office.

The term of office of a person elected at a regular city election shall commence the first meeting of the year immediately following the election.

Section 30. Oath of Office.

Before entering upon the duties of his office, each officer shall take an oath or shall affirm that he will support the constitutions, charters and laws of the United States, the State of Oregon and the City of Gladstone, and that he will faithfully perform the duties of his office.

Section 31. Nominations.

The council shall provide by ordinance the mode for nominating elective officers, provided any qualified person may be nominated by petition filed by 25 legal voters of the city.

**CHAPTER VII
VACANCIES IN OFFICE**

**RESOLUTION NO. 1182
CITY OF GLADSTONE, OREGON**

A Resolution Adopting a Revised Master Fee Schedule

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

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

WHEREAS, On August 9, 2011 City Council approved Ordinance 1433 reflecting changes to Title 4 of the Gladstone Municipal Code regarding election provisions which included implementing a filing fee established by Council Resolution to accompany a declaration of candidacy; and

WHEREAS, The City has determined a filing fee has never been implemented; and

WHEREAS, The City researched other local jurisdictions election procedures and fees to determine a filing fee that mirrored other jurisdiction fees: and

WHEREAS, The City is including a declaration of candidacy filing fee to the master fee schedule to come into compliance with Ordinance 1433.

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

The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1178 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes/additions are noted in **highlight** and any deletions are noted in ~~strikethrough~~.

This Resolution is effective August 11, 2020.

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

ATTEST:

Tamara Stempel, Mayor

Tami Bannick

Resolution 1182 - Exhibit "A"

City of Gladstone Master Fee Schedule **Effective August 11, 2020**

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

Public Records Legal Research per hour (quarter hour increment charge)		Based on hourly rate
Public Records Request Deposit (large) toward hourly rate	\$	100.00
Public Records Request Deposit (small) toward hourly rate	\$	25.00
Returned Check Charge/processing	\$	35.00
Road Re-naming	\$	150.00
Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$	100.00
FIRE		
Fire and EMS Incident Report		\$20.00
Fire Investigation Report		\$20.00
Fire Investigation Photos		\$10.00
PARKS AND RECREATION		
Softball/Baseball Tournaments (per day/per field)	\$	55.00
Softball/Baseball Non-Gladstone Leagues Only (per team) (per field)	\$	27.50
Softball/Baseball Picnic Use (per day/per field)	\$	11.00
Soccer Field Reservation (per day/per field)	\$	11.00
Soccer League Play for Gladstone Residents (per team/per field)	\$	44.00
Soccer League Play for Non-Gladstone Residents (per team/per field)	\$	5.00
	\$	20.00
PLANNING AND BUILDING		
The City of Gladstone contracts with Clackamas County for planning and building services, fees for those applications and services are set by the County		
POLICE		
A-Frame Sign Permit (initial application fee)	\$	100.00
Address Record Print (per address)	\$	5.00
Alarm Permit		
Initial Permit or Renewal		25.00
Late Fee (after 30 days expiration or installation)		25.00

Second False Alarm (within permit year)		50.00	
Third False Alarm (within permit year)		100.00	
Fourth and Each Subsequent Alarm (within permit year)		150.00	
Failure to obtain Alarm Permit		90.00	
Animal Permit Application (per year)	\$	25.00	
Block Party	\$	35.00	
CD's including photos/videos	\$	25.00	
ID Theft		Victim Free	
Local History Printout (per record)	\$	5.00	
Noise variance	\$	75.00	
Nuisance Property Abatement		Actual Cost	
Police Report - No Charge for Victims		0.00	
Police Report (first 2 pages)	\$	15.00	
Police Report (page 3 and over) each page	\$	1.00	
Temporary/Portable Storage Container		50.00	
Vehicle Impound (after business hours)	\$	125.00	
Vehicle Impound (during regular business hours)	\$	100.00	
PUBLIC WORKS			
Technical Plan Review-Development Engineering Fee			
Review	\$	2.5% of the construction cost	
Inspection	\$	2.5% of the construction cost	
Barricade Delivery and Pickup Fee	\$	50.00	
Dye Test Residential/Commercial	\$	100.00	
Erosion Control Violation	\$	300.00	
Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$	50.00	
Registration Fee	\$	50.00	
Street Opening Inspection Fee	\$	85.00	
Street Opening Permit Fee	\$	150.00	
Street Opening Re-Inspection Fee (if necessary)	\$	85.00	
System Development Charges (SDC's)			1% increase
* Water:			
	\$3,706 per (EDU) equivalent dwelling unit	\$	3,743
	3/4" meter - \$7,847	\$	7,925
	1" meter - \$13,005	\$	13,135

	1 1/2" meter - \$26,132	\$ 26,393
	2" meter - \$41,828	\$ 42,246
	3" meter - \$83,733	\$ 84,570
	4" meter - \$130,819	\$ 132,127
	6" meter - \$261,559	\$ 264,175
* Sewer Collection (City System)	\$5,638 per (EDU) equivalent dwelling unit	\$ 5,694
* Sewer Treatment provided by others (pass-through) to Oak Lodge Water Services or Tri-City (WES) based on the individual district rates that the property is served by.		
* Parks	\$7,836 per (RPE) residential population equivalent	\$ 7,914
* Stormwater	\$3,019 per (EDU) equivalent dwelling unit	\$ 3,049
SENIOR CENTER		
Building Rental (per hour) Group 1: City of Gladstone Residents.	Planton Room-\$40.00 and Bloye Hall-\$45.00	
Building Rental (per hour) Group 2: Private Parties, individuals, groups, and non-profits.	Planton Room-\$45.00 and Bloye Hall-\$55.00	
Building Rental (per hour) Group 3: Commercial, for-profit professional groups.	Planton Room-\$50.00 and Bloye Hall-\$75.00	
Kitchen Fee	\$ 50.00	
Meal under 60 years	\$ 4.00	
Meal (suggested donation) over 60 years	\$ 3.00	
Fax (per page - staff only)	\$ 1.00	
Photocopy (per page)	\$ 0.25	
Van Donation (suggested donation) each way	\$ 1.00	
Friday Excursions (\$7-\$25)	varies	
Billiards Room (suggested donation of per game played)	\$ 0.25	
Notary Fee- Clackamas County resident age 60 or older	Free	
Notary Fee- Gladstone Resident	\$5.00	
Notary Fee- Non Resident- Clackamas County	\$10.00	
UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
RIGHT-OF-WAY (ROW) RATES		
Franchise Administrative Review	\$ 5,000.00	

ROW License Application Fee (Excluding Small Cell Wireless Facilities ****)	\$	50.00
ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)	\$	250.00
ROW Use Fee (Excluding Small Cell Wireless Facilities)	5% of gross revenues** or Minimum Annual Right-of-Way Use Fee, whichever is greater.	
Minimum Annual Right-of-Way Use Fee ***		
TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
Up to 5,000		\$5,628.00
5,001 to 10,000		\$8,442.00
10,001 to 20,000		\$11,255.00
More than 20,000		\$16,883.00
ROW Attachment Fee (Excluding Small Cell Wireless Facilities)		\$5,150
ROW Application fee for Small Cell Wireless Facilities (1-5 sites)		500.00
Each additional Site		100.00
Small Cell Wireless Facility Attachment Fee		270.00
SEWER RATES		
Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$	100.00
Sewer Inspection Fee for mobile homes, motor homes, and travel trailers	\$	50.00
Oak Lodge Water Services Sewer Charge (Pass-through)*****	—	\$55.47 per month per EDU*
Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****		\$26.20 per month per EDU*
City of Gladstone Sanitary Sewer Collection Charge		\$20.16 per month per EDU*
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
STORMWATER RATES		
Residential Stormwater Fee per EDU* each month (Class 001 accounts)		\$11.00
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above	
Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)		
(Impervious area is calculated based on the city's GIS system data)		\$11.00
WATER RATES (monthly)		

Meter Size	Base Meter Charge (no water included)
3/4"	\$23.09
1.0"	\$36.72
1.5"	\$57.29
2.0"	\$102.44
3.0"	\$127.61
4.0"	\$152.79
6.0"	\$169.80
8.0"	\$212.26
Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	(50%) reduction of base rates listed above
Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	Usage Bracket Rate
Block Rate 1	1 - 6 Units \$1.24/unit
Block Rate 2	7 - 10 Units \$1.99/unit
Block Rate 3	11 Units and Up \$2.74/unit
Water rates for properties outside the city limits	Add 33% to above rates
WATER UTILITY CHARGES	
Low Income Rate Violation Fee	As set forth in ORS 164.125
Mailed Late Notice/Shut Off Notification	\$ 7.00
Shut Off Door Hanger (2nd Late Fee)	\$ 25.00
Shut Off Water	\$ 25.00
Turn On Water (during business hours)	\$ 25.00
Turn On Water (after business hours)	\$ 175.00
Water Meter Tampering Charge	\$ 250.00
* Equivalent Dwelling Unit (EDU)	
** Gross revenues shall have the meaning as defined in Chapter 12.24	
*** This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.	
**** Small Cell Wireless Facilities are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28 cubic feet, placed on a structure that is either no more than 50 feet in height, no more than 10 percent taller than adjacent structure, or no more	
***** These rates are set by Oak Lodge Water Service and Water Environment Services (WES). Any updates to these rates will be brought forward for City Council approval.	

City of Gladstone Staff Report

Report Date: August 4, 2020
Meeting Date: August 11, 2020
To: City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Gladstone Parklet Pilot Program and Outdoor Dining and Retail in Private Parking Lots Program.

PROPOSAL

Due to the COVID-19 pandemic, the City of Gladstone supports alternative ways to help increase patronage of local businesses effected by physical distancing requirements. This program includes temporarily allowing the following with restrictions:

- Parklet Pilot Program: Restaurants in the Community Commercial Zone may temporarily use adjacent on-street parking for an outdoor extension of dining.
- Outdoor Dining and Retail in Private Parking Lots Program: Retail and Restaurants throughout the City can use up to half their parking lot for additional retail and/or dining.

Both programs are temporary from August 15, 2020 – November 30, 2020. The City Council will review the programs after November 30, 2020 but before March 15, 2021 to determine if any changes to the standards below are needed, and if they would like to continue the program seasonally.

A copy of the programs is attached to the staff report.

OPTIONS:

- The City Council could choose to implement one of the programs, but not both.
- The City Council could choose to implement both programs but only to restaurants and not retail.
- The City Council could choose to not implement either program.

RECOMMENDED STAFF ACTION:

In light of the distancing requirements of COVID-19, Staff recommends Council approval by making the following motion:

“I make a motion to approve the City of Gladstone Parklet Pilot Program and outdoor Dining and Retail in Private Parking Lots Program to allow businesses to use outdoor parking spaced for seating and retail use.”

Department Head
Signature

Date


City Administrator
Signature

Date



Due to the COVID-19 pandemic, the City of Gladstone supports alternative ways to help increase patronage of local businesses effected by physical distancing requirements. This program includes temporarily allowing the following with restrictions:

- Parklet Pilot Program: Eating and drinking establishments in the Community Commercial District (C-2 Zone) ([check zoning here](#)) may temporarily use adjacent on-street parking for an outdoor extension of dining. Applications may be submitted to the Planning Department.
- Outdoor Dining and Retail in Private Parking Lots Program: Retail and eating and drinking establishments throughout the City can use up to half their parking lot for additional retail and/or dining. The application form, found [HERE](#), must be submitted to the Planning Department.

Both programs are temporary from July 16, 2020 – November 30, 2020. The City Council will review the programs after November 30, 2020 but before March 15, 2021 to determine if any changes to the standards below are needed.

Parklet Pilot Program

Eating and drinking establishments in the Community Commercial District (C-2 Zone) may construct a parklet in adjacent on-street parking areas to allow expanded outdoor dining. These expanded seating areas, called “parklets”, will allow restaurants throughout the business community to temporarily increase seating capacity and safely serve more customers, while maintaining social distancing, by locating chairs and tables along sidewalks and on-street parking areas.

ELIGIBILITY OF BUSINESSES

Eating and drinking establishments within the Community Commercial District (C-2 Zone)

PARKLET LOCATIONS

The parklet program limits the number of allowed parklets per block as necessary to accommodate for ADA accessibility for pedestrians, protect accessible parking and no-parking areas such as loading zones and fire access lanes.

1. Location- A parklet must be located within an existing on-street parking stall abutting or partially abutting the business utilizing the parklet. Only one parklet utilizing one stall is allowed per business, per frontage. Businesses may work together to create a parklet using two or more on-street parking stalls if the businesses are adjacent to each other. In addition, any business may allow customers of other nearby business to utilize the parklet. * A parking stall is defined as having a maximum length of 24 feet unless otherwise marked.
2. Approval- A parklet shall only be located in designated on-street parking areas that have been approved by the City of Gladstone after careful review and authorization via a Parklet Permit. The property owner, any additional building tenants, along with all other businesses located adjacent to and immediately abutting within the same block of the parklet must provide written consent supporting the request.
3. Posted Speed Limit- A parklet may be established along roadways where the posted speed limit is 25 mph or less.
4. Parking Zones- Parklets are prohibited in accessible parking spaces and the accessible aisle adjacent to the accessible spaces and no parking zones.
5. ADA Sidewalks – Parklets are prohibited from encroaching into the 48 inch clearance required on sidewalks to meet ADA regulations

TERM OF USE

Parklets are to be temporary in construction. They may be assembled August 15 through November 30, during the 2020 and 2021 pilot program. Permits will be for this period only pending review and approval. This means parklets must not be installed before August 15 and must be completely removed on or before November 30 of each year. Permits shall be renewed annually.

GENERAL GUIDELINES

- Public parklets must be located adjacent to the applicant's business.
- If all accessibility and design requirements are met, installation of a parklet platform is not required, provided that existing pavement is not damaged or otherwise altered.
- Design for easy removal. The parklet will sit on top of the existing street surface. Because parklets may sit on top of critical infrastructure and utilities such as gas lines, sewer and water mains, etc., they need to be designed for easy removal in case of an emergency.
- No additional signage is allowed within or on the parklet other than those required by law.
- Maintenance and litter removal are the responsibility of the applicant/owner. Failure to maintain the parklet may result in the revocation of the permit.
- No audio systems or other sound amplification devices are permitted for incorporation in the design of any parklet and shall not be used on any parklet.
- No smoking or vaping is permitted within a parklet at any time.

- If applicable, the applicant is responsible for obtaining separate Oregon Liquor Control Commission (OLCC) permits.
- If applicable, the applicant is responsible for following food safety guidelines regulated by the Oregon Health Authority.

MAINTENANCE OF THE PARKLET

The parklet will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the parklet. Approval of an application obligates the applicant to keep the parklet free of debris, grime, and graffiti, and to keep all plants in good health. The permit requires that the facility is swept daily and debris is removed from under (if applicable) and around the parklet a minimum of once a week. A maintenance plan and agreement are required to ensure compliance.

PARKLET DESIGN STANDARDS

The following design standards ensure that all parklets are safe, accessible, attractive, and functional.

BASE AND DECKING

If proposed, parklet decking must be designed such that the parklet has a vertical lip of no more than ¼-inch as it connects to the curb and may not have more than a ½ inch gap from the curb. The cross slope from the curb to the street must not exceed 2%. This means that most parklets will likely have an elevated base decking. The submitted design must demonstrate that the deck is compliant with ADA accessibility requirements including at least one ADA-compliant access point for each parking space used. In cases where a planter strip separates the curb from the sidewalk, ADA compliant, all-weather surfacing shall be placed across the planter strip. The parklet platform may not be attached to or damage the street and must be easily assembled and disassembled. Any damage to the street is the responsibility of the applicant. The parklet platform must be designed to allow for curblane stormwater drainage and include a minimum twelve (12") curb flow-through per application. The parklet platform must be designed to not allow debris to collect underneath the deck.

PARKLET FOOTPRINT

A buffer is required in the locations in which the parklet abuts adjacent on-street parking stalls. For parallel parking there must be a twenty-four (24") inch setback on either end of the parklet, adjacent to parallel parking, and to the roadway. Wheel stops may be used but are not required. For diagonal and perpendicular spaces, the edge of the parklet must be set

back eighteen (18") inches from the adjacent parking space on either side. This setback space must be included within the parklet space, and not be taken from the adjacent space. For multiple businesses adjacent to each other that want to assemble a parklet, adjoining stalls are allowed without a buffer.

BUFFER

Parklet design must include a physical continuous physical barrier along the street able to withstand impact while maintaining clear visual sightlines to the street. To protect a parklet located on a parallel parking space from parking maneuvers, substantial planters, weighted bollards, or other structures that can withstand light vehicular impact, must be installed on either end of the parklet and at the street edge. Cones or Type II barricades are not acceptable. Parklets occupying diagonal parking spaces are not required to have such substantial edge materials, except for the side and corners at the street edge. Additional traffic safety items may be added to the final design by City staff. Barriers and fencing may not extend into the street side setback zone or bolted into the street. If portable fencing is used, each section must be connected together. If cable is used for the barrier, spacing between cables cannot exceed 6-inches. A reflective delineator post must be placed at the outer corners of the parking space/parklet, 6-inches from the wheel stops. Delineator posts must be 36-inches tall, cylindrical, white, flexible, and must include reflective striping.

VERTICAL ELEMENTS

Vertical elements, such as planters and umbrellas over tabletops, should be included so that the facility is visible to vehicles. Umbrellas or sails cannot be placed within 20 feet of a stop sign and must be contained within the parklet. Applicants with overhead canopies, sails, or similar must demonstrate that the structures have the ability to withstand wind loads equal to the standards which apply on private property. Covers comprised of more substantial materials such as wood or metal are not allowed. Applicants proposing a cover must demonstrate that visual obstruction to adjacent businesses, both to storefronts and identifying signage, is minimized.

MATERIALS

The use of high quality, durable materials capable of withstanding prolonged use is required. Examples include wood and metal. Membrane/pop-up structures, pallets, construction fencing, or chain link are not allowed. Surface materials: loose particles, such as sand or loose stone, are not permitted on the parklet. A non-slip surface is required.

SEATING

Everyone should be able to travel adjacent sidewalks and enjoy parklets. Furniture must be able to accommodate a minimum of one accessible space per parklet. To accommodate for

social distancing measures currently in place, tables, including their seating, and circulation areas must be a minimum of 6 feet from one another.

LIGHTING

Lighting that extends across the sidewalk must be a minimum of 8 feet above the sidewalk. Any single lighting source more than 40 watts shall be shielded.

HEATING APPLIANCES

Portable outdoor gas-fired heating appliances (such as propane heaters) shall be approved by Gladstone Fire Department.

APPLICATION

An application for a Parklet Permit is required and must be approved before installation of the parklet. Once the parklet is constructed, an inspection is required to verify compliance with the approved application. Applications will be accepted on a rolling basis. A parklet applicant must comply with the applicable standards and agree to the terms of the Indemnity and Release Agreement required as part of the application including Liability Insurance covering Permittee's activity described in the Release.

PARKLET PERMIT FEE

During the initial pilot program, a \$25 parklet fee will be required per year.

LIABILITY INSURANCE

A parklet applicant must maintain general liability insurance in the amount no less than \$2 million per occurrence/\$4 million aggregate throughout the term of the parklet permit, in accordance with the Indemnity and Release Agreement obligations and City of Gladstone standards.

SITE PLAN

A design document is required at the time of application submittal. A complete set of proposal drawings is required in order to be considered for approval. This site plan/design will help staff understand how your parklet would fit within the street. The site plan does not need to be drawn by a design professional, it can be done by hand or computer, and shows the exact location of the parklet, the area around the parklet, the proposed layout and dimensions, and where parklet amenities (e.g., seating and landscape features) would be placed. Staff will determine if your selected site is appropriate for a parklet and how the parklet would integrate into the neighborhood context.



Outdoor Dining and Retail in Private Parking Lots Program

The following temporary program is designed to support local restaurants/bars and retail subject to COVID-19 minimum spacing requirements. The purpose of the program is to temporarily allow the use of up to half of a private parking lot for outdoor seating or retail use in an on-site parking lot adjacent to a business. If an eating and drinking establishment is applying for both a parklet permit and a permit for the Outdoor Dining and Retail in Private Parking Lots Program, the total amount of parking (on-street and off-street) used for outdoor space shall not be more than 50% of the parking for the establishment.

This program is temporary. Outdoor dining and retail areas constructed in compliance with these provisions may be assembled from August 15, 2020 – November 30, 2020. The minimum parking requirements as well as other applicable land use standards are suspended and replaced with the requirements within this policy for businesses lawfully established prior to August 15, 2020. Businesses established after August 15, 2020 must meet the requirements in the Gladstone Municipal Code and apply for these temporary permits once land use approval is granted.

ELIGIBILITY OF BUSINESSES

Eating and drinking and retail establishments within the City of Gladstone

DESIGN STANDARDS

SIZE

- Up to 50% of the parking spaces in a parking lot on the same property as an eating and drinking establishment, or retail business may be converted to outdoor dining/retail space. Within shopping centers, where a lot serves more than one business, the 50% limit applies to the shopping center parking lot as a whole. The 50% limit applies to the total amount of parking spaces and includes on-street parking if the business is participating in the Parklet pilot program.

DESIGN

- To protect the outdoor dining or retail area from parking maneuvers, substantial planters, weighted bollards, or other structures that can withstand light vehicular impact must be installed between vehicular areas and the expanded outdoor space. Cones or Type II barricades are not acceptable.
- No existing landscaping may be removed.
- An unlimited number of temporary tents, umbrellas, or and other shade structures are allowed within the expanded outdoor area with documentation demonstrating they are secured to the ground or otherwise protected from movement. The structures may be any size.
- No use of the ADA stall(s) or adjacent striping is allowed.
- No change to the vehicular ingress/egress of the site is allowed.
- The following minimum clearance must be maintained within the parking lot: 8 feet above sidewalks/pedestrian access ways and 48 inches of clearance on the sidewalk.
- Fire Department access lanes must maintain on unobstructed vertical clearance of not less than 13 feet 6 inches.
- No cords, structures, sails, coverings, or similar may cover or extend across a space for vehicle maneuvering or parking.
- Any single lighting source more than 40 watts shall be shielded. Excessive lighting may be deemed a nuisance.
- If seating is provided, a minimum of one accessible (ADA) seat shall be provided per parklet.
- Sidewalks must maintain a minimum of 48 inches of unimpeded space for ADA compliance. Seating, landscaping and cords may not be placed within the 48 inch pathway on the sidewalk.

MATERIALS

- The outdoor dining area shall be designed for easy removal.
- No installation of gravel, sand, or other surface materials is allowed.
- No chain link, pallets, or construction fencing is allowed.

OTHER STANDARDS

- Approval from the property owner is required.
- Approval from the Building Department and Gladstone Fire Department is required.
- Applications must be submitted to the Planning Division.

A fee of \$25 each year will be charged for participation in this program. **PERMIT SUBMITTAL REQUIREMENTS**

An application for the Outdoor Dining and Retail in Private Parking Lots Program is required and must be approved before installation. Once construction is complete, an inspection is required to verify compliance with the approved application

1. Application Form
2. Site Plan drawing or sketch including:
 - Footprint of the proposed outdoor dining/retail area
 - Building footprints and entrances
 - Existing parking stalls
 - Existing driveways
 - Proposed vehicle circulation diagram
 - Location of barricades around outdoor dining/retail area
 - ADA access and circulation

If an owner wishes to continue use of the outdoor dining or retail area after the closure of this program, the owner shall be responsible for obtaining proper approvals as well as compliance with all applicable standards in the Gladstone Municipal Code.

City of Gladstone Staff Report

Report Date: August 4, 2020
Meeting Date: August 11, 2020
To: City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Process for appointments to Boards, Committees and Commissions for January 2021

BACKGROUND

At the June 9, 2020 City Council meeting, staff provided an update on vacant positions for Boards, Committees and Commissions. There are:

- a. Audit Committee- two vacant positions
- b. Budget Committee- three vacant positions
- c. Library Advisory Board- two vacant positions
- d. Senior Center Advisory Board – one vacant position
- e. Traffic Safety Advisory Board – two vacant positions

Due to COVID restrictions, staff requested guidance on whether to fill the vacant positions in 2020 or implement a new process for appointing citizens to boards, committees and commissions and focus on advertising in the fall for January 2021. It was the consensus for staff to research what neighboring cities do for the appointment process, and to bring back a proposal for the Council to consider in August.

PROPOSAL

Staff received input from Oregon City, Milwaukie, Wilsonville and Happy Valley (We have not heard back from Lake Oswego or West Linn).

In general, all cities do some form of interviews with the new applicants. (Re-appointments are typically done without an interview). The make-up of the interview panel varies from it being the Mayor with the full board, committee, and commission; or a variation, including the Mayor, one other member of Council, the staff liaison of the specific committee, and the chair from the committee the applicant is applying for, forming a panel.

In general, all cities fill vacancies during the year as they become available, they begin annual recruitment in October/November, conduct interviews in late November/December, and the Mayor makes the appointments in January.

Staff proposes the following:

- November 1-30th, 2020 –advertise for vacant positions
- December 1-5th, 2020 – interview new applicants
- December 8, 2020 – appoint members for the January 2021 year
- January 5, 2021 – orientation (ethic's training) for volunteers on board, committees, and commissions.
- January 22, 2021- boards, committees, and commissions submit work-plan to City Council for 2021-2023 Strategic Planning Session and Biennium Budget

Staff also recommends that the interview panel be made up of the Mayor, one other member from the Council, the staff liaison of the committee, and the chair from the committee the applicant is applying for.

- ❖ Note: The Library Construction and Operation Intergovernmental Agreement between Clackamas County and the City of Gladstone stipulates that the County agrees to create a new Library Board of Trustees, and the Gladstone City Council will implement the necessary changes to the Gladstone Municipal Code to dissolve the Gladstone Library Board. This is proposed to come to the City Council on December 8, 2020.

OPTIONS:

- The City Council could choose to conduct the interviews.
- The City Council could choose to not continue to conduct interviews.

RECOMMENDED STAFF ACTION:

Staff recommends Council approval by making the following motion:

“I make a motion to approve the City of Gladstone’s Process for appointments to Boards, Committees and Commissions for January 2021

Department Head
Signature

Date



City Administrator
Signature

Date

8/5/2020

**BUSINESS
CARRIED
FORWARD**

City of Gladstone Staff Report

Report Date: August 4, 2020
Meeting Date: August 11, 2020
To: City Council
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Update on the Mutual Agreement and Order (MAO) between the City of Gladstone and the Department of Environmental Quality (DEQ).

BACKGROUND

In April 2019 the City of Gladstone and DEQ entered into a Mutual Agreement and Order (MAO) that allows the City to make incremental capital improvements to correct deficiencies and sanitary sewer overflows into the Clackamas River.

The City of Gladstone has been working diligently to complete the stipulations. The attached letter submitted by Public Works Director Jim Whynot to DEQ summarizes the current progress and the steps that have been taken to meet Compliance Requirement (2)- *By July 31, 2020 begin data analysis, hire consultant(s) and allocate budget for the Inflow and Infiltration study. Share budget and consultant deliverable requirements with DEQ when determined.*

In the spirit of collaboration, Clackamas County Water Environmental Services (WES) took the lead in developing an infiltration and inflow (I/I) program aimed at reducing peak wet-weather flows into their wastewater collections system and treatment facilities. The goal is to achieve 65% reduction of peak wet-weather I/I in the Gladstone Tri-City Service basin as well as various area's throughout Clackamas County.

Gladstone has allocated a budget for the project estimated at \$462,000 and is in the process of developing an agreement with Clackamas County WES (who will initially be funding the project). The agreement will come to the City Council for consideration/approval when finalized by both legal counsels.

RECOMMENDED STAFF ACTION:

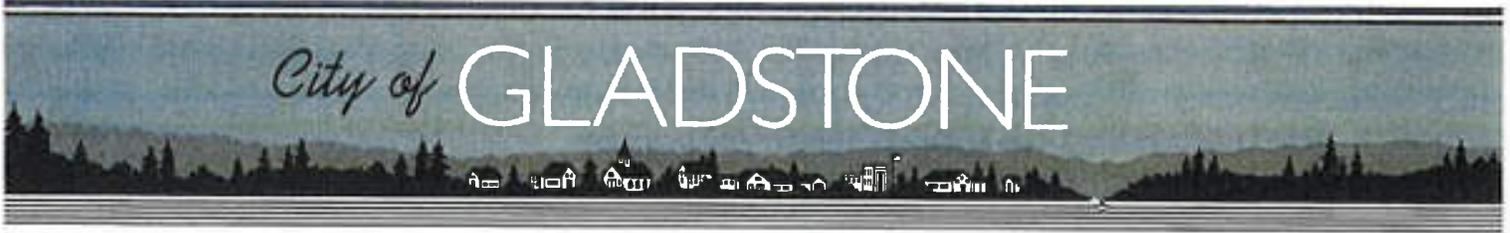
There is no action required. This is for informational purposes only.

Department Head
Signature

Date


City Administrator
Signature

Date



July 13, 2020

Oregon Department of Environmental Quality
700 NE Multnomah St., Suite 600
Portland OR, 97232

ATTN: Michael Pinney PE, Senior Environmental Engineer

RE: Gladstone/DEQ MAO Compliance Requirement 2 Due July 31, 2020

Mr. Pinney,

The City of Gladstone has been working diligently to complete the current MAO requirements and eliminate SSO's into the Clackamas River. This letter summarizes current progress and the steps that have been taken to meet compliance requirement 2.

BEGIN DATA ANALYSIS

Gladstone installed a sanitary sewer system flow meter at the intersection of W. Clackamas Blvd and Bellevue Ave in January 2019. Data from this meter and the Clackamas County WES Barton pump station meter are currently being analyzed in comparison with data from the 2017 Gladstone Sanitary Sewer Master Plan study consisting of meters in the same locations (among others). Preliminary findings point to a direct correlation between wet weather events and flow spikes indicating significant inflow and infiltration into 5 drainage sub-basins within the Gladstone collections system that drain to the Clackamas County Tri-City Service District treatment plant. These 5 sub-basins identified in the 2017 Gladstone Sanitary Sewer Master Plan have historically contributed to Gladstone SSO's into the Clackamas River.

City Hall
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5223
FAX: (503) 650-8938
E-Mail: (last name)@ci.gladstone.or.us

Municipal Court
525 Portland Avenue
Gladstone, OR 97027
(503) 656-5224 ext. 1
E-Mail: municourt@ci.gladstone.or.us

Police Department
535 Portland Avenue
Gladstone, OR 97027
(503) 656-4253
E-Mail: (last name)@ci.gladstone.or.us

Fire Department
555 Portland Avenue
Gladstone, OR 97027
(503) 557-2776
E-Mail: (last name)@ci.gladstone.or.us

Public Library
135 E. Dartmouth
Gladstone, OR 97027
(503) 656-2411
FAX: (503) 655-2438

Senior Center
1050 Portland Avenue
Gladstone, OR 97027
(503) 655-7701
FAX: (503) 650-4840

City Shop
18595 Portland Avenue
Gladstone, OR 97027
(503) 656-7957
FAX: (503) 722-9078

2020 Budget

HIRE CONSULTANT(S) AND ALLOCATE BUDGET FOR I/I STUDY

The City of Gladstone has partnered with Clackamas County WES in an I/I source identification and rehabilitation program. This project is focused on identifying I/I sources with the ultimate goal of achieving 65% reduction of peak wet-weather I/I in the Gladstone Tri-City Service District basin as well as various area's throughout Clackamas County. Leeway Engineering Solutions will serve as the Prime Consultant for the Project. See attached Scope and Fee of Services.

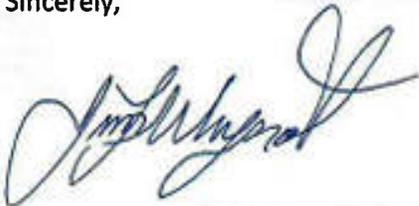
Gladstone has allocated a budget for the project estimated at \$462k and is currently in the process of developing an IGA with Clackamas County WES, which will be initially funding the project. The method of repayment is currently undetermined, but current discussions indicate possible \$50,000 quarterly installments until paid in full. This will likely extend the IGA longer than the length of the project.

BUDGET AND CONSULTANT DELIVERABLE REQUIREMENTS

See attached scope and fee.

Please feel free to let me know if there is anything further we may provide.

Sincerely,



Jim Whynot

Public Works Director

City of Gladstone Public Works

Attachment A

Scope of Services

Clackamas Water Environment Services, Clackamas County, Oregon

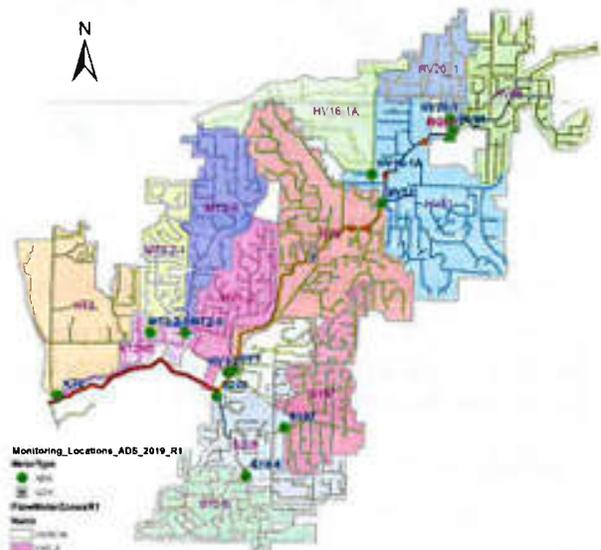
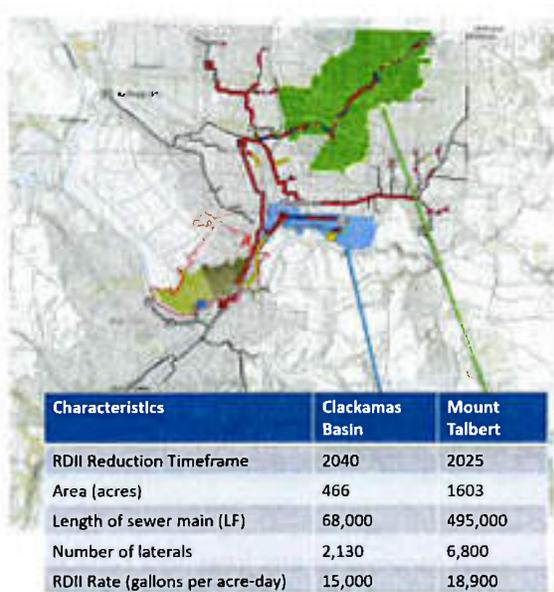
Mount Talbert and Gladstone Infiltration and Inflow Source Identification and Rehabilitation Program

Introduction

Clackamas Water Environment Services (District) is in the early stages of developing an infiltration and inflow (I/I) program aimed at reducing peak wet-weather flows into their wastewater collection system and treatment facilities. Achieving a 65% reduction of peak wet-weather I/I in 19 targeted basins is determined to be the most cost-effective way to manage the District's wastewater collection, conveyance, and treatment services.

This project is focused on identifying I/I sources with the ultimate goal of achieving 65% reduction of peak wet-weather I/I in two areas within the District's service area; the Mount Talbert area and a portion of the City Gladstone (Gladstone), one of the District's member communities that contributes wastewater flows to the District's Tri-Cities Water Resources Recovery Facility (WRRF).

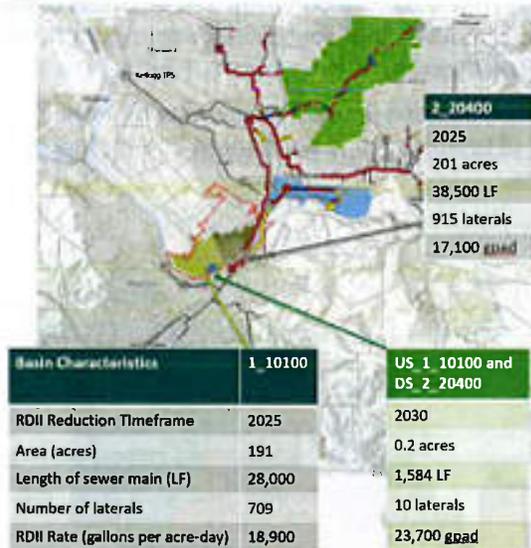
The figures and table below illustrate the Mount Talbert and Gladstone areas. Flow monitoring work previously conducted by the District utilized a combination of temporary and permanent flow meters to subdivide the Mount Talbert area into 13 smaller subbasins.



Site/ Basin	Pipe Diameter (in)	Means of Determining Net Basin Flow	Net Tributary Area (acres)	Net Tributary Pipe Length (feet)	Gross ADFD Weekday (mgd)	Net ADFD Weekday (mgd)
CLA HV1-2	8		156	24,240	0.08	0.08
CLA HV16-1A	8		177	23,907	0.09	0.09
CLA HV20-1	8		106	17,104	0.07	0.07
CLA HV5	18	+HV5 - HV51	407	54,515	0.54	0.16
CLA HV51	15	+HV51 - HV16-1A - HV20-1 - HV68	370	46,087	0.39	0.10
CLA HV68	12		224	36,419	0.13	0.13
CLA KT2	8		264	23,426	0.21	0.21
CLA KT2NE	10	+KT2NE - MT2-2-1 - MT2-9	53	8,402	0.39	0.20
CLA MT2-2-1	8		115	20,722	0.09	0.09
CLA MT2-9	8		185	27,560	0.10	0.10
CLA S10-6	8		192	32,915	0.12	0.12
CLA S197	8		196	33,064	0.15	0.15
CLA S208	12	+S208 - S10-6 - S197	186	28,890	0.41	0.13

A total of 13 temporary flow meters and 2 District permanent flow meters (HV 36 and MT 240) have data available for analysis.

The City of Gladstone area tributary to the Gladstone PS and therefore to the Tri City WRRF has been divided into 3 subbasins and is shown in the figure below. These 3 subbasins are included in this project.



Leeway Engineering Solutions, LLC (LW) will provide services to detect sources of I/I, evaluate improvement options, and recommend priority improvements to the collection systems in these two areas. The following Tasks outline the general scope of services that will be provided.

Background

In partnership with member cities, the District provides wastewater conveyance and treatment services to over 190,000 people in Clackamas County. The member cities, Gladstone, Milwaukie, Oregon City and West Linn, manage the collection systems within their jurisdictional boundaries and pay fees for

downstream conveyance and treatment. The District owns and operates 23 wastewater pumping station and 340 miles of sewer pipes. The District recently completed a Collection System Master Plan (“CSMP”) (Jacobs Engineering, 2019). The CSMP identifies 19 areas with excessive rates of I/I into the sewer system that can be cost-effectively reduced and recommends reducing the I/I in these areas by 65% over the next 20 years.

Project Team

Leeway Engineering Solutions (LW) will serve as the Prime Consultant for the Project, utilizing the following key staff:

Key Staff	Role
Rob Lee, PE, PMP	Project Manager
Yarrow Murphy, PE	Data Analysis Lead

The following Subconsultant firms will support LW:

Subconsultant	Key Staff	Role
Kennedy Jenks	Dean Wood	Principal in Charge
Kennedy Jenks	Kathy Fretwell	Quality Control Manager
Kennedy Jenks	Dana Devin-Clarke, PE	Field Work Lead
Kennedy Jenks	Jana Otero, EIT	Field Work Support
Kennedy Jenks	Patrick Finn, EIT	Field Work Support
Smoke-testing firm (TBD)	TBD	Inflow source detection
CCTV firm (TBD)	TBD	Pipe and manhole inspection and dye testing

District-Provided Services

This scope assumes that the District will be acting on behalf of the City of Gladstone. The assumptions regarding District-provided services apply to the City of Gladstone staff as well.

- District will provide known GIS files relevant to the project
- District will provide available data within 10 business days of request
- District staff will provide institutional or operational knowledge of the system’s response to wet-weather
- District staff with knowledge of system maintenance and operations will be available to participate in staff interviews with advance notice.
- District will identify any known capacity or O&M-related restrictions in the basins that might hinder I/I investigations
- District staff and City of Gladstone staff, as appropriate, will attend workshops and meetings
- District will review deliverables within 10 business days of receiving them from the Consultant team
- District will lead public outreach and notification efforts (web-based notifications)
- District will provide guidance on interactions with property owners, including providing available past examples of field work public notifications

General Assumptions

- Required field investigations per basin are assumed using information provided as part of the Request for Proposals and will be refined during Tasks 2 and 3 (Data Review) of the project
 - Costs for specialized subconsultants are assumed on a unit cost basis (i.e., per linear foot) and an assumed subbasin length of pipe for basins assumed to require those inspection techniques
- All Technical Memoranda (TM) will be provided in MS Word and PDF format
- Hard copies of the draft and final TMs are not required and will not be provided
- Deliverables, meeting/workshop agendas, and other materials will be provided no less than five (5) working days prior to the meeting/workshop
- Meeting/workshops will be conducted at District facilities or virtually using video conferencing.
- Meeting minutes will be provided within five (5) working days following meeting/workshops.

Scope of Work

The Scope of Work for the Project is divided into the following tasks:

Task 1	Project Management
Task 2	Mt Talbert Existing Data Review and SSES Planning
Task 3	Gladstone Existing Data Review and SSES Planning
Task 4	Mt Talbert HV68 and HV5 Task 2 SSES Planning
Task 5	Mt Talbert Field Work and I/I Source Investigation
Task 6	Gladstone Field Work and I/I Source Investigation
Task 7	Quality Management

Task 1. Project Management

Objective: Provide and perform project administration and management activities required for Project completion.

Activities: This Task includes technical and financial management, including the following:

- Project Management Plan – develop and submit a Project Management Plan (PMP) including scope, work plan, budget, schedule, and staffing plan.
- Project Monitoring – track and manage Project scope, schedule, and budget, including monthly forecasts of Earned Value and Estimate-to-Complete.
- Project Reporting and Invoicing – prepare monthly progress reports to be submitted with invoices. Monthly progress reports will include task level budget status.
- Meetings – planned meetings include:
 - Kickoff meeting
 - Regularly scheduled monthly progress calls with District Project Manager

Deliverables: Progress updates, project status reports, variance reports, decision log and schedule updates submitted monthly, meeting agendas, meeting materials, meeting minutes, and monthly invoices

Assumptions: This Task assumes the following assumptions:

- Project duration of 13 months
- Kickoff will be held at District offices or by teleconference

Task 2. Mt Talbert Existing Data Review and SSES Planning

Objective: Review existing data for the Mount Talbert area to develop and present recommendations for the sanitary sewer evaluation survey (SSES) plan.

Activities: This Task includes the following activities:

- Conduct staff interviews – Consultant will conduct create maps and interviews with District staff who are knowledgeable with the facilities and their problem areas.
- Develop Data Request and Gather Existing Data – The data required will include, but may not be limited to the following:
 - District GIS files for collection system and other background data
 - Flow monitoring data
 - CCTV or smoke-testing data conducted in the last 5 years
 - Lucity work order information pertaining to any repairs, maintenance activities, or reported overflows within the last 10 years
- Review Flow Data – Review flow data to characterize each subbasin's response to wet-weather events. Conduct hydrograph analysis on all temporary and permanent flow meter to identify suspected sources of I/I and recommend investigation techniques. Hydrograph analysis shall include three (3) discrete wet-weather events during the past monitoring period (raw data) plus hydrographs generated from the District's CSMP model under peak wet-weather flow conditions.
- Develop Recommendations for SSES Field Work – Develop recommendations for SSES field work from a suite of SSES tools including smoke testing, CCTV and manhole inspections, dye testing, trunk walks and trunk manhole inspections. Field subcontractors and the internal team will be solicited for cost estimates and workload. Investigation options will be summarized by benefits, costs and risks for each option and subbasin, and along with a recommended plan and schedule.
- Private Property Outreach and Access Planning – Consultant shall develop and provide technical information in support of the public outreach required for private property outreach and access.
- TM#1-A, Mt. Talbert Sanitary Sewer Evaluation Study Recommendations – Consultant shall develop a TM that summarizes and documents the findings of the Mt. Talbert Data Review and SSES Recommendations, including recommended investigation tools, workplan, costs, and public outreach requirements by subbasin.

Deliverables: Deliverables completed under this Task shall include:

- Draft and Final TM#1-A

Assumptions: This Task assumes the following:

- Task 2 will be implemented concurrently with Task 3

Task 3. Gladstone Existing Data Review and SSES Planning

Objective: Review existing data to develop and recommend the sanitary sewer evaluation survey (SSES) plan for Gladstone basins 1_10100, 2_20400, and US_1_10100 and DS_2_20400.

Activities: This Task includes the following activities:

- Conduct staff interviews – Consultant will conduct interviews with Gladstone staff who are knowledgeable with the facilities and their problem areas.
- Develop Data Request and Gather Existing Data – The data required will include, but may not be limited to the following:
 - City of Gladstone GIS for collection system and other background data
 - Flow monitoring data
 - CCTV or smoke-testing data conducted in the last 5 years
 - Records of work completed in last 10 years
- Review Data – Review flow data to characterize each subbasin’s response to wet-weather events. Conduct hydrograph analysis on all temporary and permanent flow meter to identify suspected sources of I/I and recommend investigation techniques. Hydrograph analysis shall include three (3) discrete wet-weather events during the past monitoring period (raw data) plus data generated from the City’s SSMP model under peak wet-weather flow conditions.
- Develop Recommendations for SSES Field Work – Develop recommendations for SSES field work from a suite of SSES tools including smoke testing, CCTV and manhole inspections, dye testing, trunk walks and trunk manhole inspections. Field subcontractors and the internal team will be solicited for cost estimates and workload. Investigation options will be summarized by benefits, costs and risks for each option and subbasin, and along with a recommended plan and schedule.
- Private Property Outreach and Access Planning – The City of Gladstone will lead the private property outreach and communication tasks. Consultant shall develop and provide technical information in support of the City of Gladstone developing public outreach requirements prior to implementing the SSES Plan.
- TM#1-B, Gladstone Sanitary Sewer Evaluation Study Recommendations – Consultant shall develop a TM that summarizes and documents the findings of the City of Gladstone Data Review and SSES Recommendations, including recommended investigation tools, workplan, anticipated costs, and public outreach requirements by subbasin.

Deliverables: Deliverables completed under this Task shall include:

- Draft and Final TM#1-B

Assumptions: This Task assumes the following:

- Task 3 will be implemented concurrently with Task 2

Task 4. Mt. Talbert HV68 and HV5 2021 Additional Flow Metering (Owner-Authorization Required)

Objective: This task would further delineate the two largest subbasins in the Mt. Talbert area by flow metering and plan for field work to investigate and identify I/I sources. This Task will require District authorization if the District determines it to be necessary resulting from the findings of Task 2.

Activities: This Task includes the following activities:

- **Micro-metering** – Consultant will delineate subbasins HV68 and HV5 into smaller basins, select appropriate metering locations, and subcontract with a flow metering firm to install and monitor flows during the wet season (November 2020 to Feb 2021). For the purposes of budgeting, 2 meters in HV68 and 3 meters in HV5 for 5 months is assumed at \$3500 per meter per month.
- **Flow Data Review** – Consultant will conduct a review of collected information to characterize each subbasin's response to wet-weather events. Hydrograph analysis will be conducted to develop recommendations on the suspected sources of I/I and the corresponding investigation techniques. Hydrograph analysis will include 5 different wet-weather events during the monitoring period.
- **Develop Recommendations for SSES Field Work** – Consultant will develop recommendations using the suite of SSES tools including smoke testing, CCTV and manhole inspections, dye testing, trunk walks and trunk manhole inspections. Field subcontractors and the internal team will be solicited for cost estimates and workload. Investigation options will be summarized by benefits, costs and risks for each option and subbasin, and along with a recommended plan and schedule, presented in a workshop to District staff.
- **TM#1-A-1. Mt. Talbert HV68 and HV5 Sanitary Sewer Evaluation Study Recommendations** – Consultant will develop a TM that summarizes and documents the findings of the HV68 and HV5 Data Review and SSES Recommendations, including recommended investigation tools, workplan, costs, and public outreach requirements by subbasin.

Deliverables: Deliverables developed under this Task shall include:

- Micro-metering plan
- Flow monitoring results and report
- Draft and Final TM#1-A-1

Assumptions: This Task assumes the following:

- District will provide access to flow monitoring locations.
- District will clean pipes upstream and downstream of flow monitoring locations.

Task 5. Mt. Talbert Field Work and I/I Source Identification

Objective: To conduct field work identified in Task 2 to investigate and identify I/I sources in the Mount Talbert area and use the results of the investigations to recommend future system improvements to cost-effectively remove sources of I/I.

Activities: This Task includes the following activities:

- **Finalize SSES Workplan** – Consultant will finalize the SSES Workplan, procure and contract with field work subconsultants, develop schedule, and coordinate public notifications with the District. A data management plan will be developed and in place during the field investigations. This plan will be used to manage and review field data on an on-going basis as it is collected and in proper format, such as CCTV quality control checks of PACP coding and smoke-testing findings.
- **Implement SSES Workplan Field Investigations** – Consultant will implement the finalized and approved recommendations from Task , Mt. Talbert Existing Data Review and SSES Planning. A 2-week look ahead schedule will be provided weekly as part of the implementation. The following investigations are anticipated:
 - **Stream corridor walks** will be conducted for the entire Mt. Talbert basin and document findings. Leeway and Kennedy Jenks staff will self-perform this effort.
 - **Smoke testing** will be conducted for basins that indicate a high peak inflow potential. Initial review of temporary flow metering data indicate the following basins will have smoke testing conducted: KT2NE, KT2, HV20-1. Upon completion of Task 2 more subbasins may be recommended for smoke testing.
 - **CCTV** will be conducted for basins that indicate a high peak infiltration potential. Initial review of temporary flow metering data indicate the following basins will have CCTV inspections conducted: KT2NE, KT2, HV16-1A, HV20-1. Upon completion of Task 2 more subbasins may be recommended for CCTV inspection.
 - **Dye testing** will conducted during CCTV investigations to validate smoke testing results. For budgeting purposes assumptions have been made on the linear footage of dye testing to be conducted. This value may change after the completion of Task 2.
- **Public Notification** – Consultant field teams will provide for individual notifications to property during field activities. Notifications will include an advance door hanger 24 to 48 hours in advance of private property impacts (e.g., smoke-testing, dye-testing, access through sewer easements, etc.) and a second door hanger left upon completion of the field activities. No door hangers will be left for CCTV activities conducted solely within the ROW.
- **SSES Documentation and Data Management** – Consultant will compile and review findings of field investigations. All CCTV with PACP Grade 4 or 5 defects (or equivalent, per engineering judgment) will be reviewed. Data will be provided to the District in geodatabase format. All I/I source findings (e.g., smoke-emissions, CCTV data, manhole defects, etc.) will be tied to an existing District GIS asset (e.g., sewer main, catch basin, tax parcel, manhole, etc.). Data will be provided as a GIS geodatabase.

- Develop Recommendations for I/I Source Removal – Consultant will develop a project list of recommendations, priority, and costs for addressing the I/I sources. Project costs will be developed at an accuracy per AACE Level 3 estimates.
- TM#2-A, Mt. Talbert SSES Findings and Rehab Recommendations – Consultant will develop a TM that summarizes and documents the findings of the field investigation findings and project recommendations by subbasin.

Deliverables: Deliverables developed under this Task shall include:

- Geodatabase of SSES Results
- Geodatabase of recommended projects
- Draft and Final TM#2-A

Assumptions: This Task assumes the following:

- Field investigations are based on the following estimated footages and unit costs:
 - **Stream corridor walks** will be conducted for the entire Mt. Talbert basin. Approximately 8 days of stream walks will be conducted by a 2-person team.
 - **Smoke testing** will be conducted for 48,000 linear feet of sewer mains in 3 subbasins (KT2NE, KT2, HV20-1). A budgetary cost of \$1.75 per linear foot is assumed for the smoke-testing subcontractor.
 - **CCTV** will be conducted for 72,000 linear feet of sewer mains in 4 subbasins (KT2NE, KT2, HV16-1A, HV20-1). A budgetary cost of \$2.50 per linear foot is assumed for cleaning and CCTV subcontractor.
 - **Dye testing** will be conducted for 5,000 linear feet of sewer mains in 3 subbasins (KT2NE, KT2, HV20-1). A budgetary cost of \$1.50 per linear foot is assumed for the dye-testing subcontractor.
- Field investigations in Task 5 will be conducted concurrently with field work in Task 6.
- 80 video segments (i.e., 25% of the sewer mains inspected) are assumed to have PACP Grade 4/5 defects and will require review.
- Private property I/I source removal will be included in recommendations. Removal projects, priority, and costs will be identified as private property.

Task 6. Gladstone Field Work and I/I Source Identification

Objective: To conduct field work to investigate and identify I/I sources in the City of Gladstone area and use the results of the investigations to recommend future system improvements to cost-effectively remove sources of I/I.

Activities: This Task includes the following activities:

- Finalize SSES Workplan – Consultant will finalize the SSES Workplan, procure and contract with field work subconsultants, develop schedule, and coordinate public notifications with the District and the City of Gladstone. A data management plan will be developed and in place during the field investigations. This plan will be used to manage and review field data on an on-going basis as it is collected and in proper format, such as CCTV quality control checks of PACP coding and smoke-testing findings.
- Implement SSES Workplan Field Investigations – Consultant will implement the finalized and approved recommendations from Task 3, Gladstone Existing Data Review and SSES

Planning. A 2-week look ahead schedule will be provided weekly as part of the implementation. The following investigations are anticipated:

- **Smoke testing** will be conducted for basins that indicate a high peak inflow potential.
 - **CCTV** will be conducted for basins that indicate a high peak infiltration potential.
 - **Dye testing** will be conducted during CCTV investigations to validate smoke testing results.
- **Public Notification** – Consultant field teams will provide for individual notifications to property during field activities. Notifications will include an advance door hanger 24 to 48 hours in advance of private property impacts (e.g., smoke-testing, dye-testing, access through sewer easements, etc.) and a second door hanger left upon completion of the field activities. No door hangers will be left for CCTV activities conducted solely within the ROW.
 - **SSES Documentation and Data Management** – Consultant will compile and review findings of field investigations. All CCTV with PACP Grade 4 or 5 defects (or equivalent, per engineering judgment) will be reviewed. Data will be provided to the District in geodatabase format. All I/I source findings (e.g., smoke-emissions, CCTV data, manhole defects, etc.) will be tied to an existing District GIS asset (e.g., sewer main, catch basin, tax parcel, manhole, etc.). Data will be provided as a GIS geodatabase.
 - **Develop Recommendations for I/I Source Removal** – Consultant will develop a project list of recommendations, priority, and costs for addressing the I/I sources. Project costs will be developed at an accuracy per AACE Level 3 estimates. A workshop will be conducted with District and City of Gladstone staff to present SSES findings and recommendations.
 - **TM#2-B, Gladstone SSES Findings and Rehab Recommendations** – Consultant will develop a TM that summarizes and documents the findings of the field investigation findings and project recommendations by subbasin.

Deliverables: Deliverables developed under this Task shall include:

- Geodatabase of SSES Results
- Geodatabase of recommended projects
- Draft and Final TM#2-B

Assumptions: This Task assumes the following:

- Field investigations are based on the following estimated footages and unit costs:
 - **Smoke testing** will be conducted for 68,000 linear feet of sewer mains in 3 subbasins (1_10100, 2_20400, and US_1_1_10100 and DS_2_2_20400) is assumed for smoke testing. A budgetary cost of \$1.75 per linear foot is assumed for the smoke-testing subcontractor.
 - **CCTV** will be conducted for 68,000 linear feet of sewer mains in 3 subbasins (1_10100, 2_20400, and US_1_1_10100 and DS_2_2_20400) is assumed for smoke testing. A budgetary cost of \$2.50 per linear foot is assumed for cleaning and CCTV subcontractor.
 - **Dye testing** will be conducted for 7,000 linear feet of sewer mains in 3 subbasins (1_10100, 2_20400, and US_1_1_10100 and DS_2_2_20400) is assumed for

confirmation dye testing. A budgetary cost of \$1.50 per linear foot is assumed for the dye-testing subcontractor.

- Field investigations in Task 6 will be conducted concurrently with field work in Task 5.
- 75 video segments (i.e., 25% of the sewer mains inspected) are assumed to have PACP Grade 4/5 defects and will require review.
- Private property I/I source removal will be included in recommendations. Removal projects, priority, and costs will be identified as private property.

Task 7. Quality Management

Objective: To develop and implement a plan that focuses on and emphasizes quality throughout the execution of the Project.

Activities: This Task includes the following activities:

- Develop and follow a Quality Management Plan (QMP) for the project to be included in the PMP.
- Conduct quality reviews of all technical analyses, presentations and minutes, TMs, subconsultant deliverables, etc. and address review comments prior to submission in accordance with the QMP.
- For major work products (Technical Memoranda) develop a Comment Log to document District comments and Consultant responses.

Deliverables: Deliverables completed under this Task shall include:

- Quality Management Plan
- Comment Log

Assumptions: This Task assumes the following:

- None

Level of Effort Estimate

LW proposes to complete this work as detailed above on a time and expenses basis summarized on the attached Level of Effort estimate. This “not-to-exceed” amount is based on this scope of work and will not be exceeded without approval and written authorization by the District.

**MT. TALBERT AND BLAIRSTOWN SOILS IDENTIFICATION AND REHABILITATION PROJECT
CLACKAMAS COUNTY WATER IMPROVEMENT SYSTEM
PROPOSED LEVEL OF EFFORT**

	LEADS				SUBCONSULTANTS											Subconsultant Multiplier	Reconsultant Total with Markup	Total	
	Professional Fee \$100.00	Professional Fee \$100.00	Hours	Labor	Expenses	Parsons Jenks DDC \$140.00	Parsons Jenks JOPF \$111.00	Parsons Jenks MHRP \$185.00	Parsons Jenks DORCF \$230.00	Parsons Jenks Admin \$95.00	Parsons Jenks Other	Parsons Jenks Subtotal	Other Firms	CCTV and Flow Testing	Flow Monitoring				
Task 1 - Project Management																			
Project Management	10	54	38	1,200	50	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Task 2 - Soils Sampling and Testing																			
Soils Sampling and Testing	10	54	38	1,200	50	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Task 3 - Soils Sampling and Testing																			
Soils Sampling and Testing	10	54	38	1,200	50	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Task 4 - Soils Sampling and Testing																			
Soils Sampling and Testing	10	54	38	1,200	50	10	10	10	10	10	10	10	10	10	10	10	10	10	10
TOTAL ALL TASKS	40	216	152	4,800	200	40	40	40	40	40	40	40	40	40	40	40	40	40	40

**CITY COUNCIL
MONTHLY
ACTIVITY
REPORTS**

MAYOR TAMMY STEMPEL

JULY 2020 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

- 7/1/2020
 - Mayors and Managers Meeting
 - Food Pantry Volunteer – Senior Delivery Coordination
- 7/2/2020
 - Citizen Meeting – COVID Updates
 - Food Pantry – Senior Delivery Coordination
- 7/3/2020
 - LOC Update
- 7/4/2020
 - Senior Delivery and Coordination
 - Citizen Meeting – COVID Business Updates
- 7/5/2020
 - Food Pantry – Food Barrel Pickup and Stocking
- 7/6/2020
 - Agenda Review
- 7/7/2020
 - Library Board Zoom Meeting
 - Mayors Checking
- 7/8/2020
 - Mayors Video
 - Food Pantry Volunteering
- 7/9/2020
 - Economic Impacts Meeting
- 7/10/2020
 - LOC Updates
- 7/11/2020
 - Food Pantry – Food Barrel Pickup and Stocking
 - Citizen Meeting – Homeless Options for Local Resident
- 7/12/2020
 - Regional Mayors Updates – Business Impacts
 - Emergency Food Box Delivery
- 7/13/2020
 - C4 Executive Committee Meeting
 - Parks and Rec Board Meeting
- 7/14/2020
 - City Council Meeting
 - Climate Action Meeting
- 7/15/2020
 - C4 Sub Committee Meeting
 - Food Pantry Volunteer – Senior Delivery Coordination

- 7/16/2020
 - Mayors and Managers Meeting
 - Governors' Conference Call
 - Staff Issue Review
- 7/17/2020
 - LOC Updates
 - Food Pantry – Food Barrel Pickup and Stocking
- 7/18/2020
 - Homebound Seniors Delivery
 - Puderbaugh Memorial Cleanup
- 7/20/2020
 - Meeting with Jacque and John Morgan RE: Listening Session
 - Mayors Check-in
- 7/21/2020
 - Citizen Meeting – COVID Updates
 - Citizen Meeting – I205 Tolling and Options
- 7/22/2020
 - National COVID Briefing
 - Mayors Check-in
 - Food Pantry Volunteer
- 7/23/2020
 - MMC Meeting
- 7/24/2020
 - LOC Updates
- 7/25/2020
 - Food Pantry – Food Barrel Pickup and Stocking
- 7/26/2020
 - Prepare for Listening Session
- 7/27/2020
 - Check-in for Listening Session
 - Staff Issue Review
- 7/28/2020
 - City Council Listening Session
- 7/29/2020
 - Citizen Meetings – Listening Session
 - Mayors Check-in
- 7/30/2020
 - City Council Special Meeting
- 7/31/2020
 - Citizen Meeting – Listening Session
 - School District Meeting

**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

JULY 2020 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

07/9/2020	Tourism Board Meeting
07/14/202	City Council Meeting
07/28/2020	Gladstone Community Listening Session

NOTES

**PRELIMINARY
CITY COUNCIL
AGENDA
PLANNING
DOCUMENT**

**August 25, 2020
Gladstone Housing Needs Analysis Presentation
5:30 pm (Planning Commission, City Council, TAC)
ZOOM**

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**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) • Purchase Public Works Backhoe per the City's vehicle/equipment replacement policy. 		
Public Hearing	Code amendments pertaining to parking requirements for the substitution of institutional or civic land uses in GMC Chapter 17.18, C-2 Zoning District.	CA Doughman/CA Betz/ SP Joy Fields	
Public Hearing	Sale of Surplus Property- Clackamas River Drive	CA Betz/Kasra	
Regular Agenda	Approval of a collective bargaining agreement between the Professional Fire Fighters of Clackamas County, IAFF Local 1159 and the City of Gladstone.	CA Driscoll, FC Huffman, HR McDonald, CA Betz	
	Proposal on use of Coronavirus Aid Relief and Economic Security Act (CARE funds)	CA Betz/FM Brucker	
	Consider authorizing the City to submit a comment letter to Federal Highway Administration and Oregon Department of Transportation on the I-205 Tolling Project Environmental Assessment	CA Betz/City Council	

**September 22, 2020
City Council Work Session**

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**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) 		
	Draft City Attorney Evaluation Process		

Gladstone City Council Preliminary Agendas

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) • 		
	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	
	Dissolution of the Gladstone Library Board per GCC Chapter 2.10.010		
	Approve the Nature Park Site Plan	PWD Whynot	
	Appointments to Boards, Committees, and Commissions	City Council	
December 22, 2020			
	Christmas week, no meetings		

Gladstone City Council Preliminary Agendas

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	
	Approval of the 2019-2020 Audit	FD Brucker/Auditors	
	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	
	Annual Work Committee Work Plans are due to the City Council by January 22nd prior to Strategic Planning Session.		
To Be Set			
	Department Environmental Quality (DEQ) Mutual Agreement I&I Study Requirement and Costs	PWD Whynot	
	Update the Traffic Signal Maintenance and Transportation Engineering Services IGA with Clackamas County	PWD Whynot	
February 9, 2021	Approve the 2021-23 budget calendar	FD Brucker CA Betz	