GLADSTONE CITY COUNCIL MEETING
CIVIC CENTER COUNCIL CHAMBERS
October 13, 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/97848867770?pwd=VlBwN2JhYTdwM2RjU0hrUWl5T3FyUT09

Meeting ID: 978 4886 7770
Passcode: 547093
One tap mobile
+16699009128,,97848867770#,,,,,,0#,,547093# US (San Jose)

Dial by your location
+1 669 900 9128 US (San Jose)
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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 October 13, 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 October 13, 2020 with your topic of discussion.

PRESENTATION- Swearing-In of Gladstone Police Officer Sheung Tsun (Clement) Lau

AGENDA ADDITIONS OR CORRECTIONS

CONSENT AGENDA:

1. Approval of September 8, 2020 Meeting Minutes
2. Approval of August Bank Balances

3. Budget Report for Period ending 08-31-2020
4. Approval of August Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for September 2020
7. Ratification of an intergovernmental agreement between Clackamas County and the City of Gladstone to utilize the Gladstone Senior Center as the staging area for the County's food box distribution program.
8. Approval of OLCC Liquor License Application for Happys Bar & Grill, LLC

CORRESPONDENCE: None

REGULAR AGENDA:

9. **PUBLIC HEARING:**
   A. **ORDINANCE 1502 - AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 17.06 PERTAINING TO DEFINITIONS OF VACATION RENTAL AND VACATION OCCUPANCY**
   Consider approving Ordinance 1502 – amending GMC Chapter 17.06 pertaining to definition of vacation rentals and vacation occupancy

   B. **ORDINANCE 1503 – AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 17.18 PERTAINING TO PARKING REQUIREMENTS FOR THE SUBSTITUTION OF INSTITUTIONAL OR CIVIC LAND USES IN THE C-2 ZONING DISTRICT**
   Consider approving Ordinance 1503 – amending GMC Chapter 17.18 pertaining to parking requirements for the substitution of Institutional or Civic land uses in the C-2 Zoning District.

10. **PUBLIC HEARING: ORDINANCE 1504 - RE-ZONE FROM R-7.2 (SINGLE-FAMILY RESIDENTIAL) TO MR (MULTI-FAMILY RESIDENTIAL) TO ALLOW THE DEVELOPMENT OF ADDITIONAL PARKING AND RECREATION FOR THE EXISTING WEBSTER RIDGE APARTMENTS, 18085 WEBSTER ROAD. STONEY RIDGE LLC.**
    Consider approving Ordinance 1504 - re-zone from R-7.2 to MR to allow for development of additional parking and recreation for the existing Webster Ridge Apartments.

11. **PUBLIC HEARING: CONSIDER APPROVAL OF ORDINANCE 1505 - AMENDING GLADSTONE MUNICIPAL CODE (GMC) CHAPTER 12.12 PARK RULES.**
    Consider approving Ordinance 1505 – amending GMC 12.12 pertaining to park rules

BUSINESS CARRIED FORWARD – updates on draft Clackamas County Library Advisory Board of Trustees and Halloween

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

<u>Upcoming Meeting Dates:</u>

- **October 20, 2020 –** HB 4001 Severely Rent Burden Annual Public Meeting (Virtual) (5:30 pm)
- **November 9, 2020-** Joint meeting Gladstone City Council and Parks and Recreation Board (Virtual) (6:30 pm)
- **November 10, 2020-** Regular City Council Meeting (Virtual) (6:30 pm)

CONSENT AGENDA

GLADSTONE CITY COUNCIL MEETING MINUTES of September 8, 2020

Meeting was called to order at 6:30 P.M. – (Via Zoom)

ROLL CALL:
Mayor Tammy Stempel, Councilor Ripley, Councilor Neace, Councilor Tracy, Councilor Reisner, Councilor Todd, Councilor Mersereau

ABSENT:
None.

STAFF:
Jacque Betz, City Administrator; Tami Bannick, City Recorder; Ashley Driscoll, City Attorney

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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:
Councilor Reisner asked to pull Item #12 – additional information has come in that he needs to review before bringing this forward. None of the Councilors had any objections.

CONSENT AGENDA:

1. Approval of August 11, 2020 Regular Meeting Minutes
2. Approval of July Bank Balances
3. Budget Report for Period ending 07-31-2020
4. Approval of July Check Register
5. Legal Costs on Projects
6. Department Head Monthly Reports for August 2020
7. Approve Purchase of Public Works Backhoe per the City's Vehicle/Equipment Replacement Policy
8. Approve Resolution 1183 – Declaring a State of Public Health Emergency - COVID-19 pandemic, to extend through December 31, 2020 unless superseded sooner

Mayor Stempel asked to pull Item #3.

Councilor Ripley made a motion to approve the remaining Consent Agenda items. Motion was seconded by Councilor Reisner.

Discussion: Councilor Tracy asked if there was an issue in particular on the monthly budget report. Mayor Stempel said there were a couple of clarifications needed. It will be brought back for review after those clarifications.

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

Mayor Stempel said on Item #3 the only questions she had on page 3-3 of the Budget Report she started seeing some line items that were over 100% of their use so far and we are only two months into the budget. Under Materials & Services, Contractual and Professional Services were already at almost 125%. Fire and Liability Insurance is at 173%. Computer Technology Services is at 128.99%,

etc. Ms. Betz said that sometimes you pay the full year in advance and it's not proportioned out monthly. She will need to follow up with Cathy Brucker for further explanation. Mayor Stempel was satisfied with that response.

Councilor Tracy made a motion to approve Consent Agenda Item #3. Motion was seconded by Councilor Mersereau. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

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 explained why they hold public comments until the end of the meeting – more cities are doing this because this is their business meeting and they have a lot of business to discuss and people can speak on the individual agenda items, but having public comments at the end of the meeting is her way to hopefully get people engaged so they can follow the issues that they discuss.

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 they have to be consistent and take the path that is defensible. They appreciate everyone's time in participating in this process. Her goal is to keep the meeting respectful and engaging and she hopes everyone will help her do that.

REGULAR AGENDA

9. **PUBLIC HEARING – SALE OF SURPLUS PROPERTY – CLACKAMAS RIVER DRIVE:**
Considering the sale of City-owned property described as tax lot #00545663.

Ms. Betz said this is to authorize her to sign the closing documents to sell this property. It does not have an address associated with it. It is approximately 6.9 acres, sloped, vacated, heavily treed property. In December of 2017 the Council formally approved a resolution declaring the property a surplus and in May of 2018 the citizens approved Measure 3-531, a City of Gladstone Charter authorization to sell the property at this location. On June 23, 2020 the City received a cash offer from Michael Dunlap in the amount of $145,000 – he wants to build a cabin on the site. The feasibility study was completed and the next step in the process is this public hearing. Kasra Shakerin of REMAX said the property does not have any utilities and only sections of it are buildable. Ms. Betz said they had one question from the buyer that came up today regarding a pipe on the property and they are trying to clarify if it is the County's responsibility to maintain it.

Councilor Mersereau wanted to clarify what will be done with the proceeds that the City will receive ($134,960). Ms. Betz said their recommendation is that they reserve it for the Parks in the Public Works Department budget. They are currently looking for resources for the parks.

Councilor Mersereau asked the other Councilors if they felt that was appropriate – Councilor Ripley is fine with it. Councilor Reisner feels that questions such as these should wait until after public comments are heard. Councilor Tracy agreed with Councilor Reisner.

PUBLIC COMMENTS:
None.

Councilor Reisner said four years ago it was a surprise to learn that the City owned this property. He feels that selling the property is the proper thing to do and putting the proceeds into the Parks budget is appropriate. Councilor Todd agreed.

Councilor Reisner made a motion to authorize the City Administrator to sign the appropriate closing documents to sell City Surplus Property Tax ID#00545663 on Clackamas River Drive, Oregon City, Oregon, 97027 to Michael Dunlap in the amount of $145,000. Motion was seconded by Councilor Tracy. Councilor Reisner amended his motion to continue that the proceeds of the sale (minus brokerage fees/title/escrow of $10,040), $134,960, are reserved for parks in the Public Works Department budget, and allocation of the funds will be identified through the next biennial budget process. Amended motion was seconded by Councilor Mersereau. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

Mayor Stempel gave a second reading. Councilor Reisner made a motion to authorize the City Administrator to sign the appropriate closing documents to sell City Surplus Property Tax ID#00545663 on Clackamas River Drive, Oregon City, Oregon, 97027 to Michael Dunlap in the amount of $145,000 and that the proceeds of the sale (minus brokerage fees/title/escrow of $10,040), $134,960 be reserved for parks in the Public Works Department budget, and allocation of the funds will be identified through the next biennial budget process. Motion was seconded by Councilor Neace. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

10. COLLECTIVE BARGAINING AGREEMENT BETWEEN THE PROFESSIONAL FIREFIGHTERS OF CLACKAMAS COUNTY, IAFF LOCAL 1159, AND THE CITY OF GLADSTONE:
Mayor Stempel said she has a conflict of interest on this item since her husband works for the Fire Department, so she recused herself from officiating on this item – she turned it over to Council President, Matt Tracy.

Ashley Driscoll, City Attorney, said she was part of the negotiation team on behalf of the City. She went through the staff report. This will be the initial collective bargaining agreement between the City of Gladstone and the four Firefighter Captains. The Captains unionized in August of 2019 and once they demanded a bargain it was delayed because of the Coronavirus. The City's team met with the Union's team six times over the course of the summer and negotiated a complete contract – it includes 33 articles that range from wages/hours to health insurance to deferred compensation. The significant impacts are a 3% wage increase effective upon ratification and increased holiday time for employees who are on a 56-hour shift. This is a three-year contract, however, they only negotiated wages and insurance for this fiscal year. They hope to be in a better position to negotiate wages and insurance in February of 2021. The union members voted

unanimously to approve the collective bargaining agreement last week. The next step is for the Council to ratify it.

Councilor Tracy wanted to clarify that they are only opening up the one wages article for one year – Ms. Driscoll confirmed that wages and insurance are typically considered together. Ms. Betz said that the Fire Chief was on a call and couldn't participate tonight, but said that it was a very healthy process that he was very supportive of.

PUBLIC COMMENTS:

Mark Kilman-Burnham, Governmental Affairs Director for American Medical Response (AMR) and Global Medical Response, wanted to say the local Fire Department, even though it's volunteer, is a tremendous asset to this community and has been a great partner with AMR as they've tried to prevent people from dying down at High Rocks. He thinks this is something that is warranted. He thinks the size of the Department and the amount that they give back to the community is amazing. He said all the employees do a fantastic job. He said that since the job is very stressful the incentive pay, increased holiday time, etc., is very important to them. He thanked everyone who serves here in Gladstone.

Sharon Alexander feels they should approve the contract. She said the Fire Department is an important part of the community and they shouldn't be the only class of employees not covered by a union contract. She said in the last two cycles of the Fire Levy over 80% of the citizens of Gladstone supported the Department. She said the Council was elected to support the community and they want the firefighters – they work so hard for the community as firefighters and in other ways (Toy & Joy drive, community events, etc.). She said we need to step up and show them that they are a valued part of our town. She said that other members of the Council have family connections to the Fire Department and for that reason she thinks they should excuse themselves from voting.

Bill Osburn wanted to thank the firefighters for all the work they do. He said the community has spoken and they support the firefighters. He has faith that the Council will support them as well. He said he didn't know if there was a conflict of interest or a perceived conflict of interest, but he asked that they check with the City Attorney and make sure everything is done on the up and up.

Councilor Tracy asked Ms. Betz if they have anyone who would be voting on this presently that would be in a conflict of interest – Ms. Betz confirmed that is correct because the Mayor is the only person currently on the City Council that is related to an employee or who would financially benefit from this bargaining agreement. Ms. Driscoll was not aware of any other conflicts of interest.

Councilor Neace said her son is no longer involved with the Gladstone Volunteer Fire Department so there is no conflict there.

Councilor Reisner said his son was on the Fire Department but hasn't been for over three years so he doesn't foresee a conflict.

Councilor Ripley recused himself because he knows the comments were all directed at him. Ms. Driscoll asked if he was declaring a conflict of interest. He declared a conflict of interest because of the way he left the Fire Department because he didn't agree with the management and the changes.

Ms. Driscoll explained that there are two types of conflicts of interest: actual and perceived. An "actual" conflict of interest means that if you are voting on something it will have an impact on you or a relative or business for which you are associated in an economic capacity. A "perceived" conflict of interest is if voting on this item could potentially have an impact on you, a relative, or a business for which you are associated with financially. You could declare the conflict and if you could still participate without having any bias you could vote. Only with an actual conflict of interest are you legally prohibited from voting. Councilor Ripley said he will vote then – he retracted his recusal.

Councilor Reisner made a motion to approve the International Association of Firefighters (IAFF) Local 1159 and City of Gladstone Collective Bargaining Agreement effective upon ratification 2020-2023. Motion was seconded by Councilor Mersereau. Ms. Bannick took a roll call vote: Councilor Ripley – no. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – recused. Motion passed (5-1).

(Mayor Stempel took back the gavel.)

11. <u>PROPOSAL ON USE OF CORONAVIRUS AID RELIEF AND ECONOMIC SECURITY ACT (CARE FUNDS):</u>

Ms. Betz said staff would like the Council to consider implementing the Gladstone COVID Assistance Program. The federal government allocated $1.6 billion to the State of Oregon for a Coronavirus relief fund. The Governor committed $400 million for cities, counties, and special districts that did not receive funds directly from the federal government. Based on the State's formula, Gladstone is eligible to be reimbursed $383,314 – these funds can be used to reimburse cities for expenses related to the pandemic. The funds may not be used for revenue replacement. Allowed uses include medical expenses, public health expenses, payroll, and compliance expenses as defined in the Treasury Guidance Document. They would like to be considered the pass-through as the local government and create the Gladstone Covid Assistance Program (GCAP) and allocate the funds to St. Vincent de Paul to actually administer to qualified residents within Gladstone (for rental assistance, food, and utilities). Because St. Vincent de Paul is an established non-profit that currently administers these types of programs for the City of Milwaukie and Lake Oswego they have administrative staff on hand to process these requests quicker than Gladstone, who does not have a program in place. They would like to seed the program with up to $100,000 in increments of $10,000 and then replenish the grants as they are awarded – it would be only for qualified Gladstone residents. The criteria was provided in Council packets. The funds would be submitted to St. Vincent de Paul starting September 15, 2020 if the Council approves it. They will send the payments directly to the businesses on behalf of the applicant as long as the program remains within its funding limits. Gladstone would receive a detailed report on who they are allocating the funds to. The City of Gladstone has also been reimbursed for their overtime costs from their first responders and also for any of the COVID leaves that they've had for the employees. All of the funds must be spent by the end of December.

Councilor Tracy asked if both businesses and individuals can apply for this program – Ms. Betz confirmed that both are able to apply through the set criteria. It is maxed at approximately $1,000 per customer (one time), depending on what kind of need they ask for. There is a 5% administrative cost.

Councilor Mersereau made a motion to authorize the City Administrator to implement the COVID Assistance Program (GCAP) and enter into an agreement with St. Vincent de Paul's to administer COVID relief for Gladstone residents. Motion was seconded by Councilor Neace.

Discussion: Mayor Stempel said this is wonderful and so desperately needed. Councilor Tracy asked if we will continue to monitor this account and make sure that we don't get too far ahead of ourselves on disbursement – Mr. Betz confirmed that was correct. She said the City Attorney reviewed the Treasury Guidelines to make sure that this program qualifies, and it does.

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

12. <u>PROPOSED BYLAWS OF CLACKAMAS COUNTY LIBRARY ADVISORY BOARD:</u>
(This item was pulled from the agenda)

13. <u>LETTER TO FEDERAL HIGHWAY ADMINISTRATION (FHA) AND OREGON DEPARTMENT OF TRANSPORTATION (ODOT) ON THE I-205 TOLLING PROJECT ENVIRONMENTAL ASSESSMENT:</u>

Ms. Betz said she authored the draft letter – she basically said they didn't want any of the alternatives and instead would support the "no build". She tried to represent the concerns and interests that the City Council and our residents have expressed to this point. She thinks we need to issue a letter on behalf of the elected officials.

Councilor Tracy asked when they were going to put the National Environmental Policy Act (NEPA) process in place so they actually had some information coming back – Ms. Betz said September 13th is the last day for the NEPA alternatives comment period. She has not received any new information since they presented at the Council meeting. Councilor Ripley believes that ODOT is waiting to get the results back from questionnaires they sent out before they schedule their next meeting. Mayor Stempel said we need to stay on top of this and that when ODOT came to the C-4 group they were not welcomed. She doesn't see much support for this in Clackamas County unless there's some major change to the language where the funds would stay in our I-205 corridor. Councilor Tracy asked if OTC can supersede the communities in pushing back – Mayor Stempel believes they make the final decision. The C-4 group asked citizens to write letters to OTC directly instead of just one letter signed by a bunch of people. She recommended that as well. Councilor Reisner said ODOT said they were going to respond to several questions that were brought up at the meeting and they have not done that.

Councilor Reisner made a motion for the City Council to submit the attached comment letter to the Federal Highway Administration (FHWA) and the Oregon Department of Transportation (ODOT) on the I-205 Tolling Environment Assessment. Motion was seconded by Councilor Tracy. Ms. Bannick took a roll call vote: Councilor Ripley – yes. Councilor Neace – yes. Councilor Tracy – yes. Councilor Reisner – yes. Councilor Todd – yes. Councilor Mersereau – yes. Mayor Stempel – yes. Motion passed unanimously.

<u>BUSINESS CARRIED FORWARD:</u>

Ms. Betz gave an update regarding diversity, equity, inclusion, and bias endeavors. Ms. Betz went over the steps that Gladstone is taking for understanding and respecting diversity in our workplace and community. CIS (the City's insurance/risk management provider) has developed a curriculum for bias training for employees – it's called "Walk A Mile in Their Shoes; Steps for Understanding and Respecting Diversity in Our Workplaces and Communities". The Police Chief took the lead on this with CIS, and because of his initiative to develop this curriculum, CIS created a pilot project that both Chief Schmerber and she were invited to participate in last week. She went over the five sections included in the training. The next step is for CIS to refine this and it will then be offered to all of the City employees and possibly provide it to all

the boards, committees, and commissions in the future. She is very pleased with the progress that is being made on the training.

They have established a partnership with Clackamas County Inclusion Officer Martine Coblentz. The City would like to leverage the County's resources to focus on diversity, equity, and inclusion. Clackamas County, in partnership with the community of color, is conducting an environmental scan to better understand and improve equity and inclusion efforts in the County. She asked if anyone from the Council would like to assist her with filling out the survey by September 14th. Councilors Neace, Todd, Reisner, Tracy, and Mersereau volunteered.

Ms. Betz said they continue to enhance their partnership with the Gladstone School District. After the listening session the Superintendent, the School Board Chair, Mayor Stempel, and she met to discuss diversity, equity, and inclusion training for management and elected officials. The School Board is getting ready to embark on their training and they will provide the information and extended an invitation to the City to participate.

Councilor Tracy asked if the training was going to be offered to personnel or are they going to be mandated to take the training – Ms. Betz said the training she talked about in the beginning of her report will be mandated.

PUBLIC COMMENTS:
Kelly Chaney said she loves the initiation by the Police Department, the training, and contacting Clackamas County. She has concerns about who is filling out the surveys and how accurate the results will be. She asked if the City Council members or City staff are the best people that should be answering the questions to get the best result. She asked if there were any people of color, indigenous people, or any people educated or certified in the area involved in the meeting/training by the School Board. She suggests doing some checks and balances before moving forward. They need something other than the white lens to view this stuff.

BUSINESS FROM THE AUDIENCE:
Leslie Myers said she was excited to see the items on the agenda and the discussion about follow-up to the listening session. She asked if the City was thinking about adopting the County's resolution condemning violence and racism directed at people of color.

She asked how we can follow the COVID count in our city.

BUSINESS FROM THE COUNCIL:

Councilor Tracy:
He asked the Council to read the proclamation from the County and asked that they discuss it at a later date.

Councilor Todd:
She thanked Chief Schmerber, Ralph Matile, and Pat Smith for their work on Neighbors Helping Neighbors program – it is helping citizens to get compliant with code (overgrown shrubs, excess garbage in their yard, etc.).

Councilor Ripley:
He asked everyone to be mindful of their elderly neighbors with breathing problems to make sure to check on them.

Mayor Stempel:
She said the Food Pantry is still providing food for a large number of individuals and families in our community and beyond our borders. Food and security are huge concerns and it's only getting worse. She thanked the Senior Center staff for partnering with them – now they are handling all of the Homebound Senior deliveries in conjunction with their food delivery. She thanked the volunteers at the Food Pantry – they are there every single day and making sure that nobody goes hungry. If you know of anyone who needs help or who would like to volunteer let her know.

Clackamas County Coordinating Committee (C-4) spent last week's meeting on House Bill 2001 program rules. It's really convoluted and it's going to have a huge impact on our community. This is the bill that requires duplexes in all residential zones and in some instances it also requires tri-plexes, quads, and cottage clusters. The rules are in draft form right now. As soon as they are made available for public viewing she'll make sure they provide a link.

The Parks and Recreation Board meeting is not going to be held until next week.

She is confident that we're all going to be able to find the perfect path forward regarding the Library because they all have the same goal and vision – two beautiful libraries to serve our community.

COVID is still the number one thing we all need to be concerned about even though it keeps getting pushed to the back. She said all the leaders in our community need to step up and start pushing this and making sure that people don't become complacent.

She said all the Councilors are liaisons to different committees, boards, and commissions. That is the only way they find out what's going on.

She asked Councilors Neace and Tracy (liaisons for business) if there are any issues that they hear about that need to be addressed and let her know.

She asked Councilor Neace to reach out to the Senior Center and let her know next month what's going on with them.

She said Councilor Ripley has been keeping them up on what's going on with the Traffic Safety Committee. She said they are getting updates regarding the Library from Councilors Neace and Reisner. She and Councilor Tracy are the liaisons for Public Works. Councilor Tracy said they have a new plant operator in place and everything has been pretty quiet since.

Councilor Mersereau is the liaison for the Planning Commission – they had a controversial parking issue that came before them last month. He said the parking situation is one of the biggest issues that they are struggling with and how to make that comprehensive throughout the City and not just in a couple lots. Councilors Mersereau and Reisner are the liaisons for Fire and Police – they have been incredibly busy for the last 24-hours. Councilor Reisner said last month he participated with them in some training. They were shocked that a Councilor participated and they asked the rest of the Councilors to reach out and join them in some of their training. Due to COVID no one can ride along with them right now. Some of the training they are receiving is related to diversity and how they interact with the public. Councilor Mersereau said that Councilor Reisner helped set up a meeting with the Chief of Police to discuss some pending legislation that will effect the Police Department – it would require all police officers in the State to wear the same uniform and all police vehicles would have to look the same.

Councilor Todd is the liaison for the School District – they generally don't meet during the summer months, but they have been meeting almost daily. She said everything is settling in as much as it's going to for a while.

Mayor Stempel thanked the emergency responders and community members that stepped up and helped with the windstorm last night. She was being contacted by people reporting fires, trees down, transformers/power lines down, etc. She said we have an amazing village of people that really want to help each other and it is so wonderful to actually see that in action. She also thanked staff for all the hard work they've done to keep us in compliance and moving forward through all of this craziness in 2020.

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

ADJOURN:
Meeting was adjourned at 7:53 P.M.

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

ATTEST:

_____ _____
Tamara Stempel, Mayor Tami Bannick, City Recorder

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BANK BALANCES

Month Ending Balance

Bank	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
LGIP -City Of Gladstone #4472	$ 11,870,396.97	$ 12,026,148.98				
LGIP - Urban Renewal Agency #4650	1,524,152.25	1,528,120.62				
Checking Accounts:						
General Fund	443,032.23	209,656.63				
Urban Renewal	20,536.90	15,536.95				
Municipal Court	36,363.13	30,179.36				
Totals	**$ 13,894,481.48**	**$ 13,809,642.54**	**$ -**	**$ -**	**$ -**	**$ -**

Bank	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
LGIP -City Of Gladstone #4472						
LGIP - Urban Renewal Agency #4650						
Checking Accounts:						
General Fund						
Urban Renewal						
Municipal Court						
Totals	$ -	$ -	$ -	$ -	$ -	$ -

3

City of Gladstone, OR

Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 08/31/2020

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total 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	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**	**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	4,323,474.82	0.00	0.00	4,323,474.82	-4,285,630.18	50.22 %
100-000-310050	PRIOR YEAR TAXES	300,000.00	300,000.00	46,551.09	0.00	0.00	46,551.09	-253,448.91	15.52 %
100-000-311030	LIBRARY DISTRICT REVENUE	743,142.00	743,142.00	330,678.00	0.00	0.00	330,678.00	-412,464.00	44.50 %
100-000-314045	TRANSIENT LODGING TAX	305,000.00	305,000.00	139,298.27	8,100.28	16,994.62	156,292.89	-148,707.11	51.24 %
	RptType: 3100 - LOCAL TAXES Total:	**9,957,247.00**	**9,957,247.00**	**4,840,002.18**	**8,100.28**	**16,994.62**	**4,856,996.80**	**-5,100,250.20**	**48.78 %**
RptType: 3110 - STATE SHARED TAXES									
100-000-310170	STATE REVENUE SHARING	305,000.00	305,000.00	102,035.58	0.00	0.00	102,035.58	-202,964.42	33.45 %
100-000-311010	ALCOHOL TAX REVENUE	450,846.00	450,846.00	172,620.21	0.00	0.00	172,620.21	-278,225.79	38.29 %
100-000-311015	MARIJUANA TAX	99,457.00	99,457.00	70,580.75	0.00	0.00	70,580.75	-28,876.25	70.97 %
100-000-311020	CIGARETTE TAX REVENUE	28,155.00	28,155.00	12,004.48	1,150.50	1,150.50	13,154.98	-15,000.02	46.72 %
	RptType: 3110 - STATE SHARED TAXES Total:	**883,458.00**	**883,458.00**	**357,241.02**	**1,150.50**	**1,150.50**	**358,391.52**	**-525,066.48**	**40.57 %**
RptType: 3120 - RIGHT OF WAY FEES									
100-000-312010	GLADSTONE DISPOSAL FRANCHISE FEE	250,000.00	250,000.00	90,000.26	0.00	0.00	90,000.26	-159,999.74	36.00 %
100-000-312025	PGE FRANCHISE FEES	800,000.00	800,000.00	403,669.85	0.00	0.00	403,669.85	-396,330.15	50.46 %
100-000-312030	NW NATURAL GAS FRANCHISE FEE	340,000.00	340,000.00	92,202.65	0.00	0.00	92,202.65	-247,797.35	27.12 %
100-000-312040	COMCAST CABLE TV FRANCHISE FE	360,000.00	360,000.00	106,134.84	0.00	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**	**692,007.60**	**0.00**	**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	85,410.33	1,770.00	2,895.00	88,305.33	-95,694.67	47.99 %
100-000-313015	LIQUOR LICENSE RENEWALS	2,000.00	2,000.00	1,005.00	70.00	70.00	1,075.00	-925.00	53.75 %
100-000-313020	ALARM PERMITS	8,000.00	8,000.00	10,475.00	500.00	975.00	11,450.00	3,450.00	143.13 %
	RptType: 3130 - LICENSES AND PERMITS Total:	**194,000.00**	**194,000.00**	**96,890.33**	**2,340.00**	**3,940.00**	**100,830.33**	**-93,169.67**	**51.97 %**
RptType: 3140 - CHARGES FOR SERVICES									
100-000-314010	RECREATION FEES	6,000.00	6,000.00	992.16	0.00	0.00	992.16	-5,007.84	16.54 %
100-000-314015	SENIOR CENTER BUILDING RENTAL FEES	8,500.00	8,500.00	6,818.75	10.00	10.00	6,828.75	-1,671.25	80.34 %
100-000-314020	PLANNING APPLICATION FEES	70,000.00	70,000.00	2,236.00	0.00	0.00	2,236.00	-67,764.00	3.19 %
100-000-314025	SOCIAL SERVICES CONTRACT	75,000.00	75,000.00	43,399.45	4,457.08	4,457.08	47,856.53	-27,143.47	63.81 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-000-314030	LIEN SEARCH FEES	12,000.00	12,000.00	5,070.00	450.00	1,110.00	6,180.00	-5,820.00	51.50 %
100-000-314040	ALL OTHER LIBRARY RECEIPTS	16,000.00	16,000.00	8,106.05	0.00	0.00	8,106.05	-7,893.95	50.66 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	**187,500.00**	**187,500.00**	**66,622.41**	**4,917.08**	**5,577.08**	**72,199.49**	**-115,300.51**	**38.51 %**
RptType: 3141 - SDC									
100-000-314110	PARK SDC FEES	0.00	0.00	129,479.12	0.00	0.00	129,479.12	129,479.12	0.00 %
100-000-314111	SDC Reimbursement Fee	0.00	0.00	2,654.88	0.00	0.00	2,654.88	2,654.88	0.00 %
	RptType: 3141 - SDC Total:	**0.00**	**0.00**	**132,134.00**	**0.00**	**0.00**	**132,134.00**	**132,134.00**	**0.00 %**
RptType: 3150 - GRANTS									
100-000-315030	POLICE GRANTS	0.00	0.00	2,007.52	0.00	0.00	2,007.52	2,007.52	0.00 %
100-000-315040	FIRE GRANTS	331,620.00	331,620.00	230,191.78	7,376.50	7,376.50	237,568.28	-94,051.72	71.64 %
100-000-315050	READY TO READ/STATE AID LIBRARY	2,950.00	2,950.00	0.00	0.00	0.00	0.00	-2,950.00	0.00 %
100-000-315055	MARINE BOARD MAINTENANCE GRANT	0.00	0.00	5,400.00	0.00	0.00	5,400.00	5,400.00	0.00 %
100-000-315065	WES/GOOD NEIGHBOR GRANT	0.00	0.00	50,000.00	0.00	0.00	50,000.00	50,000.00	0.00 %
100-000-315080	OTHER GRANTS	0.00	0.00	41,318.00	28,426.64	63,426.64	104,744.64	104,744.64	0.00 %
	RptType: 3150 - GRANTS Total:	**334,570.00**	**334,570.00**	**328,917.30**	**35,803.14**	**70,803.14**	**399,720.44**	**65,150.44**	**119.47 %**
RptType: 3260 - FINES AND FORFEITURES									
100-000-326010	COURT FINES & FORFEITURES	775,000.00	775,000.00	270,077.67	30,827.07	62,595.73	332,673.40	-442,326.60	42.93 %
	RptType: 3260 - FINES AND FORFEITURES Total:	**775,000.00**	**775,000.00**	**270,077.67**	**30,827.07**	**62,595.73**	**332,673.40**	**-442,326.60**	**42.93 %**
RptType: 3301 - INTEREST									
100-000-330100	INTEREST	250,000.00	250,000.00	253,557.53	9,938.38	22,321.57	275,879.10	25,879.10	110.35 %
	RptType: 3301 - INTEREST Total:	**250,000.00**	**250,000.00**	**253,557.53**	**9,938.38**	**22,321.57**	**275,879.10**	**25,879.10**	**110.35 %**
RptType: 3600 - MISCELLANEOUS									
100-000-360000	ALL OTHER GF RECEIPTS	70,000.00	70,000.00	24,563.12	1,605.70	2,748.25	27,311.37	-42,688.63	39.02 %
100-000-361016	FIRST RESPONDER SUPPLIES REIMB	10,000.00	10,000.00	6,724.75	767.75	2,238.50	8,963.25	-1,036.75	89.63 %
100-000-361041	LIBRARY FOUNDATION - FUNDED PROGRAMS	5,000.00	5,000.00	0.00	0.00	0.00	0.00	-5,000.00	0.00 %
100-000-362210	SENIOR CENTER BEQUESTS	0.00	0.00	35,668.00	0.00	0.00	35,668.00	35,668.00	0.00 %
100-000-362212	TRAM TRIPS	17,000.00	17,000.00	6,654.07	10.00	75.00	6,729.07	-10,270.93	39.58 %
100-000-362213	MEAL DONATIONS	33,000.00	33,000.00	18,521.52	1,153.50	1,841.00	20,362.52	-12,637.48	61.70 %
100-000-362214	MEDICAID FUNDS	10,000.00	10,000.00	0.00	0.00	0.00	0.00	-10,000.00	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	**145,000.00**	**145,000.00**	**92,131.46**	**3,536.95**	**6,902.75**	**99,034.21**	**-45,965.79**	**68.30 %**
RptType: 3700 - OTHER									
100-000-371000	SALE OF SURPLUS EQUIP/PROPERTY	30,000.00	30,000.00	2,111.58	350,000.00	350,342.46	352,454.04	322,454.04	1,174.85 %
	RptType: 3700 - OTHER Total:	**30,000.00**	**30,000.00**	**2,111.58**	**350,000.00**	**350,342.46**	**352,454.04**	**322,454.04**	**1,174.85 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**18,236,775.00**	**18,236,775.00**	**7,131,693.08**	**446,613.40**	**540,627.85**	**7,672,320.93**	**-10,564,454.07**	**42.07 %**
Department: 910 - TRANSFER IN									
RptType: 3990 - TRANSFERS IN									
100-910-399205	TRANSFER IN FROM STREET FUND	81,935.00	81,935.00	27,969.22	0.00	0.00	27,969.22	-53,965.78	34.14 %
100-910-399228	TRANSFER IN FROM POLICE LEVY	24,316.00	24,316.00	9,118.50	0.00	0.00	9,118.50	-15,197.50	37.50 %
100-910-399229	TRANSFER IN FROM FIRE LEVY	4,863.00	4,863.00	1,823.63	0.00	0.00	1,823.63	-3,039.37	37.50 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-910-399390	TRANSFER IN FROM URBAN RENEWAL	490,862.00	490,862.00	42,555.51	0.00	0.00	42,555.51	-448,306.49	8.67 %
100-910-399730	TRANSFER IN FROM SEWER FUND	60,748.00	60,748.00	22,780.50	0.00	0.00	22,780.50	-37,967.50	37.50 %
100-910-399740	TRANSFER IN FROM WATER FUND	65,903.00	65,903.00	24,713.63	0.00	0.00	24,713.63	-41,189.37	37.50 %
100-910-399750	TRANSFER IN FROM STORM WATER	60,748.00	60,748.00	22,780.50	0.00	0.00	22,780.50	-37,967.50	37.50 %
	RptType: 3990 - TRANSFERS IN Total:	**789,375.00**	**789,375.00**	**151,741.49**	**0.00**	**0.00**	**151,741.49**	**-637,633.51**	**19.22 %**
	Department: 910 - TRANSFER IN Total:	**789,375.00**	**789,375.00**	**151,741.49**	**0.00**	**0.00**	**151,741.49**	**-637,633.51**	**19.22 %**
	Revenue Total:	**19,026,150.00**	**19,026,150.00**	**7,283,434.57**	**446,613.40**	**540,627.85**	**7,824,062.42**	**-11,202,087.58**	**41.12 %**
Expense									
Department: 121 - ADMIN									
RptCategory: 40 - PERSONNEL SERVICES									
100-121-431010	CITY ADMINISTRATOR	284,124.00	284,124.00	147,578.95	12,822.04	29,234.64	176,813.59	107,310.41	62.23 %
100-121-431020	CITY RECRDR/HR MGR	293,480.00	293,480.00	108,138.03	7,058.00	14,116.00	122,254.03	171,225.97	41.66 %
100-121-431030	FINANCE DIRECTOR (.80)	202,297.00	202,297.00	0.00	0.00	0.00	0.00	202,297.00	0.00 %
100-121-431070	OFFICE ASSISTANT	121,764.00	121,764.00	58,500.00	5,273.00	10,546.00	69,046.00	52,718.00	56.70 %
100-121-431500	ACCOUNTING CLERK	204,110.00	204,110.00	83,030.95	6,403.59	12,807.19	95,838.14	108,271.86	46.95 %
100-121-450100	OVERTIME	2,000.00	2,000.00	651.82	0.00	0.00	651.82	1,348.18	32.59 %
100-121-450500	CAREER RECOGNITION PAY	8,819.00	8,819.00	3,873.65	350.14	700.28	4,573.93	4,245.07	51.86 %
100-121-470000	ASSOCIATED PAYROLL COSTS	583,090.00	583,090.00	211,614.51	18,092.83	37,617.55	249,232.06	333,857.94	42.74 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**1,699,684.00**	**1,699,684.00**	**613,387.91**	**49,999.60**	**105,021.66**	**718,409.57**	**981,274.43**	**42.27 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-121-500110	CONTRACTUAL & PROFESSIONAL SERVICES	134,000.00	134,000.00	157,907.33	10,539.45	19,692.92	177,600.25	-43,600.25	132.54 %
100-121-500120	MUNICIPAL AUDIT CONTRACT	84,000.00	84,000.00	27,784.40	14,000.00	14,000.00	41,784.40	42,215.60	49.74 %
100-121-500130	LEGAL FEES	216,000.00	216,000.00	63,562.81	7,133.19	7,133.19	70,696.00	145,304.00	32.73 %
100-121-500490	COUNCIL ACTIVITIES	25,000.00	25,000.00	5,151.69	1,379.58	1,379.58	6,531.27	18,468.73	26.13 %
100-121-500491	OUTSIDE AGENCY REQUESTS	47,000.00	47,000.00	24,031.00	0.00	0.00	24,031.00	22,969.00	51.13 %
100-121-500492	COUNTY PLANNING SERVICES CONTRACT	160,000.00	160,000.00	77,655.94	7,487.26	7,487.26	85,143.20	74,856.80	53.21 %
100-121-510020	COMM PROMOTIONS/BUSINESS DEV	384,650.00	384,650.00	31,044.67	3,802.50	5,805.00	36,849.67	347,800.33	9.58 %
100-121-510021	TOURISM PROMOTION/ACTIVITIES	0.00	0.00	55,471.99	4,715.00	4,715.00	60,186.99	-60,186.99	0.00 %
100-121-520120	BANK CHARGES	7,500.00	7,500.00	4,362.98	377.19	723.49	5,086.47	2,413.53	67.82 %
100-121-520200	BLDG MAINTENANCE & SUPPLIES	0.00	0.00	63.77	0.00	0.00	63.77	-63.77	0.00 %
100-121-520320	FLEET FUEL, MAINTENANCE & REPAIR	1,000.00	1,000.00	57.75	0.00	0.00	57.75	942.25	5.78 %
100-121-520400	OFFICE SUPPLIES & EQUIPMENT	38,310.00	38,310.00	14,166.42	2,028.57	2,852.16	17,018.58	21,291.42	44.42 %
100-121-520450	CITY NEWSLETTER	70,000.00	70,000.00	36,084.34	1,026.53	5,653.06	41,737.40	28,262.60	59.62 %
100-121-530000	FIRE & LIABILITY INSURANCE	200,000.00	200,000.00	165,704.16	301.00	180,663.33	346,367.49	-146,367.49	173.18 %
100-121-530200	EMERGENCY MANAGEMENT	25,000.00	25,000.00	1,002.35	85.50	128.25	1,130.60	23,869.40	4.52 %
100-121-540110	EMPLOYEE APPRECIATION	5,000.00	5,000.00	1,515.44	0.00	75.95	1,591.39	3,408.61	31.83 %
100-121-540120	PERSONNEL RECRUITMENT	20,000.00	20,000.00	2,331.86	0.00	20.00	2,351.86	17,648.14	11.76 %
100-121-540200	DUES & MEMBERSHIPS	60,000.00	60,000.00	13,008.65	0.00	9,806.18	22,814.83	37,185.17	38.02 %
100-121-540220	TRAVEL, CONFERENCES & TRAINING	45,000.00	45,000.00	6,781.45	369.00	454.00	7,235.45	37,764.55	16.08 %
100-121-540230	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-121-542000	PUBLICATIONS & SUBSCRIPTIONS	20,000.00	20,000.00	3,107.26	1,379.88	1,693.96	4,801.22	15,198.78	24.01 %
100-121-560100	UTILITIES	0.00	0.00	-84.72	0.00	0.00	-84.72	84.72	0.00 %
100-121-560120	TELEPHONES	30,000.00	30,000.00	12,674.54	775.34	965.14	13,639.68	16,360.32	45.47 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**1,574,460.00**	**1,574,460.00**	**703,386.08**	**55,399.99**	**263,248.47**	**966,634.55**	**607,825.45**	**61.39 %**
	Department: 121 - ADMIN Total:	**3,274,144.00**	**3,274,144.00**	**1,316,773.99**	**105,399.59**	**368,270.13**	**1,685,044.12**	**1,589,099.88**	**51.47 %**
Department: 122 - INFORMATION TECHNOLOGY									
RptCategory: 40 - PERSONNEL SERVICES									
100-122-432010	IT MANAGER	198,120.00	198,120.00	88,418.94	8,579.00	16,749.00	105,167.94	92,952.06	53.08 %
100-122-470000	ASSOCIATED PAYROLL COSTS	79,889.00	79,889.00	32,857.85	4,091.60	8,058.12	40,915.97	38,973.03	51.22 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**278,009.00**	**278,009.00**	**121,276.79**	**12,670.60**	**24,807.12**	**146,083.91**	**131,925.09**	**52.55 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-122-500110	CONTRACTUAL & PROFESSIONAL	37,360.00	37,360.00	9,199.98	0.00	0.00	9,199.98	28,160.02	24.63 %
100-122-500210	COMPUTER/TECHNOLOGY SERVICE	34,200.00	34,200.00	44,114.93	709.20	709.20	44,824.13	-10,624.13	131.06 %
100-122-520400	OFFICE SUPPLIES & EQUIPMENT	35,112.00	35,112.00	15,283.19	1,567.68	2,447.66	17,730.85	17,381.15	50.50 %
100-122-540300	SMALL TOOLS, EQUIPMENT & SAFETY	540.00	540.00	314.30	0.00	86.74	401.04	138.96	74.27 %
100-122-560110	CELL PHONES, PAGERS & RADIOS	5,292.00	5,292.00	2,057.88	17.70	18.20	2,076.08	3,215.92	39.23 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**112,504.00**	**112,504.00**	**70,970.28**	**2,294.58**	**3,261.80**	**74,232.08**	**38,271.92**	**65.98 %**
RptCategory: 60 - CAPITAL OUTLAY									
100-122-661018	COMPUTER & EQUIPMENT RESERVE	27,500.00	27,500.00	1,920.87	0.00	0.00	1,920.87	25,579.13	6.98 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**27,500.00**	**27,500.00**	**1,920.87**	**0.00**	**0.00**	**1,920.87**	**25,579.13**	**6.98 %**
	Department: 122 - INFORMATION TECHNOLOGY Total:	**418,013.00**	**418,013.00**	**194,167.94**	**14,965.18**	**28,068.92**	**222,236.86**	**195,776.14**	**53.17 %**
Department: 124 - FACILITIES									
RptCategory: 40 - PERSONNEL SERVICES									
100-124-437050	PUBLIC WORKS SUPERVISOR	17,294.00	17,294.00	9,764.40	872.48	1,800.95	11,565.35	5,728.65	66.87 %
100-124-437070	UTILITY WORKER, JOURNEY	55,223.00	55,223.00	29,013.04	2,409.00	5,277.57	34,290.61	20,932.39	62.09 %
100-124-439011	SEASONAL HELP	16,490.00	16,490.00	2,560.07	2,466.62	5,055.33	7,615.40	8,874.60	46.18 %
100-124-450100	OVERTIME	2,000.00	2,000.00	1,554.38	10.10	149.81	1,704.19	295.81	85.21 %
100-124-450500	CAREER RECOGNITION PAY	510.00	510.00	278.11	24.83	49.70	327.81	182.19	64.28 %
100-124-470000	ASSOCIATED PAYROLL COSTS	32,469.00	32,469.00	17,848.91	1,740.28	3,689.14	21,538.05	10,930.95	66.33 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**123,986.00**	**123,986.00**	**61,018.91**	**7,523.31**	**16,022.50**	**77,041.41**	**46,944.59**	**62.14 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-124-500110	CONTRACTUAL & PROFESSIONAL SERVICES	105,000.00	105,000.00	31,667.87	2,546.00	5,179.02	36,846.89	68,153.11	35.09 %
100-124-520130	OPERATIONS, MAINTENANCE & REPAIRS	105,000.00	105,000.00	25,820.83	7,239.90	19,041.77	44,862.60	60,137.40	42.73 %
100-124-520322	GENERATOR FUEL	3,200.00	3,200.00	86.64	0.00	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	0.00	0.00	2,000.00	0.00 %
100-124-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPL...	5,500.00	5,500.00	3,551.43	118.79	118.79	3,670.22	1,829.78	66.73 %
100-124-560100	UTILITIES	140,000.00	140,000.00	72,611.72	7,109.26	14,474.04	87,085.76	52,914.24	62.20 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**360,700.00**	**360,700.00**	**133,738.49**	**17,013.95**	**38,813.62**	**172,552.11**	**188,147.89**	**47.84 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY									
100-124-641000	FACILITY IMPROVEMENTS	250,000.00	250,000.00	58,904.46	1,040.00	2,762.50	61,666.96	188,333.04	24.67 %
100-124-641010	BUILDING REPAIR	47,000.00	47,000.00	52,018.50	4,170.00	4,170.00	56,188.50	-9,188.50	119.55 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**297,000.00**	**297,000.00**	**110,922.96**	**5,210.00**	**6,932.50**	**117,855.46**	**179,144.54**	**39.68 %**
	Department: 124 - FACILITIES Total:	**781,686.00**	**781,686.00**	**305,680.36**	**29,747.26**	**61,768.62**	**367,448.98**	**414,237.02**	**47.01 %**
Department: 220 - COURT									
RptCategory: 40 - PERSONNEL SERVICES									
100-220-432020	MUNICIPAL COURT CLERK	128,445.00	128,445.00	63,270.84	5,431.19	10,862.38	74,133.22	54,311.78	57.72 %
100-220-432035	COURT ADMINISTRATOR	147,900.00	147,900.00	72,758.80	6,404.00	12,808.00	85,566.80	62,333.20	57.85 %
100-220-450500	CAREER RECOGNITION PAY	1,479.00	1,479.00	315.85	64.04	128.08	443.93	1,035.07	30.02 %
100-220-470000	ASSOCIATED PAYROLL COSTS	157,102.00	157,102.00	74,864.83	6,428.45	12,856.63	87,721.46	69,380.54	55.84 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**434,926.00**	**434,926.00**	**211,210.32**	**18,327.68**	**36,655.09**	**247,865.41**	**187,060.59**	**56.99 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-220-500110	CONTRACTUAL & PROFESSIONAL SERVICES	1,000.00	1,000.00	422.33	103.20	103.20	525.53	474.47	52.55 %
100-220-500132	PROSECUTING ATTORNEY	73,800.00	73,800.00	33,450.00	3,090.00	3,090.00	36,540.00	37,260.00	49.51 %
100-220-500134	ATTORNEYS FOR INDIGENT CLIENTS	67,000.00	67,000.00	23,700.00	6,150.00	6,400.00	30,100.00	36,900.00	44.93 %
100-220-500136	MUNICIPAL COURT JUDGE	73,800.00	73,800.00	39,540.00	6,180.00	9,270.00	48,810.00	24,990.00	66.14 %
100-220-500137	PRO-TEM JUDGE	3,000.00	3,000.00	624.00	0.00	0.00	624.00	2,376.00	20.80 %
100-220-500138	JURY EXPENSES	2,000.00	2,000.00	61.52	0.00	0.00	61.52	1,938.48	3.08 %
100-220-500282	COURTROOM SECURITY	16,000.00	16,000.00	5,890.00	620.00	620.00	6,510.00	9,490.00	40.69 %
100-220-520120	BANK CHARGES	8,000.00	8,000.00	1,614.50	0.00	0.00	1,614.50	6,385.50	20.18 %
100-220-520400	OFFICE SUPPLIES & EQUIPMENT	27,500.00	27,500.00	6,962.81	522.69	1,786.80	8,749.61	18,750.39	31.82 %
100-220-540220	TRAVEL, CONFERENCES & TRAINING	4,000.00	4,000.00	1,296.72	0.00	0.00	1,296.72	2,703.28	32.42 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**276,100.00**	**276,100.00**	**113,561.88**	**16,665.89**	**21,270.00**	**134,831.88**	**141,268.12**	**48.83 %**
	Department: 220 - COURT Total:	**711,026.00**	**711,026.00**	**324,772.20**	**34,993.57**	**57,925.09**	**382,697.29**	**328,328.71**	**53.82 %**
Department: 240 - POLICE									
RptCategory: 40 - PERSONNEL SERVICES									
100-240-432110	POLICE CHIEF	294,520.00	294,520.00	122,224.23	10,949.00	21,898.00	144,122.23	150,397.77	48.93 %
100-240-432130	POLICE LIEUTENANT	220,220.00	220,220.00	109,342.52	9,008.00	18,016.00	127,358.52	92,861.48	57.83 %
100-240-432140	POLICE DETECTIVE	163,009.00	163,009.00	163,725.09	14,433.53	28,851.95	192,577.04	-29,568.04	118.14 %
100-240-432160	POLICE OFFICER	1,270,810.00	1,270,810.00	469,630.92	35,732.16	81,483.08	551,114.00	719,696.00	43.37 %
100-240-432170	POLICE SERGEANT	521,961.00	521,961.00	234,971.45	21,877.00	43,754.00	278,725.45	243,235.55	53.40 %
100-240-432182	PROPERTY ROOM TECHNICIAN	57,912.00	57,912.00	28,524.00	2,314.66	5,271.17	33,795.17	24,116.83	58.36 %
100-240-432185	POLICE RECORDS CLERK	110,324.00	110,324.00	53,573.56	4,776.00	9,552.00	63,125.56	47,198.44	57.22 %
100-240-432190	POLICE RESERVES	0.00	0.00	175.95	0.00	0.00	175.95	-175.95	0.00 %
100-240-450100	OVERTIME	260,000.00	260,000.00	131,924.89	18,533.16	31,310.14	163,235.03	96,764.97	62.78 %
100-240-450200	HOLIDAY PAY	22,000.00	22,000.00	13,908.05	0.00	3,044.30	16,952.35	5,047.65	77.06 %
100-240-450300	PROFICIENCY PAY	77,428.00	77,428.00	43,951.89	3,704.95	7,691.87	51,643.76	25,784.24	66.70 %
100-240-450500	CAREER RECOGNITION PAY	0.00	0.00	2,493.56	251.09	497.50	2,991.06	-2,991.06	0.00 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-240-470000	ASSOCIATED PAYROLL COSTS	1,614,224.00	1,614,224.00	715,747.81	64,390.41	131,443.52	847,191.33	767,032.67	52.48 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**4,612,408.00**	**4,612,408.00**	**2,090,193.92**	**185,969.96**	**382,813.53**	**2,473,007.45**	**2,139,400.55**	**53.62 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-240-500110	CONTRACTUAL & PROFESSIONAL SERVICES	76,440.00	76,440.00	57,187.09	12,023.36	32,731.90	89,918.99	-13,478.99	117.63 %
100-240-500284	PARK PATROL	13,860.00	13,860.00	4,525.50	0.00	2,575.80	7,101.30	6,758.70	51.24 %
100-240-510044	JUVENILE DIVERSION PROGRAM	9,500.00	9,500.00	2,500.00	0.00	0.00	2,500.00	7,000.00	26.32 %
100-240-520100	OPERATIONAL SUPPLIES AND EXPENSES	139,880.00	139,880.00	26,958.04	900.45	2,928.50	29,886.54	109,993.46	21.37 %
100-240-520112	FIREARMS/AMMUNITION	68,000.00	68,000.00	15,142.71	530.00	530.00	15,672.71	52,327.29	23.05 %
100-240-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	3,360.83	786.41	786.41	4,147.24	-4,147.24	0.00 %
100-240-520320	FLEET FUEL, MAINTENANCE & REPAIR	150,000.00	150,000.00	70,000.35	3,741.97	7,547.91	77,548.26	72,451.74	51.70 %
100-240-520345	RADAR MAINTENANCE REPLACEMENT	0.00	0.00	1,638.00	0.00	0.00	1,638.00	-1,638.00	0.00 %
100-240-520400	OFFICE SUPPLIES & EQUIPMENT	40,000.00	40,000.00	15,058.36	962.73	1,213.53	16,271.89	23,728.11	40.68 %
100-240-540110	EMPLOYEE APPRECIATION	12,000.00	12,000.00	496.80	0.00	65.00	561.80	11,438.20	4.68 %
100-240-540200	DUES & MEMBERSHIPS	20,000.00	20,000.00	3,067.20	0.00	1,495.00	4,562.20	15,437.80	22.81 %
100-240-540220	TRAVEL, CONFERENCES & TRAINING	64,000.00	64,000.00	15,233.90	247.00	514.29	15,748.19	48,251.81	24.61 %
100-240-540301	UNIFORMS AND SAFETY EQUIPMENT	40,000.00	40,000.00	28,259.70	18.35	4,727.35	32,987.05	7,012.95	82.47 %
100-240-542000	PUBLICATIONS & SUBSCRIPTIONS	8,200.00	8,200.00	1,513.02	284.00	309.00	1,822.02	6,377.98	22.22 %
100-240-560110	CELL PHONES, PAGERS, RADIOS	40,868.00	40,868.00	20,566.66	1,731.80	3,449.72	24,016.38	16,851.62	58.77 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**682,748.00**	**682,748.00**	**265,508.16**	**21,226.07**	**58,874.41**	**324,382.57**	**358,365.43**	**47.51 %**
RptCategory: 60 - CAPITAL OUTLAY									
100-240-651000	VEHICLES AND EQUIPMENT RESERVES	220,000.00	220,000.00	109,822.57	0.00	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	0.00	0.00	5,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**225,000.00**	**225,000.00**	**109,822.57**	**0.00**	**0.00**	**109,822.57**	**115,177.43**	**48.81 %**
	Department: 240 - POLICE Total:	**5,520,156.00**	**5,520,156.00**	**2,465,524.65**	**207,196.03**	**441,687.94**	**2,907,212.59**	**2,612,943.41**	**52.67 %**
Department: 250 - FIRE									
RptCategory: 40 - PERSONNEL SERVICES									
100-250-432210	FIRE CHIEF	231,160.00	231,160.00	106,493.00	9,931.00	19,862.00	126,355.00	104,805.00	54.66 %
100-250-432220	FIRE MARSHAL	205,864.00	205,864.00	96,377.44	8,578.00	17,156.00	113,533.44	92,330.56	55.15 %
100-250-432240	FIRE CAPTAIN	489,027.00	489,027.00	232,137.72	19,578.00	39,156.00	271,293.72	217,733.28	55.48 %
100-250-432290	ON-CALL FIREFIGHTERS	548,000.00	548,000.00	227,573.41	20,930.89	43,062.98	270,636.39	277,363.61	49.39 %
100-250-450100	OVERTIME	50,000.00	50,000.00	40,273.52	5,423.63	8,108.80	48,382.32	1,617.68	96.76 %
100-250-450500	CAREER RECOGNITION PAY	0.00	0.00	2,884.57	257.34	514.68	3,399.25	-3,399.25	0.00 %
100-250-470000	ASSOCIATED PAYROLL COSTS	682,019.00	682,019.00	360,270.47	32,165.42	63,625.05	423,895.52	258,123.48	62.15 %
100-250-470040	LIFE & DISABILITY INSURANCE	8,000.00	8,000.00	852.68	67.26	138.54	991.22	7,008.78	12.39 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**2,214,070.00**	**2,214,070.00**	**1,066,862.81**	**96,931.54**	**191,624.05**	**1,258,486.86**	**955,583.14**	**56.84 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-250-500110	CONTRACTUAL & PROFESSIONAL SERVICES	0.00	0.00	3,184.32	0.00	0.00	3,184.32	-3,184.32	0.00 %
100-250-500150	MEDICAL DIRECTOR CONTRACT	29,000.00	29,000.00	12,510.00	990.00	1,980.00	14,490.00	14,510.00	49.97 %
100-250-500210	COMPUTER/TECHNOLOGY SERVICES	0.00	0.00	1,894.00	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	88,489.00	7,559.50	15,119.00	103,608.00	66,392.00	60.95 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-250-510022	FIRE GRANTS	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00 %
100-250-520122	FIRE PREVENTION & INVESTIGATION	12,000.00	12,000.00	600.59	0.00	0.00	600.59	11,399.41	5.00 %
100-250-520124	FIRST RESPONDER SUPPLIES	53,000.00	53,000.00	24,303.66	0.00	2,294.27	26,597.93	26,402.07	50.18 %
100-250-520126	SCBA & TURNOUT MAINTENANCE	0.00	0.00	20.95	0.00	0.00	20.95	-20.95	0.00 %
100-250-520200	BLDG MAINTENANCE & SUPPLIES	83,800.00	83,800.00	37,494.12	2,139.78	3,359.16	40,853.28	42,946.72	48.75 %
100-250-520310	MAINTENANCE, REPAIR & OPERATION	0.00	0.00	155.00	0.00	0.00	155.00	-155.00	0.00 %
100-250-520320	FLEET FUEL, MAINTENANCE & REPAIR	140,000.00	140,000.00	52,864.13	9,809.33	11,280.07	64,144.20	75,855.80	45.82 %
100-250-520400	OFFICE SUPPLIES & EQUIPMENT	5,280.00	5,280.00	1,735.55	4.83	4.83	1,740.38	3,539.62	32.96 %
100-250-530200	COVID-19 Emergency Management	0.00	0.00	29,692.08	16,241.92	27,932.28	57,624.36	-57,624.36	0.00 %
100-250-540130	PHYSICAL EXAMINATIONS	48,000.00	48,000.00	899.00	621.01	621.01	1,520.01	46,479.99	3.17 %
100-250-540200	DUES & MEMBERSHIPS	15,000.00	15,000.00	10,212.88	0.00	420.00	10,632.88	4,367.12	70.89 %
100-250-540222	TECH RESCUE TRAINING	15,250.00	15,250.00	689.23	0.00	0.00	689.23	14,560.77	4.52 %
100-250-540224	EMS TRAINING & RECERTIFICATION	15,000.00	15,000.00	4,951.04	0.00	0.00	4,951.04	10,048.96	33.01 %
100-250-540225	FIREFIGHTER TRAINING	62,000.00	62,000.00	15,414.45	0.00	723.63	16,138.08	45,861.92	26.03 %
100-250-540301	UNIFORMS AND SAFETY EQUIPMENT	30,000.00	30,000.00	7,366.77	43.00	337.97	7,704.74	22,295.26	25.68 %
100-250-560110	CELL PHONES, PAGERS, RADIOS	64,000.00	64,000.00	26,117.60	896.58	19,462.56	45,580.16	18,419.84	71.22 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**792,330.00**	**792,330.00**	**318,594.37**	**38,305.95**	**83,534.78**	**402,129.15**	**390,200.85**	**50.75 %**
RptCategory: 60 - CAPITAL OUTLAY									
100-250-661010	ROUTINE EQUIP REPLACEMENT	0.00	0.00	1,021.28	0.00	0.00	1,021.28	-1,021.28	0.00 %
100-250-661012	TURN-OUTS & SCBA RESERVE	191,620.00	191,620.00	156,183.16	0.00	0.00	156,183.16	35,436.84	81.51 %
100-250-661014	DIVE RESCUE EQUIPMENT	0.00	0.00	1,767.18	0.00	0.00	1,767.18	-1,767.18	0.00 %
100-250-661016	FIRE APPARATUS & EQUIPMENT RESERVE	466,667.00	466,667.00	291,953.00	0.00	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	0.00	0.00	44,394.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**702,681.00**	**702,681.00**	**450,924.62**	**0.00**	**0.00**	**450,924.62**	**251,756.38**	**64.17 %**
	Department: 250 - FIRE Total:	**3,709,081.00**	**3,709,081.00**	**1,836,381.80**	**135,237.49**	**275,158.83**	**2,111,540.63**	**1,597,540.37**	**56.93 %**
Department: 526 - PARKS									
RptCategory: 40 - PERSONNEL SERVICES									
100-526-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	25,183.60	0.00	6,242.09	31,425.69	19,504.31	61.70 %
100-526-437050	PUBLIC WORKS SUPERVISOR	77,820.00	77,820.00	43,939.71	3,926.17	8,104.23	52,043.94	25,776.06	66.88 %
100-526-437051	PW OPERATIONS MANAGER	15,233.00	15,233.00	0.00	0.00	0.00	0.00	15,233.00	0.00 %
100-526-437055	PW ADMIN ASSISTANT	18,009.00	18,009.00	9,173.46	535.37	1,062.07	10,235.53	7,773.47	56.84 %
100-526-437070	UTILITY WORKER, JOURNEY	134,877.00	134,877.00	96,623.61	8,227.64	17,349.17	113,972.78	20,904.22	84.50 %
100-526-437071	UTILITY WORKER II	55,224.00	55,224.00	0.00	0.00	0.00	0.00	55,224.00	0.00 %
100-526-439011	SEASONAL HELP	65,000.00	65,000.00	17,418.00	2,389.80	8,623.56	26,041.56	38,958.44	40.06 %
100-526-450100	OVERTIME	7,000.00	7,000.00	3,446.89	77.36	297.00	3,743.89	3,256.11	53.48 %
100-526-450500	CAREER RECOGNITION PAY	0.00	0.00	3,260.26	283.82	566.49	3,826.75	-3,826.75	0.00 %
100-526-470000	ASSOCIATED PAYROLL COSTS	232,885.00	232,885.00	111,872.19	8,686.54	20,757.55	132,629.74	100,255.26	56.95 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**656,978.00**	**656,978.00**	**310,917.72**	**24,126.70**	**63,002.16**	**373,919.88**	**283,058.12**	**56.92 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-526-500110	CONTRACTUAL & PROFESSIONAL SERVICES	65,000.00	65,000.00	21,767.10	4,068.68	4,513.49	26,280.59	38,719.41	40.43 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-526-520130	OPERATIONS, MAINTENANCE & REPAIRS	140,000.00	140,000.00	38,399.92	655.52	3,804.16	42,204.08	97,795.92	30.15 %
100-526-520132	HAZARDOUS TREE REMOVAL	60,000.00	60,000.00	23,347.75	1,000.00	1,000.00	24,347.75	35,652.25	40.58 %
100-526-520300	EQUIPMENT MAINTENANCE AND SUPPLIES	0.00	0.00	19.35	0.00	0.00	19.35	-19.35	0.00 %
100-526-520320	FLEET FUEL, MAINTENANCE & REPAIR	42,000.00	42,000.00	16,411.93	996.93	1,730.87	18,142.80	23,857.20	43.20 %
100-526-520400	OFFICE SUPPLIES & EQUIPMENT	3,360.00	3,360.00	2,386.95	306.83	427.93	2,814.88	545.12	83.78 %
100-526-540220	TRAVEL, CONFERENCES & TRAINING	3,500.00	3,500.00	340.40	0.00	0.00	340.40	3,159.60	9.73 %
100-526-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPL...	30,000.00	30,000.00	2,970.83	10.14	13.02	2,983.85	27,016.15	9.95 %
100-526-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	560.00	0.00	0.00	560.00	2,440.00	18.67 %
100-526-560100	UTILITIES	60,000.00	60,000.00	27,046.59	2,388.83	4,570.51	31,617.10	28,382.90	52.70 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**406,860.00**	**406,860.00**	**133,250.82**	**9,426.93**	**16,059.98**	**149,310.80**	**257,549.20**	**36.70 %**
RptCategory: 60 - CAPITAL OUTLAY									
100-526-660100	EQUIPMENT REPLACEMENT RESERVES	120,200.00	120,200.00	17,855.59	0.00	0.00	17,855.59	102,344.41	14.85 %
100-526-676050	SYSTEM IMPROVEMENTS & PROJECTS	68,411.00	68,411.00	22,066.90	1,982.50	137,480.00	159,546.90	-91,135.90	233.22 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**188,611.00**	**188,611.00**	**39,922.49**	**1,982.50**	**137,480.00**	**177,402.49**	**11,208.51**	**94.06 %**
	Department: 526 - PARKS Total:	**1,252,449.00**	**1,252,449.00**	**484,091.03**	**35,536.13**	**216,542.14**	**700,633.17**	**551,815.83**	**55.94 %**
Department: 527 - RECREATION									
RptCategory: 40 - PERSONNEL SERVICES									
100-527-435110	FIELD MAINTENANCE CREW	32,000.00	32,000.00	6,821.58	0.00	0.00	6,821.58	25,178.42	21.32 %
100-527-435120	PLAYGROUND AIDES	28,000.00	28,000.00	10,058.68	0.00	0.00	10,058.68	17,941.32	35.92 %
100-527-470000	ASSOCIATED PAYROLL COSTS	6,000.00	6,000.00	2,965.33	0.00	0.00	2,965.33	3,034.67	49.42 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**66,000.00**	**66,000.00**	**19,845.59**	**0.00**	**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	1,066.47	0.00	0.00	1,066.47	1,933.53	35.55 %
100-527-510064	SPECIAL EVENTS	5,000.00	5,000.00	801.71	0.00	0.00	801.71	4,198.29	16.03 %
100-527-520136	MAINTENANCE & SUPPLIES	2,200.00	2,200.00	65.76	0.00	0.00	65.76	2,134.24	2.99 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**10,200.00**	**10,200.00**	**1,933.94**	**0.00**	**0.00**	**1,933.94**	**8,266.06**	**18.96 %**
	Department: 527 - RECREATION Total:	**76,200.00**	**76,200.00**	**21,779.53**	**0.00**	**0.00**	**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	83,755.50	7,410.00	14,820.00	98,575.50	72,568.50	57.60 %
100-528-435240	TRAM DRIVER	61,914.00	61,914.00	31,770.73	2,515.12	5,165.60	36,936.33	24,977.67	59.66 %
100-528-435250	NUTRITION CATERER	51,595.00	51,595.00	25,774.22	0.00	0.00	25,774.22	25,820.78	49.95 %
100-528-435280	CENTER ASSISTANT	95,413.00	95,413.00	46,576.55	4,250.52	8,381.52	54,958.07	40,454.93	57.60 %
100-528-435295	BUILDING MONITOR	10,000.00	10,000.00	2,535.67	0.00	0.00	2,535.67	7,464.33	25.36 %
100-528-450500	CAREER RECOGNITION PAY	3,405.00	3,405.00	1,559.00	75.45	154.96	1,713.96	1,691.04	50.34 %
100-528-470000	ASSOCIATED PAYROLL COSTS	169,016.00	169,016.00	70,920.19	4,985.50	9,964.95	80,885.14	88,130.86	47.86 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**562,487.00**	**562,487.00**	**262,891.86**	**19,236.59**	**38,487.03**	**301,378.89**	**261,108.11**	**53.58 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-528-510075	NUTRITION PROGRAM SUPPLIES	36,000.00	36,000.00	12,034.10	264.09	652.86	12,686.96	23,313.04	35.24 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-528-520140	TRAM EXPENSES	12,500.00	12,500.00	7,672.47	105.84	147.34	7,819.81	4,680.19	62.56 %
100-528-520190	MISCELLANEOUS EQUIPMENT	7,500.00	7,500.00	1,996.98	0.00	0.00	1,996.98	5,503.02	26.63 %
100-528-520200	BLDG MAINTENANCE & SUPPLIES	16,000.00	16,000.00	9,602.69	300.00	2,234.94	11,837.63	4,162.37	73.99 %
100-528-520320	FLEET FUEL, MAINTENANCE & REPAIR	2,500.00	2,500.00	19.00	87.25	160.69	179.69	2,320.31	7.19 %
100-528-520400	OFFICE SUPPLIES & EQUIPMENT	11,368.00	11,368.00	3,299.31	491.03	782.73	4,082.04	7,285.96	35.91 %
100-528-540200	DUES & MEMBERSHIPS	2,800.00	2,800.00	351.39	145.00	145.00	496.39	2,303.61	17.73 %
100-528-540230	MILEAGE REIMBURSEMENT	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00 %
100-528-560120	TELEPHONES	7,000.00	7,000.00	3,443.50	215.96	306.12	3,749.62	3,250.38	53.57 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**95,768.00**	**95,768.00**	**38,419.44**	**1,609.17**	**4,429.68**	**42,849.12**	**52,918.88**	**44.74 %**
RptCategory: 60 - CAPITAL OUTLAY									
100-528-641010	BUILDING REPAIR	13,000.00	13,000.00	0.00	0.00	0.00	0.00	13,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**13,000.00**	**13,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,000.00**	**0.00 %**
	Department: 528 - SENIOR CENTER Total:	**671,255.00**	**671,255.00**	**301,311.30**	**20,845.76**	**42,916.71**	**344,228.01**	**327,026.99**	**51.28 %**
Department: 529 - LIBRARY									
RptCategory: 40 - PERSONNEL SERVICES									
100-529-435320	LIBRARY ASSISTANT II	360,000.00	360,000.00	126,163.12	0.00	0.00	126,163.12	233,836.88	35.05 %
100-529-435392	ON CALL LIB ASSISTANT	0.00	0.00	12,280.59	0.00	0.00	12,280.59	-12,280.59	0.00 %
100-529-450500	CAREER RECOGNITION PAY	0.00	0.00	830.67	0.00	0.00	830.67	-830.67	0.00 %
100-529-470000	ASSOCIATED PAYROLL COSTS	195,000.00	195,000.00	54,026.23	0.00	0.00	54,026.23	140,973.77	27.71 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**555,000.00**	**555,000.00**	**193,300.61**	**0.00**	**0.00**	**193,300.61**	**361,699.39**	**34.83 %**
RptCategory: 50 - MATERIAL AND SERVICES									
100-529-500110	CONTRACTUAL & PROFESSIONAL SERVICES	265,900.00	265,900.00	146,871.41	0.00	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	0.00	0.00	25,000.00	0.00 %
100-529-510081	NEW BOOKS	95,000.00	95,000.00	24,880.09	0.00	0.00	24,880.09	70,119.91	26.19 %
100-529-510082	ADULT/CHILDREN'S PROGRAMS	7,500.00	7,500.00	1,224.24	0.00	0.00	1,224.24	6,275.76	16.32 %
100-529-510084	READY TO READ GRANT	2,950.00	2,950.00	1,472.00	0.00	0.00	1,472.00	1,478.00	49.90 %
100-529-510086	LIB FOUNDATION FUNDED PROGRAM	5,000.00	5,000.00	2,487.73	0.00	0.00	2,487.73	2,512.27	49.75 %
100-529-510100	MARKETING	700.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00 %
100-529-520400	OFFICE SUPPLIES & EQUIPMENT	6,000.00	6,000.00	1,415.55	4.83	4.83	1,420.38	4,579.62	23.67 %
100-529-530100	RENTALS AND LEASES	9,000.00	9,000.00	3,675.14	0.00	0.00	3,675.14	5,324.86	40.83 %
100-529-540200	DUES & MEMBERSHIPS	0.00	0.00	5.00	0.00	0.00	5.00	-5.00	0.00 %
100-529-542000	PUBLICATIONS & SUBSCRIPTIONS	4,500.00	4,500.00	192.31	0.00	0.00	192.31	4,307.69	4.27 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**421,550.00**	**421,550.00**	**182,223.47**	**4.83**	**4.83**	**182,228.30**	**239,321.70**	**43.23 %**
	Department: 529 - LIBRARY Total:	**976,550.00**	**976,550.00**	**375,524.08**	**4.83**	**4.83**	**375,528.91**	**601,021.09**	**38.45 %**
Department: 600 - DEBT SERVICE									
RptCategory: 70 - DEBT SERVICE									
100-600-720040	DEBT PRINCIPAL	320,399.00	320,399.00	157,709.00	0.00	162,690.00	320,399.00	0.00	100.00 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
100-600-730040	DEBT SERVICE - INTEREST	170,462.00	170,462.00	87,555.51	0.00	42,634.37	130,189.88	40,272.12	76.37 %
	RptCategory: 70 - DEBT SERVICE Total:	**490,861.00**	**490,861.00**	**245,264.51**	**0.00**	**205,324.37**	**450,588.88**	**40,272.12**	**91.80 %**
	Department: 600 - DEBT SERVICE Total:	**490,861.00**	**490,861.00**	**245,264.51**	**0.00**	**205,324.37**	**450,588.88**	**40,272.12**	**91.80 %**
Department: 990 - CONTINGENCY									
RptCategory: 90 - OTHER									
100-990-910000	CONTINGENCY FUNDS	1,144,729.00	1,144,729.00	0.00	0.00	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**	**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**	**0.00**	**0.00**	**1,144,729.00**	**0.00 %**
	Expense Total:	**19,026,150.00**	**19,026,150.00**	**7,871,271.39**	**583,925.84**	**1,697,667.58**	**9,568,938.97**	**9,457,211.03**	**50.29 %**
	Fund: 100 - GENERAL FUND Surplus (Deficit):	**0.00**	**0.00**	**-587,836.82**	**-137,312.44**	**-1,157,039.73**	**-1,744,876.55**	**-1,744,876.55**	**0.00 %**
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	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**	**0.00**	**0.00**	**-1,750,000.00**	**0.00 %**
RptType: 3100 - LOCAL TAXES									
205-000-310060	VEHICLE REGISTRATION FEES	0.00	0.00	54,220.54	10,305.87	10,305.87	64,526.41	64,526.41	0.00 %
	RptType: 3100 - LOCAL TAXES Total:	**0.00**	**0.00**	**54,220.54**	**10,305.87**	**10,305.87**	**64,526.41**	**64,526.41**	**0.00 %**
RptType: 3110 - STATE SHARED TAXES									
205-000-310140	STATE HIGHWAY TAXES	1,837,123.00	1,837,123.00	842,263.53	49,175.93	49,175.93	891,439.46	-945,683.54	48.52 %
	RptType: 3110 - STATE SHARED TAXES Total:	**1,837,123.00**	**1,837,123.00**	**842,263.53**	**49,175.93**	**49,175.93**	**891,439.46**	**-945,683.54**	**48.52 %**
RptType: 3120 - RIGHT OF WAY FEES									
205-000-312050	RIGHT OF WAY - TELECOM	436,000.00	436,000.00	185,295.65	13,414.87	20,389.16	205,684.81	-230,315.19	47.18 %
205-000-312055	RIGHT OF WAY - OTHER	450,000.00	450,000.00	58,781.68	0.00	0.00	58,781.68	-391,218.32	13.06 %
205-000-312060	ROW LICENSES & APP FEES	6,000.00	6,000.00	585.00	0.00	0.00	585.00	-5,415.00	9.75 %
	RptType: 3120 - RIGHT OF WAY FEES Total:	**892,000.00**	**892,000.00**	**244,662.33**	**13,414.87**	**20,389.16**	**265,051.49**	**-626,948.51**	**29.71 %**
RptType: 3141 - SDC									
205-000-314075	TRANSPORTATION SDC'S	20,000.00	20,000.00	79,997.56	0.00	0.00	79,997.56	59,997.56	399.99 %
205-000-314076	SDC Reimbursement Fee	0.00	0.00	3,039.72	0.00	0.00	3,039.72	3,039.72	0.00 %
	RptType: 3141 - SDC Total:	**20,000.00**	**20,000.00**	**83,037.28**	**0.00**	**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	41,144.34	2,820.00	4,935.00	46,079.34	-13,920.66	76.80 %
	RptType: 3600 - MISCELLANEOUS Total:	**60,000.00**	**60,000.00**	**41,144.34**	**2,820.00**	**4,935.00**	**46,079.34**	**-13,920.66**	**76.80 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**4,559,123.00**	**4,559,123.00**	**1,265,328.02**	**75,716.67**	**84,805.96**	**1,350,133.98**	**-3,208,989.02**	**29.61 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 910 - TRANSFER IN									
RptType: 3990 - TRANSFERS IN									
205-910-399730	TRANSFER IN FROM SEWER FUND	241,667.00	241,667.00	95,062.72	0.00	0.00	95,062.72	-146,604.28	39.34 %
205-910-399740	TRANSFER IN FROM WATER FUND	171,488.00	171,488.00	70,686.59	0.00	0.00	70,686.59	-100,801.41	41.22 %
205-910-399750	TRANSFER IN FROM STORM WATER	79,676.00	79,676.00	25,360.79	0.00	0.00	25,360.79	-54,315.21	31.83 %
	RptType: 3990 - TRANSFERS IN Total:	**492,831.00**	**492,831.00**	**191,110.10**	**0.00**	**0.00**	**191,110.10**	**-301,720.90**	**38.78 %**
	Department: 910 - TRANSFER IN Total:	**492,831.00**	**492,831.00**	**191,110.10**	**0.00**	**0.00**	**191,110.10**	**-301,720.90**	**38.78 %**
	Revenue Total:	**5,051,954.00**	**5,051,954.00**	**1,456,438.12**	**75,716.67**	**84,805.96**	**1,541,244.08**	**-3,510,709.92**	**30.51 %**
Expense									
Department: 305 - ROAD AND STREET									
RptCategory: 40 - PERSONNEL SERVICES									
205-305-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	25,183.60	0.00	6,242.09	31,425.69	19,504.31	61.70 %
205-305-437050	PUBLIC WORKS SUPERVISOR	77,822.00	77,822.00	43,939.67	3,926.19	8,104.26	52,043.93	25,778.07	66.88 %
205-305-437051	PW OPERATIONS MANAGER	34,173.00	34,173.00	0.00	0.00	0.00	0.00	34,173.00	0.00 %
205-305-437055	PW ADMIN ASSISTANT	38,210.00	38,210.00	20,006.59	1,204.59	2,389.67	22,396.26	15,813.74	58.61 %
205-305-437070	UTILITY WORKER, JOURNEY	242,705.00	242,705.00	122,161.66	10,594.95	22,145.12	144,306.78	98,398.22	59.46 %
205-305-439011	SEASONAL HELP	45,000.00	45,000.00	10,449.55	0.00	0.00	10,449.55	34,550.45	23.22 %
205-305-450100	OVERTIME	8,000.00	8,000.00	4,729.48	389.55	1,025.20	5,754.68	2,245.32	71.93 %
205-305-450500	CAREER RECOGNITION PAY	2,309.00	2,309.00	1,905.75	250.76	422.00	2,327.75	-18.75	100.81 %
205-305-470000	ASSOCIATED PAYROLL COSTS	301,436.00	301,436.00	140,853.22	10,928.26	24,892.51	165,745.73	135,690.27	54.99 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**800,585.00**	**800,585.00**	**369,229.52**	**27,294.30**	**65,220.85**	**434,450.37**	**366,134.63**	**54.27 %**
RptCategory: 50 - MATERIAL AND SERVICES									
205-305-500110	CONTRACTUAL & PROFESSIONAL SERVICES	109,200.00	109,200.00	36,826.10	25,289.05	25,575.85	62,401.95	46,798.05	57.14 %
205-305-520130	OPERATIONS, MAINTENANCE & REPAIRS	500,000.00	500,000.00	193,765.43	2,090.67	4,741.26	198,506.69	301,493.31	39.70 %
205-305-520172	STREET LIGHT MAINTENANCE	165,000.00	165,000.00	81,025.24	6,379.06	12,998.97	94,024.21	70,975.79	56.98 %
205-305-520174	SHOP SUPPLIES	0.00	0.00	55.02	0.00	0.00	55.02	-55.02	0.00 %
205-305-520176	TRAFFIC SIGNAL MAINTENANCE	45,000.00	45,000.00	4,406.73	888.34	1,633.45	6,040.18	38,959.82	13.42 %
205-305-520178	STREET SIGN MAINTENANCE	45,000.00	45,000.00	17,161.08	13,519.46	14,034.26	31,195.34	13,804.66	69.32 %
205-305-520320	FLEET FUEL, MAINTENANCE & REPAIR	65,000.00	65,000.00	26,472.50	1,932.19	2,536.63	29,009.13	35,990.87	44.63 %
205-305-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	1,550.67	351.80	472.90	2,023.57	2,136.43	48.64 %
205-305-540220	TRAVEL, CONFERENCES & TRAINING	5,000.00	5,000.00	435.40	0.00	0.00	435.40	4,564.60	8.71 %
205-305-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPL...	45,000.00	45,000.00	10,646.76	10.14	13.02	10,659.78	34,340.22	23.69 %
205-305-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	438.11	0.00	0.00	438.11	4,561.89	8.76 %
205-305-560100	UTILITIES	2,200.00	2,200.00	732.37	96.98	147.26	879.63	1,320.37	39.98 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**990,560.00**	**990,560.00**	**373,515.41**	**50,557.69**	**62,153.60**	**435,669.01**	**554,890.99**	**43.98 %**
RptCategory: 60 - CAPITAL OUTLAY									
205-305-660100	EQUIPMENT REPLACEMENT RESERVES	575,000.00	575,000.00	20,695.85	0.00	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	0.00	0.00	72,000.00	0.00 %
205-305-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,295,659.00	1,295,659.00	283,619.72	117.00	117.00	283,736.72	1,011,922.28	21.90 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
205-305-678090	RESERVE FROM SDC'S	327,535.00	327,535.00	0.00	0.00	0.00	0.00	327,535.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**2,270,194.00**	**2,270,194.00**	**304,315.57**	**117.00**	**117.00**	**304,432.57**	**1,965,761.43**	**13.41 %**
	Department: 305 - ROAD AND STREET Total:	**4,061,339.00**	**4,061,339.00**	**1,047,060.50**	**77,968.99**	**127,491.45**	**1,174,551.95**	**2,886,787.05**	**28.92 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
205-920-899100	TRANSFER OUT TO GENERAL FUND	81,935.00	81,935.00	27,969.22	0.00	0.00	27,969.22	53,965.78	34.14 %
205-920-899730	TRANSFER OUT TO SEWER FUND	169,560.00	169,560.00	36,020.86	0.00	0.00	36,020.86	133,539.14	21.24 %
205-920-899740	TRANSFER OUT TO WATER	169,560.00	169,560.00	36,020.86	0.00	0.00	36,020.86	133,539.14	21.24 %
205-920-899750	TRANSFER OUT TO STORM	169,560.00	169,560.00	36,020.86	0.00	0.00	36,020.86	133,539.14	21.24 %
	RptCategory: 89 - TRANSFERS OUT Total:	**590,615.00**	**590,615.00**	**136,031.80**	**0.00**	**0.00**	**136,031.80**	**454,583.20**	**23.03 %**
	Department: 920 - TRANSFER OUT Total:	**590,615.00**	**590,615.00**	**136,031.80**	**0.00**	**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	0.00	0.00	400,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
	Expense Total:	**5,051,954.00**	**5,051,954.00**	**1,183,092.30**	**77,968.99**	**127,491.45**	**1,310,583.75**	**3,741,370.25**	**25.94 %**
	Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	**0.00**	**0.00**	**273,345.82**	**-2,252.32**	**-42,685.49**	**230,660.33**	**230,660.33**	**0.00 %**
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	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**	**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	610,342.26	0.00	0.00	610,342.26	-700,980.74	46.54 %
228-000-310050	PRIOR YEAR TAXES	48,000.00	48,000.00	6,571.59	0.00	0.00	6,571.59	-41,428.41	13.69 %
	RptType: 3100 - LOCAL TAXES Total:	**1,359,323.00**	**1,359,323.00**	**616,913.85**	**0.00**	**0.00**	**616,913.85**	**-742,409.15**	**45.38 %**
RptType: 3301 - INTEREST									
228-000-330100	INTEREST	7,800.00	7,800.00	5,212.37	12.35	106.44	5,318.81	-2,481.19	68.19 %
	RptType: 3301 - INTEREST Total:	**7,800.00**	**7,800.00**	**5,212.37**	**12.35**	**106.44**	**5,318.81**	**-2,481.19**	**68.19 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**1,532,123.00**	**1,532,123.00**	**622,126.22**	**12.35**	**106.44**	**622,232.66**	**-909,890.34**	**40.61 %**
	Revenue Total:	**1,532,123.00**	**1,532,123.00**	**622,126.22**	**12.35**	**106.44**	**622,232.66**	**-909,890.34**	**40.61 %**
Expense									
Department: 245 - POLICE LEVY									
RptCategory: 40 - PERSONNEL SERVICES									
228-245-432160	POLICE OFFICER	155,208.00	155,208.00	82,139.66	7,749.20	15,268.54	97,408.20	57,799.80	62.76 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
228-245-432165	SCHOOL RESOURCE OFFICER	155,208.00	155,208.00	82,226.55	7,349.42	14,668.59	96,895.14	58,312.86	62.43 %
228-245-432180	MUNICIPAL ORDINANCE SPECIALIST	127,715.00	127,715.00	61,974.02	5,529.00	11,058.00	73,032.02	54,682.98	57.18 %
228-245-432195	EXECUTIVE ASSISTANT	122,467.00	122,467.00	61,479.28	5,616.70	11,146.70	72,625.98	49,841.02	59.30 %
228-245-450100	OVERTIME	80,000.00	80,000.00	16,525.99	1,840.87	3,150.95	19,676.94	60,323.06	24.60 %
228-245-450200	HOLIDAY PAY	0.00	0.00	690.58	0.00	0.00	690.58	-690.58	0.00 %
228-245-450300	PROFICIENCY PAY	30,385.00	30,385.00	12,183.44	1,677.21	3,159.31	15,342.75	15,042.25	50.49 %
228-245-450500	CAREER RECOGNITION PAY	0.00	0.00	2,471.83	222.57	441.05	2,912.88	-2,912.88	0.00 %
228-245-470000	ASSOCIATED PAYROLL COSTS	482,308.00	482,308.00	207,619.11	20,623.30	40,182.72	247,801.83	234,506.17	51.38 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**1,153,291.00**	**1,153,291.00**	**527,310.46**	**50,608.27**	**99,075.86**	**626,386.32**	**526,904.68**	**54.31 %**
RptCategory: 50 - MATERIAL AND SERVICES									
228-245-500498	SHARE COST CCOM DISPATCH	295,000.00	295,000.00	142,436.00	11,786.92	23,573.80	166,009.80	128,990.20	56.27 %
228-245-510032	SRO EXPENSES	4,000.00	4,000.00	518.13	0.00	0.00	518.13	3,481.87	12.95 %
228-245-510040	K-9 EXPENSES	14,000.00	14,000.00	1,734.42	18.20	646.65	2,381.07	11,618.93	17.01 %
228-245-510041	SWAT PROGRAM	8,200.00	8,200.00	434.34	0.00	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	0.00	0.00	20,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**341,200.00**	**341,200.00**	**145,122.89**	**11,805.12**	**24,220.45**	**169,343.34**	**171,856.66**	**49.63 %**
	Department: 245 - POLICE LEVY Total:	**1,494,491.00**	**1,494,491.00**	**672,433.35**	**62,413.39**	**123,296.31**	**795,729.66**	**698,761.34**	**53.24 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
228-920-899100	TRANSFER OUT TO GENERAL FUND	24,316.00	24,316.00	9,118.50	0.00	0.00	9,118.50	15,197.50	37.50 %
	RptCategory: 89 - TRANSFERS OUT Total:	**24,316.00**	**24,316.00**	**9,118.50**	**0.00**	**0.00**	**9,118.50**	**15,197.50**	**37.50 %**
	Department: 920 - TRANSFER OUT Total:	**24,316.00**	**24,316.00**	**9,118.50**	**0.00**	**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	0.00	0.00	13,316.00	0.00 %
	RptCategory: 90 - OTHER Total:	**13,316.00**	**13,316.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,316.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**13,316.00**	**13,316.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,316.00**	**0.00 %**
	Expense Total:	**1,532,123.00**	**1,532,123.00**	**681,551.85**	**62,413.39**	**123,296.31**	**804,848.16**	**727,274.84**	**52.53 %**
	Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	**0.00**	**0.00**	**-59,425.63**	**-62,401.04**	**-123,189.87**	**-182,615.50**	**-182,615.50**	**0.00 %**
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	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**	**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	278,328.58	0.00	0.00	278,328.58	-319,393.42	46.56 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
229-000-310050	PRIOR YEAR TAXES	18,000.00	18,000.00	2,996.76	0.00	0.00	2,996.76	-15,003.24	16.65 %
	RptType: 3100 - LOCAL TAXES Total:	**615,722.00**	**615,722.00**	**281,325.34**	**0.00**	**0.00**	**281,325.34**	**-334,396.66**	**45.69 %**
RptType: 3301 - INTEREST									
229-000-330100	INTEREST	12,000.00	12,000.00	8,401.39	177.58	425.32	8,826.71	-3,173.29	73.56 %
	RptType: 3301 - INTEREST Total:	**12,000.00**	**12,000.00**	**8,401.39**	**177.58**	**425.32**	**8,826.71**	**-3,173.29**	**73.56 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**1,078,722.00**	**1,078,722.00**	**289,726.73**	**177.58**	**425.32**	**290,152.05**	**-788,569.95**	**26.90 %**
	Revenue Total:	**1,078,722.00**	**1,078,722.00**	**289,726.73**	**177.58**	**425.32**	**290,152.05**	**-788,569.95**	**26.90 %**
Expense									
Department: 255 - FIRE LEVY									
RptCategory: 40 - PERSONNEL SERVICES									
229-255-432230	TRAINING CAPTAIN	160,532.00	160,532.00	79,861.47	7,194.00	14,388.00	94,249.47	66,282.53	58.71 %
229-255-439010	PART TIME	46,000.00	46,000.00	21,823.22	2,037.00	3,980.19	25,803.41	20,196.59	56.09 %
229-255-439011	SEASONAL HELP	20,000.00	20,000.00	8,690.56	0.00	0.00	8,690.56	11,309.44	43.45 %
229-255-470000	ASSOCIATED PAYROLL COSTS	124,471.00	124,471.00	72,743.30	6,028.33	11,976.90	84,720.20	39,750.80	68.06 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**351,003.00**	**351,003.00**	**183,118.55**	**15,259.33**	**30,345.09**	**213,463.64**	**137,539.36**	**60.82 %**
RptCategory: 50 - MATERIAL AND SERVICES									
229-255-500110	CONTRACTUAL & PROFESSIONAL SERVICES	20,000.00	20,000.00	4,946.58	64.70	64.70	5,011.28	14,988.72	25.06 %
229-255-520126	SCBA & TURNOUT MAINTENANCE	20,000.00	20,000.00	1,835.58	549.60	677.60	2,513.18	17,486.82	12.57 %
229-255-520365	EQUIPMENT TESTING & SERVICE	20,000.00	20,000.00	7,375.83	0.00	0.00	7,375.83	12,624.17	36.88 %
229-255-520400	OFFICE SUPPLIES & EQUIPMENT	10,000.00	10,000.00	0.00	1,251.30	1,251.30	1,251.30	8,748.70	12.51 %
229-255-560110	CELL PHONES, PAGERS, RADIOS	20,000.00	20,000.00	39.99	0.00	165.00	204.99	19,795.01	1.02 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**90,000.00**	**90,000.00**	**14,197.98**	**1,865.60**	**2,158.60**	**16,356.58**	**73,643.42**	**18.17 %**
RptCategory: 60 - CAPITAL OUTLAY									
229-255-641030	TRAINING FACILITY	0.00	0.00	548.49	0.00	0.00	548.49	-548.49	0.00 %
229-255-660120	FIRE, EMS & EXTRICATION EQUIPMENT	77,000.00	77,000.00	1,017.84	7,300.00	7,300.00	8,317.84	68,682.16	10.80 %
229-255-661010	ROUTINE EQUIP REPLACEMENT	50,000.00	50,000.00	1,579.58	18.95	583.11	2,162.69	47,837.31	4.33 %
229-255-661012	TURN-OUTS & SCBA RESERVE	55,000.00	55,000.00	10,360.25	7,460.40	7,460.40	17,820.65	37,179.35	32.40 %
229-255-661014	TECH RESCUE EQUIPMENT	25,000.00	25,000.00	5,988.38	0.00	3,225.55	9,213.93	15,786.07	36.86 %
229-255-661016	FIRE APPARATUS & EQUIPMENT RESERVE	325,000.00	325,000.00	325,000.00	0.00	0.00	325,000.00	0.00	100.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**532,000.00**	**532,000.00**	**344,494.54**	**14,779.35**	**18,569.06**	**363,063.60**	**168,936.40**	**68.25 %**
	Department: 255 - FIRE LEVY Total:	**973,003.00**	**973,003.00**	**541,811.07**	**31,904.28**	**51,072.75**	**592,883.82**	**380,119.18**	**60.93 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
229-920-899100	TRANSFER OUT TO GENERAL FUND	4,863.00	4,863.00	1,823.63	0.00	0.00	1,823.63	3,039.37	37.50 %
	RptCategory: 89 - TRANSFERS OUT Total:	**4,863.00**	**4,863.00**	**1,823.63**	**0.00**	**0.00**	**1,823.63**	**3,039.37**	**37.50 %**
	Department: 920 - TRANSFER OUT Total:	**4,863.00**	**4,863.00**	**1,823.63**	**0.00**	**0.00**	**1,823.63**	**3,039.37**	**37.50 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY									
RptCategory: 90 - OTHER									
229-990-910000	CONTINGENCY FUNDS	100,856.00	100,856.00	0.00	0.00	0.00	0.00	100,856.00	0.00 %
	RptCategory: 90 - OTHER Total:	**100,856.00**	**100,856.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,856.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**100,856.00**	**100,856.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,856.00**	**0.00 %**
	Expense Total:	**1,078,722.00**	**1,078,722.00**	**543,634.70**	**31,904.28**	**51,072.75**	**594,707.45**	**484,014.55**	**55.13 %**
	Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	**0.00**	**0.00**	**-253,907.97**	**-31,726.70**	**-50,647.43**	**-304,555.40**	**-304,555.40**	**0.00 %**
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	11,053,592.35	0.00	205,324.37	11,258,916.72	-1,507,083.28	88.19 %
	RptType: 3990 - TRANSFERS IN Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**-1,507,083.28**	**88.19 %**
	Department: 910 - TRANSFER IN Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**-1,507,083.28**	**88.19 %**
	Revenue Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**-1,507,083.28**	**88.19 %**
Expense									
Department: 307 - CIVIC CENTER PROJECT									
RptCategory: 50 - MATERIAL AND SERVICES									
307-307-620320	PROJECT MGMT-OWNERS REP	122,677.00	122,677.00	108,642.80	0.00	0.00	108,642.80	14,034.20	88.56 %
307-307-620325	OTHER PROF. SERVICES	25.00	25.00	1,878.23	0.00	0.00	1,878.23	-1,853.23	7,512.92 %
307-307-620330	PROJECT LEGAL COSTS	3,828.00	3,828.00	5,700.00	0.00	0.00	5,700.00	-1,872.00	148.90 %
307-307-620360	FINANCE CONSULTING	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**146,530.00**	**146,530.00**	**116,221.03**	**0.00**	**0.00**	**116,221.03**	**30,308.97**	**79.32 %**
RptCategory: 60 - CAPITAL OUTLAY									
307-307-620100	CONSTRUCTION - PHASE 1	9,717.00	9,717.00	0.00	0.00	0.00	0.00	9,717.00	0.00 %
307-307-620110	CONSTRUCTION - PHASE 2	10,011,612.00	10,011,612.00	10,038,974.64	0.00	0.00	10,038,974.64	-27,362.64	100.27 %
307-307-620111	PROJECT RETAINAGE	0.00	0.00	484,062.30	0.00	0.00	484,062.30	-484,062.30	0.00 %
307-307-620323	PUBLIC COMMUNICATIONS	12,020.00	12,020.00	0.00	0.00	0.00	0.00	12,020.00	0.00 %
307-307-620340	TESTING & SPECIAL INSP.	39,904.00	39,904.00	36,310.20	0.00	0.00	36,310.20	3,593.80	90.99 %
307-307-620345	MISC FEES	0.00	0.00	7,302.26	0.00	0.00	7,302.26	-7,302.26	0.00 %
307-307-620365	LAND ACQUISITION/SITE PREP	957.00	957.00	2,258.00	0.00	0.00	2,258.00	-1,301.00	235.95 %
307-307-620370	ADD ALTERNATES	212,162.00	212,162.00	14,851.23	0.00	0.00	14,851.23	197,310.77	7.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**10,286,372.00**	**10,286,372.00**	**10,583,758.63**	**0.00**	**0.00**	**10,583,758.63**	**-297,386.63**	**102.89 %**
RptCategory: 90 - OTHER									
307-307-620390	PROJECT CONTINGENCY	149,000.00	149,000.00	0.00	0.00	0.00	0.00	149,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	**149,000.00**	**149,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**149,000.00**	**0.00 %**
	Department: 307 - CIVIC CENTER PROJECT Total:	**10,581,902.00**	**10,581,902.00**	**10,699,979.66**	**0.00**	**0.00**	**10,699,979.66**	**-118,077.66**	**101.12 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY									
RptCategory: 90 - OTHER									
307-990-910000	CONTINGENCY FUNDS (Rollover Balance)	2,184,098.00	2,184,098.00	0.00	0.00	0.00	0.00	2,184,098.00	0.00 %
	RptCategory: 90 - OTHER Total:	**2,184,098.00**	**2,184,098.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,184,098.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**2,184,098.00**	**2,184,098.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,184,098.00**	**0.00 %**
	Expense Total:	**12,766,000.00**	**12,766,000.00**	**10,699,979.66**	**0.00**	**0.00**	**10,699,979.66**	**2,066,020.34**	**83.82 %**
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):		**0.00**	**0.00**	**353,612.69**	**0.00**	**205,324.37**	**558,937.06**	**558,937.06**	**0.00 %**
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	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**	**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	965,555.30	0.00	0.00	965,555.30	-904,444.70	51.63 %
390-000-310050	PRIOR YEAR TAXES	20,000.00	20,000.00	10,430.74	0.00	0.00	10,430.74	-9,569.26	52.15 %
	RptType: 3100 - LOCAL TAXES Total:	**1,890,000.00**	**1,890,000.00**	**975,986.04**	**0.00**	**0.00**	**975,986.04**	**-914,013.96**	**51.64 %**
RptType: 3150 - GRANTS									
390-000-315080	OTHER GRANTS	0.00	0.00	72,838.28	0.00	0.00	72,838.28	72,838.28	0.00 %
	RptType: 3150 - GRANTS Total:	**0.00**	**0.00**	**72,838.28**	**0.00**	**0.00**	**72,838.28**	**72,838.28**	**0.00 %**
RptType: 3301 - INTEREST									
390-000-330100	INTEREST	20,000.00	20,000.00	195,326.58	1,292.15	3,410.89	198,737.47	178,737.47	993.69 %
	RptType: 3301 - INTEREST Total:	**20,000.00**	**20,000.00**	**195,326.58**	**1,292.15**	**3,410.89**	**198,737.47**	**178,737.47**	**993.69 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**16,666,000.00**	**16,666,000.00**	**1,244,150.90**	**1,292.15**	**3,410.89**	**1,247,561.79**	**-15,418,438.21**	**7.49 %**
	Revenue Total:	**16,666,000.00**	**16,666,000.00**	**1,244,150.90**	**1,292.15**	**3,410.89**	**1,247,561.79**	**-15,418,438.21**	**7.49 %**
Expense									
Department: 410 - URBAN RENEWAL									
RptCategory: 50 - MATERIAL AND SERVICES									
390-410-500110	CONTRACTUAL & PROFESSIONAL SERVICES	4,000.00	4,000.00	1,130.68	0.00	0.00	1,130.68	2,869.32	28.27 %
390-410-500120	MUNICIPAL AUDIT CONTRACT	15,000.00	15,000.00	15,040.00	0.00	0.00	15,040.00	-40.00	100.27 %
390-410-530000	FIRE & LIABILITY INSURANCE	30,000.00	30,000.00	15,000.00	0.00	0.00	15,000.00	15,000.00	50.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**49,000.00**	**49,000.00**	**31,170.68**	**0.00**	**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	431,573.00	0.00	444,793.00	876,366.00	0.00	100.00 %
390-410-730040	DEBT SERVICE - INTEREST	201,234.00	201,234.00	106,952.92	0.00	50,357.98	157,310.90	43,923.10	78.17 %
	RptCategory: 70 - DEBT SERVICE Total:	**1,077,600.00**	**1,077,600.00**	**538,525.92**	**0.00**	**495,150.98**	**1,033,676.90**	**43,923.10**	**95.92 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 89 - TRANSFERS OUT									
390-410-899100	TRANSFER OUT TO GENERAL FUND	490,861.00	490,861.00	42,555.51	0.00	0.00	42,555.51	448,305.49	8.67 %
	RptCategory: 89 - TRANSFERS OUT Total:	**490,861.00**	**490,861.00**	**42,555.51**	**0.00**	**0.00**	**42,555.51**	**448,305.49**	**8.67 %**
	Department: 410 - URBAN RENEWAL Total:	**1,617,461.00**	**1,617,461.00**	**612,252.11**	**0.00**	**495,150.98**	**1,107,403.09**	**510,057.91**	**68.47 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
390-920-899307	TRANSFER OUT TO CIVIC BUILDINGS FUND	12,766,000.00	12,766,000.00	11,053,592.35	0.00	205,324.37	11,258,916.72	1,507,083.28	88.19 %
	RptCategory: 89 - TRANSFERS OUT Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**1,507,083.28**	**88.19 %**
	Department: 920 - TRANSFER OUT Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**1,507,083.28**	**88.19 %**
Department: 990 - CONTINGENCY									
RptCategory: 90 - OTHER									
390-990-910000	CONTINGENCY FUNDS	2,282,539.00	2,282,539.00	0.00	0.00	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**	**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**	**0.00**	**0.00**	**2,282,539.00**	**0.00 %**
	Expense Total:	**16,666,000.00**	**16,666,000.00**	**11,665,844.46**	**0.00**	**700,475.35**	**12,366,319.81**	**4,299,680.19**	**74.20 %**
	Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	**0.00**	**0.00**	**-10,421,693.56**	**1,292.15**	**-697,064.46**	**-11,118,758.02**	**-11,118,758.02**	**0.00 %**
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	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**	**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	653,954.90	61,410.15	122,822.66	776,777.56	-572,971.44	57.55 %
730-000-314055	TRI-CITY SERVICE DISTRICT	3,473,582.00	3,473,582.00	1,994,378.57	199,293.26	399,281.84	2,393,660.41	-1,079,921.59	68.91 %
730-000-314080	CONNECTION FEES	10,000.00	10,000.00	38.20	0.00	0.00	38.20	-9,961.80	0.38 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	**4,833,331.00**	**4,833,331.00**	**2,648,371.67**	**260,703.41**	**522,104.50**	**3,170,476.17**	**-1,662,854.83**	**65.60 %**
RptType: 3141 - SDC									
730-000-314110	SEWER SDCS	15,000.00	15,000.00	71,191.40	0.00	0.00	71,191.40	56,191.40	474.61 %
730-000-314111	SDC Reimbursement Fee	0.00	0.00	3,741.60	0.00	0.00	3,741.60	3,741.60	0.00 %
	RptType: 3141 - SDC Total:	**15,000.00**	**15,000.00**	**74,933.00**	**0.00**	**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	13,949.34	600.00	800.00	14,749.34	12,749.34	737.47 %
	RptType: 3600 - MISCELLANEOUS Total:	**2,000.00**	**2,000.00**	**13,949.34**	**600.00**	**800.00**	**14,749.34**	**12,749.34**	**737.47 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**5,786,331.00**	**5,786,331.00**	**2,737,254.01**	**261,303.41**	**522,904.50**	**3,260,158.51**	**-2,526,172.49**	**56.34 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 910 - TRANSFER IN									
RptType: 3990 - TRANSFERS IN									
730-910-399205	TRANSFER IN FROM ROAD & STREET FUND	169,560.00	169,560.00	36,020.86	0.00	0.00	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
	Department: 910 - TRANSFER IN Total:	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
	Revenue Total:	**5,955,891.00**	**5,955,891.00**	**2,773,274.87**	**261,303.41**	**522,904.50**	**3,296,179.37**	**-2,659,711.63**	**55.34 %**
Expense									
Department: 703 - SEWER									
RptCategory: 40 - PERSONNEL SERVICES									
730-703-431500	ACCOUNTING CLERK	27,611.00	27,611.00	11,522.53	1,084.51	2,169.01	13,691.54	13,919.46	49.59 %
730-703-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	25,183.60	0.00	6,242.09	31,425.69	19,504.31	61.70 %
730-703-437050	PUBLIC WORKS SUPERVISOR	59,895.00	59,895.00	34,138.49	3,077.63	6,938.02	41,076.51	18,818.49	68.58 %
730-703-437051	PW OPERATIONS MANAGER	34,173.00	34,173.00	0.00	0.00	0.00	0.00	34,173.00	0.00 %
730-703-437055	PW ADMIN ASSISTANT	40,520.00	40,520.00	20,006.59	1,204.59	2,389.67	22,396.26	18,123.74	55.27 %
730-703-437070	UTILITY WORKER, JOURNEY	143,225.00	143,225.00	90,146.04	7,694.25	16,175.37	106,321.41	36,903.59	74.23 %
730-703-437071	UTILITY WORKER II	25,272.00	25,272.00	0.00	0.00	0.00	0.00	25,272.00	0.00 %
730-703-439011	SEASONAL HELP	35,000.00	35,000.00	3,460.80	0.00	0.00	3,460.80	31,539.20	9.89 %
730-703-450100	OVERTIME	10,000.00	10,000.00	3,325.19	94.01	215.39	3,540.58	6,459.42	35.41 %
730-703-450500	CAREER RECOGNITION PAY	0.00	0.00	2,318.21	195.09	396.60	2,714.81	-2,714.81	0.00 %
730-703-470000	ASSOCIATED PAYROLL COSTS	249,431.00	249,431.00	103,461.81	8,002.93	19,057.80	122,519.61	126,911.39	49.12 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**676,057.00**	**676,057.00**	**293,563.26**	**21,353.01**	**53,583.95**	**347,147.21**	**328,909.79**	**51.35 %**
RptCategory: 50 - MATERIAL AND SERVICES									
730-703-500110	CONTRACTUAL & PROFESSIONAL SERVICES	110,000.00	110,000.00	33,587.67	3,265.74	3,649.99	37,237.66	72,762.34	33.85 %
730-703-500452	SDC PASS THROUGH TO TCSD	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00 %
730-703-500456	OAK LODGE SANITARY DISTRICT	1,068,513.00	1,068,513.00	510,196.80	87,641.55	87,641.55	597,838.35	470,674.65	55.95 %
730-703-500458	TRI-CITY SERVICE DISTRICT	2,583,000.00	2,583,000.00	1,229,844.56	225,391.89	225,391.89	1,455,236.45	1,127,763.55	56.34 %
730-703-520120	BANK CHARGES	0.00	0.00	17,521.75	1,238.61	2,212.58	19,734.33	-19,734.33	0.00 %
730-703-520130	OPERATIONS, MAINTENANCE & REPAIRS	105,000.00	105,000.00	18,055.63	590.00	1,875.64	19,931.27	85,068.73	18.98 %
730-703-520300	EQUIPMENT MAINTENANCE AND SUPPLIES	0.00	0.00	19.35	0.00	0.00	19.35	-19.35	0.00 %
730-703-520320	FLEET FUEL, MAINTENANCE & REPAIR	55,000.00	55,000.00	9,393.65	361.72	658.21	10,051.86	44,948.14	18.28 %
730-703-520400	OFFICE SUPPLIES & EQUIPMENT	4,160.00	4,160.00	4,170.72	416.93	538.04	4,708.76	-548.76	113.19 %
730-703-520430	UTILITY BILLS & POSTAGE	16,000.00	16,000.00	7,767.81	600.16	1,198.95	8,966.76	7,033.24	56.04 %
730-703-540220	TRAVEL, CONFERENCES & TRAINING	7,500.00	7,500.00	1,002.87	0.00	0.00	1,002.87	6,497.13	13.37 %
730-703-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPL...	21,000.00	21,000.00	9,801.06	391.07	412.23	10,213.29	10,786.71	48.63 %
730-703-540400	DUMPING, HAULING, GARBAGE	5,000.00	5,000.00	449.36	0.00	0.00	449.36	4,550.64	8.99 %
730-703-560100	UTILITIES	3,200.00	3,200.00	1,403.88	146.85	250.19	1,654.07	1,545.93	51.69 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**3,993,373.00**	**3,993,373.00**	**1,843,215.11**	**320,044.52**	**323,829.27**	**2,167,044.38**	**1,826,328.62**	**54.27 %**
RptCategory: 60 - CAPITAL OUTLAY									
730-703-660100	EQUIPMENT REPLACEMENT RESERVES	662,000.00	662,000.00	9,816.65	0.00	0.00	9,816.65	652,183.35	1.48 %
730-703-676050	SYSTEM IMPROVEMENTS & PROJECTS	38,046.00	38,046.00	146,500.78	59.80	59.80	146,560.58	-108,514.58	385.22 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
730-703-678090	RESERVE FROM SDC'S	249,000.00	249,000.00	0.00	0.00	0.00	0.00	249,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**949,046.00**	**949,046.00**	**156,317.43**	**59.80**	**59.80**	**156,377.23**	**792,668.77**	**16.48 %**
	Department: 703 - SEWER Total:	**5,618,476.00**	**5,618,476.00**	**2,293,095.80**	**341,457.33**	**377,473.02**	**2,670,568.82**	**2,947,907.18**	**47.53 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
730-920-899100	TRANSFER OUT TO GENERAL FUND	60,748.00	60,748.00	22,780.50	0.00	0.00	22,780.50	37,967.50	37.50 %
730-920-899205	TRANSFER OUT TO ROAD & STREET FUND (R...	241,667.00	241,667.00	95,062.72	0.00	0.00	95,062.72	146,604.28	39.34 %
	RptCategory: 89 - TRANSFERS OUT Total:	**302,415.00**	**302,415.00**	**117,843.22**	**0.00**	**0.00**	**117,843.22**	**184,571.78**	**38.97 %**
	Department: 920 - TRANSFER OUT Total:	**302,415.00**	**302,415.00**	**117,843.22**	**0.00**	**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	0.00	0.00	35,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	**35,000.00**	**35,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**35,000.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**35,000.00**	**35,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**35,000.00**	**0.00 %**
	Expense Total:	**5,955,891.00**	**5,955,891.00**	**2,410,939.02**	**341,457.33**	**377,473.02**	**2,788,412.04**	**3,167,478.96**	**46.82 %**
	Fund: 730 - SEWER FUND Surplus (Deficit):	**0.00**	**0.00**	**362,335.85**	**-80,153.92**	**145,431.48**	**507,767.33**	**507,767.33**	**0.00 %**
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	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**	**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	1,891,538.34	235,426.46	432,246.07	2,323,784.41	-1,095,965.59	67.95 %
740-000-314080	WATER SERVICE CONNECTIONS	10,000.00	10,000.00	8,485.00	0.00	0.00	8,485.00	-1,515.00	84.85 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	**3,429,750.00**	**3,429,750.00**	**1,900,023.34**	**235,426.46**	**432,246.07**	**2,332,269.41**	**-1,097,480.59**	**68.00 %**
RptType: 3141 - SDC									
740-000-314110	WATER SDC'S	10,000.00	10,000.00	60,789.96	0.00	0.00	60,789.96	50,789.96	607.90 %
740-000-314111	SDC Reimbursement Fee	0.00	0.00	3,870.16	0.00	0.00	3,870.16	3,870.16	0.00 %
	RptType: 3141 - SDC Total:	**10,000.00**	**10,000.00**	**64,660.12**	**0.00**	**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	10,289.32	-5.90	-5.90	10,283.42	-9,716.58	51.42 %
	RptType: 3600 - MISCELLANEOUS Total:	**20,000.00**	**20,000.00**	**10,289.32**	**-5.90**	**-5.90**	**10,283.42**	**-9,716.58**	**51.42 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**5,468,750.00**	**5,468,750.00**	**1,974,972.78**	**235,420.56**	**432,240.17**	**2,407,212.95**	**-3,061,537.05**	**44.02 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 910 - TRANSFER IN									
RptType: 3990 - TRANSFERS IN									
740-910-399205	TRANSFER IN FROM ROAD & STREET FUND	169,560.00	169,560.00	36,020.86	0.00	0.00	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
	Department: 910 - TRANSFER IN Total:	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
	Revenue Total:	**5,638,310.00**	**5,638,310.00**	**2,010,993.64**	**235,420.56**	**432,240.17**	**2,443,233.81**	**-3,195,076.19**	**43.33 %**
Expense									
Department: 704 - WATER									
RptCategory: 40 - PERSONNEL SERVICES									
740-704-431500	ACCOUNTING CLERK	33,133.00	33,133.00	13,827.05	1,301.41	2,602.81	16,429.86	16,703.14	49.59 %
740-704-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	25,183.60	0.00	6,242.09	31,425.69	19,504.31	61.70 %
740-704-437050	PUBLIC WORKS SUPERVISOR	61,712.00	61,712.00	35,076.95	3,145.40	7,254.90	42,331.85	19,380.15	68.60 %
740-704-437051	PW OPERATIONS MANAGER	34,172.00	34,172.00	0.00	0.00	0.00	0.00	34,172.00	0.00 %
740-704-437055	PW ADMIN ASSISTANT	40,520.00	40,520.00	20,006.59	1,204.59	2,389.67	22,396.26	18,123.74	55.27 %
740-704-437070	UTILITY WORKER, JOURNEY	239,422.00	239,422.00	146,272.79	12,557.10	26,579.94	172,852.73	66,569.27	72.20 %
740-704-437071	UTILITY WORKER II	25,272.00	25,272.00	0.00	0.00	0.00	0.00	25,272.00	0.00 %
740-704-439011	SEASONAL HELP	35,000.00	35,000.00	1,683.45	1,433.60	2,865.76	4,549.21	30,450.79	13.00 %
740-704-450100	OVERTIME	15,000.00	15,000.00	4,538.74	94.69	371.78	4,910.52	10,089.48	32.74 %
740-704-450500	CAREER RECOGNITION PAY	0.00	0.00	2,379.84	198.37	412.79	2,792.63	-2,792.63	0.00 %
740-704-470000	ASSOCIATED PAYROLL COSTS	324,712.00	324,712.00	140,799.40	11,398.72	26,201.30	167,000.70	157,711.30	51.43 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**859,873.00**	**859,873.00**	**389,768.41**	**31,333.88**	**74,921.04**	**464,689.45**	**395,183.55**	**54.04 %**
RptCategory: 50 - MATERIAL AND SERVICES									
740-704-500110	CONTRACTUAL & PROFESSIONAL SERVICES	135,000.00	135,000.00	53,126.31	3,390.67	4,572.89	57,699.20	77,300.80	42.74 %
740-704-500240	METER READING CONTRACT	50,000.00	50,000.00	26,027.98	2,204.80	4,409.60	30,437.58	19,562.42	60.88 %
740-704-500422	OAK LODGE WATER PURCHASES	0.00	0.00	1,664.74	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	494,345.90	115,575.10	116,565.79	610,911.69	693,088.31	46.85 %
740-704-520120	BANK CHARGES	13,000.00	13,000.00	15,911.90	1,133.62	1,967.59	17,879.49	-4,879.49	137.53 %
740-704-520130	OPERATIONS, MAINTENANCE & REPAIRS	310,000.00	310,000.00	131,989.93	2,928.86	8,476.44	140,466.37	169,533.63	45.31 %
740-704-520162	LABORATORY WATER TESTS	20,000.00	20,000.00	17,919.00	12,885.00	12,885.00	30,804.00	-10,804.00	154.02 %
740-704-520165	FIRE HYDRANT MAINTENANCE & REPAIR	30,000.00	30,000.00	2,722.46	1,816.08	1,816.08	4,538.54	25,461.46	15.13 %
740-704-520300	EQUIPMENT MAINTENANCE AND SUPPLIES	0.00	0.00	15.45	0.00	0.00	15.45	-15.45	0.00 %
740-704-520320	FLEET FUEL, MAINTENANCE & REPAIR	45,000.00	45,000.00	13,762.85	323.45	1,103.13	14,865.98	30,134.02	33.04 %
740-704-520400	OFFICE SUPPLIES & EQUIPMENT	4,660.00	4,660.00	2,505.29	416.93	538.04	3,043.33	1,616.67	65.31 %
740-704-520430	UTILITY BILLS & POSTAGE	12,000.00	12,000.00	7,747.79	600.16	1,198.95	8,946.74	3,053.26	74.56 %
740-704-540200	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	7,642.00	7,642.00	-7,642.00	0.00 %
740-704-540220	TRAVEL, CONFERENCES & TRAINING	10,500.00	10,500.00	2,552.37	0.00	0.00	2,552.37	7,947.63	24.31 %
740-704-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPL...	22,000.00	22,000.00	11,159.02	315.67	318.55	11,477.57	10,522.43	52.17 %
740-704-540400	DUMPING, HAULING, GARBAGE	10,000.00	10,000.00	3,334.61	45.00	503.97	3,838.58	6,161.42	38.39 %
740-704-560100	UTILITIES	40,000.00	40,000.00	18,132.43	1,679.07	3,328.47	21,460.90	18,539.10	53.65 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**2,006,160.00**	**2,006,160.00**	**802,918.03**	**143,314.41**	**165,326.50**	**968,244.53**	**1,037,915.47**	**48.26 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY									
740-704-660100	EQUIPMENT REPLACEMENT RESERVES	200,000.00	200,000.00	9,816.65	0.00	0.00	9,816.65	190,183.35	4.91 %
740-704-676050	SYSTEM IMPROVEMENTS & PROJECTS	1,103,762.00	1,103,762.00	142,010.71	44.20	44.20	142,054.91	961,707.09	12.87 %
740-704-678090	RESERVE FROM SDC'S	474,000.00	474,000.00	0.00	0.00	0.00	0.00	474,000.00	0.00 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**1,777,762.00**	**1,777,762.00**	**151,827.36**	**44.20**	**44.20**	**151,871.56**	**1,625,890.44**	**8.54 %**
RptCategory: 70 - DEBT SERVICE									
740-704-720040	2005 BONDED DEBT/PRINCIPAL	317,000.00	317,000.00	155,000.00	0.00	0.00	155,000.00	162,000.00	48.90 %
740-704-730040	2005 BONDED DEBT/INTEREST	40,124.00	40,124.00	21,631.50	0.00	0.00	21,631.50	18,492.50	53.91 %
	RptCategory: 70 - DEBT SERVICE Total:	**357,124.00**	**357,124.00**	**176,631.50**	**0.00**	**0.00**	**176,631.50**	**180,492.50**	**49.46 %**
	Department: 704 - WATER Total:	**5,000,919.00**	**5,000,919.00**	**1,521,145.30**	**174,692.49**	**240,291.74**	**1,761,437.04**	**3,239,481.96**	**35.22 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
740-920-899100	TRANSFER OUT TO GENERAL FUND	65,903.00	65,903.00	24,713.63	0.00	0.00	24,713.63	41,189.37	37.50 %
740-920-899205	TRANSFER OUT TO ROAD & STREET FUND (R...	171,488.00	171,488.00	70,686.59	0.00	0.00	70,686.59	100,801.41	41.22 %
	RptCategory: 89 - TRANSFERS OUT Total:	**237,391.00**	**237,391.00**	**95,400.22**	**0.00**	**0.00**	**95,400.22**	**141,990.78**	**40.19 %**
	Department: 920 - TRANSFER OUT Total:	**237,391.00**	**237,391.00**	**95,400.22**	**0.00**	**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	0.00	0.00	400,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
	Expense Total:	**5,638,310.00**	**5,638,310.00**	**1,616,545.52**	**174,692.49**	**240,291.74**	**1,856,837.26**	**3,781,472.74**	**32.93 %**
	Fund: 740 - WATER FUND Surplus (Deficit):	**0.00**	**0.00**	**394,448.12**	**60,728.07**	**191,948.43**	**586,396.55**	**586,396.55**	**0.00 %**
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	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**	**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	694,397.65	63,733.59	127,429.18	821,826.83	-771,703.17	51.57 %
	RptType: 3140 - CHARGES FOR SERVICES Total:	**1,593,530.00**	**1,593,530.00**	**694,397.65**	**63,733.59**	**127,429.18**	**821,826.83**	**-771,703.17**	**51.57 %**
RptType: 3141 - SDC									
750-000-314110	STORMWATER SDC'S	10,000.00	10,000.00	50,515.37	0.00	0.00	50,515.37	40,515.37	505.15 %
750-000-314111	SDC Reimbursement Fee	0.00	0.00	4,735.00	0.00	0.00	4,735.00	4,735.00	0.00 %
	RptType: 3141 - SDC Total:	**10,000.00**	**10,000.00**	**55,250.37**	**0.00**	**0.00**	**55,250.37**	**45,250.37**	**552.50 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptType: 3600 - MISCELLANEOUS									
750-000-360000	ALL OTHER STORM FUND RESOURCES	0.00	0.00	10,289.34	0.00	0.00	10,289.34	10,289.34	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	**0.00**	**0.00**	**10,289.34**	**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**	**759,937.36**	**63,733.59**	**127,429.18**	**887,366.54**	**-981,163.46**	**47.49 %**
Department: 910 - TRANSFER IN									
RptType: 3990 - TRANSFERS IN									
750-910-399205	TRANSFER IN FROM ROAD & STREET FUND	169,560.00	169,560.00	36,020.86	0.00	0.00	36,020.86	-133,539.14	21.24 %
	RptType: 3990 - TRANSFERS IN Total:	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
	Department: 910 - TRANSFER IN Total:	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
	Revenue Total:	**2,038,090.00**	**2,038,090.00**	**795,958.22**	**63,733.59**	**127,429.18**	**923,387.40**	**-1,114,702.60**	**45.31 %**
Expense									
Department: 705 - PUBLIC WORKS DIRECTOR									
RptCategory: 40 - PERSONNEL SERVICES									
750-705-431500	ACCOUNTING CLERK	27,195.00	27,195.00	11,522.52	1,084.49	2,168.99	13,691.51	13,503.49	50.35 %
750-705-437049	PUBLIC WORKS DIRECTOR	50,930.00	50,930.00	25,183.60	0.00	6,242.09	31,425.69	19,504.31	61.70 %
750-705-437050	PUBLIC WORKS SUPERVISOR	59,897.00	59,897.00	33,928.61	3,077.64	6,780.46	40,709.07	19,187.93	67.97 %
750-705-437051	PW OPERATIONS MANAGER	34,172.00	34,172.00	0.00	0.00	0.00	0.00	34,172.00	0.00 %
750-705-437055	PW ADMIN ASSISTANT	40,519.00	40,519.00	20,005.97	1,204.56	2,389.62	22,395.59	18,123.41	55.27 %
750-705-437070	UTILITY WORKER, JOURNEY	110,447.00	110,447.00	43,409.34	4,166.00	8,809.61	52,218.95	58,228.05	47.28 %
750-705-439011	SEASONAL HELP	35,000.00	35,000.00	11,105.01	1,433.60	2,865.76	13,970.77	21,029.23	39.92 %
750-705-450100	OVERTIME	4,000.00	4,000.00	1,896.13	94.00	282.78	2,178.91	1,821.09	54.47 %
750-705-450500	CAREER RECOGNITION PAY	0.00	0.00	330.69	29.01	63.72	394.41	-394.41	0.00 %
750-705-470000	ASSOCIATED PAYROLL COSTS	200,629.00	200,629.00	57,971.09	4,936.87	12,735.67	70,706.76	129,922.24	35.24 %
	RptCategory: 40 - PERSONNEL SERVICES Total:	**562,789.00**	**562,789.00**	**205,352.96**	**16,026.17**	**42,338.70**	**247,691.66**	**315,097.34**	**44.01 %**
RptCategory: 50 - MATERIAL AND SERVICES									
750-705-500110	CONTRACTUAL & PROFESSIONAL SERVICES	110,000.00	110,000.00	39,434.83	3,428.24	3,812.47	43,247.30	66,752.70	39.32 %
750-705-520120	BANK CHARGES	0.00	0.00	17,506.22	1,238.61	2,212.58	19,718.80	-19,718.80	0.00 %
750-705-520130	OPERATIONS, MAINTENANCE & REPAIRS	65,000.00	65,000.00	13,247.58	755.00	2,114.54	15,362.12	49,637.88	23.63 %
750-705-520320	FLEET FUEL, MAINTENANCE & REPAIR	22,000.00	22,000.00	7,576.65	314.79	611.27	8,187.92	13,812.08	37.22 %
750-705-520400	OFFICE SUPPLIES & EQUIPMENT	5,160.00	5,160.00	2,272.15	416.88	537.98	2,810.13	2,349.87	54.46 %
750-705-520430	UTILITY BILLS & POSTAGE	15,800.00	15,800.00	7,750.16	600.33	1,199.29	8,949.45	6,850.55	56.64 %
750-705-540220	TRAVEL, CONFERENCES & TRAINING	5,500.00	5,500.00	1,097.82	0.00	0.00	1,097.82	4,402.18	19.96 %
750-705-540300	SMALL TOOLS, EQUIPMENT & SAFETY SUPPL...	11,500.00	11,500.00	8,314.37	391.04	412.20	8,726.57	2,773.43	75.88 %
750-705-540400	DUMPING, HAULING, GARBAGE	3,000.00	3,000.00	470.67	0.00	0.00	470.67	2,529.33	15.69 %
750-705-560100	UTILITIES	1,000.00	1,000.00	732.38	97.00	147.30	879.68	120.32	87.97 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**238,960.00**	**238,960.00**	**98,402.83**	**7,241.89**	**11,047.63**	**109,450.46**	**129,509.54**	**45.80 %**
RptCategory: 60 - CAPITAL OUTLAY									
750-705-660100	EQUIPMENT REPLACEMENT RESERVES	100,000.00	100,000.00	9,819.59	0.00	0.00	9,819.59	90,180.41	9.82 %

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
750-705-676050	SYSTEM IMPROVEMENTS & PROJECTS	895,917.00	895,917.00	96,639.33	39.00	39.00	96,678.33	799,238.67	10.79 %
	RptCategory: 60 - CAPITAL OUTLAY Total:	**995,917.00**	**995,917.00**	**106,458.92**	**39.00**	**39.00**	**106,497.92**	**889,419.08**	**10.69 %**
	Department: 705 - PUBLIC WORKS DIRECTOR Total:	**1,797,666.00**	**1,797,666.00**	**410,214.71**	**23,307.06**	**53,425.33**	**463,640.04**	**1,334,025.96**	**25.79 %**
Department: 920 - TRANSFER OUT									
RptCategory: 89 - TRANSFERS OUT									
750-920-899100	TRANSFER OUT TO GENERAL FUND	60,748.00	60,748.00	22,780.50	0.00	0.00	22,780.50	37,967.50	37.50 %
750-920-899205	TRANSFER OUT TO ROAD & STREET FUND (R...	79,676.00	79,676.00	25,360.79	0.00	0.00	25,360.79	54,315.21	31.83 %
	RptCategory: 89 - TRANSFERS OUT Total:	**140,424.00**	**140,424.00**	**48,141.29**	**0.00**	**0.00**	**48,141.29**	**92,282.71**	**34.28 %**
	Department: 920 - TRANSFER OUT Total:	**140,424.00**	**140,424.00**	**48,141.29**	**0.00**	**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	0.00	0.00	100,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	**100,000.00**	**100,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,000.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**100,000.00**	**100,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,000.00**	**0.00 %**
	Expense Total:	**2,038,090.00**	**2,038,090.00**	**458,356.00**	**23,307.06**	**53,425.33**	**511,781.33**	**1,526,308.67**	**25.11 %**
	Fund: 750 - STORM WATER FUND Surplus (Deficit):	**0.00**	**0.00**	**337,602.22**	**40,426.53**	**74,003.85**	**411,606.07**	**411,606.07**	**0.00 %**
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	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**	**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	264,638.61	22,195.21	51,389.78	316,028.39	-383,971.61	45.15 %
801-000-326030	CLACKAMAS COUNTY FINES/FEES	26,000.00	26,000.00	6,338.73	621.18	1,453.01	7,791.74	-18,208.26	29.97 %
801-000-326040	STATE OF OREGON FINES/FEES	88,000.00	88,000.00	27,360.85	2,200.52	4,960.23	32,321.08	-55,678.92	36.73 %
801-000-326050	RESTITUTION	6,000.00	6,000.00	200.00	0.00	0.00	200.00	-5,800.00	3.33 %
801-000-326060	BOND	5,000.00	5,000.00	-2,224.72	1,545.53	2,468.44	243.72	-4,756.28	4.87 %
	RptType: 3260 - FINES AND FORFEITURES Total:	**825,000.00**	**825,000.00**	**296,313.47**	**26,562.44**	**60,271.46**	**356,584.93**	**-468,415.07**	**43.22 %**
RptType: 3600 - MISCELLANEOUS									
801-000-360000	ALL OTHER COURT FEES	0.00	0.00	1,150.72	241.89	279.28	1,430.00	1,430.00	0.00 %
	RptType: 3600 - MISCELLANEOUS Total:	**0.00**	**0.00**	**1,150.72**	**241.89**	**279.28**	**1,430.00**	**1,430.00**	**0.00 %**
	Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Total:	**865,000.00**	**865,000.00**	**297,464.19**	**26,804.33**	**60,550.74**	**358,014.93**	**-506,985.07**	**41.39 %**
	Revenue Total:	**865,000.00**	**865,000.00**	**297,464.19**	**26,804.33**	**60,550.74**	**358,014.93**	**-506,985.07**	**41.39 %**

		Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Expense									
Department: 220 - COURT									
RptCategory: 50 - MATERIAL AND SERVICES									
801-220-500500	CITY OF GLADSTONE FINES & FEES	690,000.00	690,000.00	258,297.55	29,194.57	60,872.63	319,170.18	370,829.82	46.26 %
801-220-500510	CLACKAMAS COUNTY FINES & FEES	22,000.00	22,000.00	6,137.67	831.83	1,669.35	7,807.02	14,192.98	35.49 %
801-220-500520	STATE OF OREGON FINES & FEES	88,000.00	88,000.00	28,398.97	2,759.71	5,834.68	34,233.65	53,766.35	38.90 %
801-220-500530	RESTITUTION	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00 %
801-220-500540	BOND - COURT	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00 %
801-220-500550	ALL OTHER FEES & FINES	0.00	0.00	1,174.96	37.39	74.78	1,249.74	-1,249.74	0.00 %
	RptCategory: 50 - MATERIAL AND SERVICES Total:	**811,000.00**	**811,000.00**	**294,009.15**	**32,823.50**	**68,451.44**	**362,460.59**	**448,539.41**	**44.69 %**
	Department: 220 - COURT Total:	**811,000.00**	**811,000.00**	**294,009.15**	**32,823.50**	**68,451.44**	**362,460.59**	**448,539.41**	**44.69 %**
Department: 990 - CONTINGENCY									
RptCategory: 90 - OTHER									
801-990-910000	CONTINGENCY FUNDS	54,000.00	54,000.00	0.00	0.00	0.00	0.00	54,000.00	0.00 %
	RptCategory: 90 - OTHER Total:	**54,000.00**	**54,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**54,000.00**	**0.00 %**
	Department: 990 - CONTINGENCY Total:	**54,000.00**	**54,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**54,000.00**	**0.00 %**
	Expense Total:	**865,000.00**	**865,000.00**	**294,009.15**	**32,823.50**	**68,451.44**	**362,460.59**	**502,539.41**	**41.90 %**
	Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	**0.00**	**0.00**	**3,455.04**	**-6,019.17**	**-7,900.70**	**-4,445.66**	**-4,445.66**	**0.00 %**
	Report Surplus (Deficit):	**0.00**	**0.00**	**-9,598,064.24**	**-217,418.84**	**-1,461,819.55**	**-11,059,883.79**	**-11,059,883.79**	**0.00 %**

Group Summary

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - GENERAL FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	3,730,000.00	3,730,000.00	**0.00**	0.00	0.00	0.00	-3,730,000.00	0.00 %
3100 - LOCAL TAXES	9,957,247.00	9,957,247.00	**4,840,002.18**	8,100.28	16,994.62	4,856,996.80	-5,100,250.20	48.78 %
3110 - STATE SHARED TAXES	883,458.00	883,458.00	**357,241.02**	1,150.50	1,150.50	358,391.52	-525,066.48	40.57 %
3120 - RIGHT OF WAY FEES	1,750,000.00	1,750,000.00	**692,007.60**	0.00	0.00	692,007.60	-1,057,992.40	39.54 %
3130 - LICENSES AND PERMITS	194,000.00	194,000.00	**96,890.33**	2,340.00	3,940.00	100,830.33	-93,169.67	51.97 %
3140 - CHARGES FOR SERVICES	187,500.00	187,500.00	**66,622.41**	4,917.08	5,577.08	72,199.49	-115,300.51	38.51 %
3141 - SDC	0.00	0.00	**132,134.00**	0.00	0.00	132,134.00	132,134.00	0.00 %
3150 - GRANTS	334,570.00	334,570.00	**328,917.30**	35,803.14	70,803.14	399,720.44	65,150.44	119.47 %
3260 - FINES AND FORFEITURES	775,000.00	775,000.00	**270,077.67**	30,827.07	62,595.73	332,673.40	-442,326.60	42.93 %
3301 - INTEREST	250,000.00	250,000.00	**253,557.53**	9,938.38	22,321.57	275,879.10	25,879.10	110.35 %
3600 - MISCELLANEOUS	145,000.00	145,000.00	**92,131.46**	3,536.95	6,902.75	99,034.21	-45,965.79	68.30 %
3700 - OTHER	30,000.00	30,000.00	**2,111.58**	350,000.00	350,342.46	352,454.04	322,454.04	1,174.85 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**18,236,775.00**	**18,236,775.00**	**7,131,693.08**	**446,613.40**	**540,627.85**	**7,672,320.93**	**-10,564,454.07**	**42.07 %**
Department: 910 - TRANSFER IN								
3990 - TRANSFERS IN	789,375.00	789,375.00	**151,741.49**	0.00	0.00	151,741.49	-637,633.51	19.22 %
Department: 910 - TRANSFER IN Surplus (Deficit):	**789,375.00**	**789,375.00**	**151,741.49**	**0.00**	**0.00**	**151,741.49**	**-637,633.51**	**19.22 %**
Revenue Surplus (Deficit):	**19,026,150.00**	**19,026,150.00**	**7,283,434.57**	**446,613.40**	**540,627.85**	**7,824,062.42**	**-11,202,087.58**	**41.12 %**
Expense								
Department: 121 - ADMIN								
RptCategory: 40 - PERSONNEL SERVICES								
	1,699,684.00	1,699,684.00	**613,387.91**	49,999.60	105,021.66	718,409.57	981,274.43	42.27 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**1,699,684.00**	**1,699,684.00**	**613,387.91**	**49,999.60**	**105,021.66**	**718,409.57**	**981,274.43**	**42.27 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	1,574,460.00	1,574,460.00	**703,386.08**	55,399.99	263,248.47	966,634.55	607,825.45	61.39 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**1,574,460.00**	**1,574,460.00**	**703,386.08**	**55,399.99**	**263,248.47**	**966,634.55**	**607,825.45**	**61.39 %**
Department: 121 - ADMIN Total:	**3,274,144.00**	**3,274,144.00**	**1,316,773.99**	**105,399.59**	**368,270.13**	**1,685,044.12**	**1,589,099.88**	**51.47 %**
Department: 122 - INFORMATION TECHNOLOGY								
RptCategory: 40 - PERSONNEL SERVICES								
	278,009.00	278,009.00	**121,276.79**	12,670.60	24,807.12	146,083.91	131,925.09	52.55 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**278,009.00**	**278,009.00**	**121,276.79**	**12,670.60**	**24,807.12**	**146,083.91**	**131,925.09**	**52.55 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	112,504.00	112,504.00	**70,970.28**	2,294.58	3,261.80	74,232.08	38,271.92	65.98 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**112,504.00**	**112,504.00**	**70,970.28**	**2,294.58**	**3,261.80**	**74,232.08**	**38,271.92**	**65.98 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY								
	27,500.00	27,500.00	**1,920.87**	0.00	0.00	1,920.87	25,579.13	6.98 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**27,500.00**	**27,500.00**	**1,920.87**	**0.00**	**0.00**	**1,920.87**	**25,579.13**	**6.98 %**
Department: 122 - INFORMATION TECHNOLOGY Total:	**418,013.00**	**418,013.00**	**194,167.94**	**14,965.18**	**28,068.92**	**222,236.86**	**195,776.14**	**53.17 %**
Department: 124 - FACILITIES								
RptCategory: 40 - PERSONNEL SERVICES								
	123,986.00	123,986.00	**61,018.91**	7,523.31	16,022.50	77,041.41	46,944.59	62.14 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**123,986.00**	**123,986.00**	**61,018.91**	**7,523.31**	**16,022.50**	**77,041.41**	**46,944.59**	**62.14 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	360,700.00	360,700.00	**133,738.49**	17,013.95	38,813.62	172,552.11	188,147.89	47.84 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**360,700.00**	**360,700.00**	**133,738.49**	**17,013.95**	**38,813.62**	**172,552.11**	**188,147.89**	**47.84 %**
RptCategory: 60 - CAPITAL OUTLAY								
	297,000.00	297,000.00	**110,922.96**	5,210.00	6,932.50	117,855.46	179,144.54	39.68 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**297,000.00**	**297,000.00**	**110,922.96**	**5,210.00**	**6,932.50**	**117,855.46**	**179,144.54**	**39.68 %**
Department: 124 - FACILITIES Total:	**781,686.00**	**781,686.00**	**305,680.36**	**29,747.26**	**61,768.62**	**367,448.98**	**414,237.02**	**47.01 %**
Department: 220 - COURT								
RptCategory: 40 - PERSONNEL SERVICES								
	434,926.00	434,926.00	**211,210.32**	18,327.68	36,655.09	247,865.41	187,060.59	56.99 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**434,926.00**	**434,926.00**	**211,210.32**	**18,327.68**	**36,655.09**	**247,865.41**	**187,060.59**	**56.99 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	276,100.00	276,100.00	**113,561.88**	16,665.89	21,270.00	134,831.88	141,268.12	48.83 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**276,100.00**	**276,100.00**	**113,561.88**	**16,665.89**	**21,270.00**	**134,831.88**	**141,268.12**	**48.83 %**
Department: 220 - COURT Total:	**711,026.00**	**711,026.00**	**324,772.20**	**34,993.57**	**57,925.09**	**382,697.29**	**328,328.71**	**53.82 %**
Department: 240 - POLICE								
RptCategory: 40 - PERSONNEL SERVICES								
	4,612,408.00	4,612,408.00	**2,090,193.92**	185,969.96	382,813.53	2,473,007.45	2,139,400.55	53.62 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**4,612,408.00**	**4,612,408.00**	**2,090,193.92**	**185,969.96**	**382,813.53**	**2,473,007.45**	**2,139,400.55**	**53.62 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	682,748.00	682,748.00	**265,508.16**	21,226.07	58,874.41	324,382.57	358,365.43	47.51 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**682,748.00**	**682,748.00**	**265,508.16**	**21,226.07**	**58,874.41**	**324,382.57**	**358,365.43**	**47.51 %**
RptCategory: 60 - CAPITAL OUTLAY								
	225,000.00	225,000.00	**109,822.57**	0.00	0.00	109,822.57	115,177.43	48.81 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**225,000.00**	**225,000.00**	**109,822.57**	**0.00**	**0.00**	**109,822.57**	**115,177.43**	**48.81 %**
Department: 240 - POLICE Total:	**5,520,156.00**	**5,520,156.00**	**2,465,524.65**	**207,196.03**	**441,687.94**	**2,907,212.59**	**2,612,943.41**	**52.67 %**
Department: 250 - FIRE								
RptCategory: 40 - PERSONNEL SERVICES								
	2,214,070.00	2,214,070.00	**1,066,862.81**	96,931.54	191,624.05	1,258,486.86	955,583.14	56.84 %

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 40 - PERSONNEL SERVICES Total:	**2,214,070.00**	**2,214,070.00**	**1,066,862.81**	**96,931.54**	**191,624.05**	**1,258,486.86**	**955,583.14**	**56.84 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	792,330.00	792,330.00	**318,594.37**	38,305.95	83,534.78	402,129.15	390,200.85	50.75 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**792,330.00**	**792,330.00**	**318,594.37**	**38,305.95**	**83,534.78**	**402,129.15**	**390,200.85**	**50.75 %**
RptCategory: 60 - CAPITAL OUTLAY								
	702,681.00	702,681.00	**450,924.62**	0.00	0.00	450,924.62	251,756.38	64.17 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**702,681.00**	**702,681.00**	**450,924.62**	**0.00**	**0.00**	**450,924.62**	**251,756.38**	**64.17 %**
Department: 250 - FIRE Total:	**3,709,081.00**	**3,709,081.00**	**1,836,381.80**	**135,237.49**	**275,158.83**	**2,111,540.63**	**1,597,540.37**	**56.93 %**
Department: 526 - PARKS								
RptCategory: 40 - PERSONNEL SERVICES								
	656,978.00	656,978.00	**310,917.72**	24,126.70	63,002.16	373,919.88	283,058.12	56.92 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**656,978.00**	**656,978.00**	**310,917.72**	**24,126.70**	**63,002.16**	**373,919.88**	**283,058.12**	**56.92 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	406,860.00	406,860.00	**133,250.82**	9,426.93	16,059.98	149,310.80	257,549.20	36.70 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**406,860.00**	**406,860.00**	**133,250.82**	**9,426.93**	**16,059.98**	**149,310.80**	**257,549.20**	**36.70 %**
RptCategory: 60 - CAPITAL OUTLAY								
	188,611.00	188,611.00	**39,922.49**	1,982.50	137,480.00	177,402.49	11,208.51	94.06 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**188,611.00**	**188,611.00**	**39,922.49**	**1,982.50**	**137,480.00**	**177,402.49**	**11,208.51**	**94.06 %**
Department: 526 - PARKS Total:	**1,252,449.00**	**1,252,449.00**	**484,091.03**	**35,536.13**	**216,542.14**	**700,633.17**	**551,815.83**	**55.94 %**
Department: 527 - RECREATION								
RptCategory: 40 - PERSONNEL SERVICES								
	66,000.00	66,000.00	**19,845.59**	0.00	0.00	19,845.59	46,154.41	30.07 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**66,000.00**	**66,000.00**	**19,845.59**	**0.00**	**0.00**	**19,845.59**	**46,154.41**	**30.07 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	10,200.00	10,200.00	**1,933.94**	0.00	0.00	1,933.94	8,266.06	18.96 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**10,200.00**	**10,200.00**	**1,933.94**	**0.00**	**0.00**	**1,933.94**	**8,266.06**	**18.96 %**
Department: 527 - RECREATION Total:	**76,200.00**	**76,200.00**	**21,779.53**	**0.00**	**0.00**	**21,779.53**	**54,420.47**	**28.58 %**
Department: 528 - SENIOR CENTER								
RptCategory: 40 - PERSONNEL SERVICES								
	562,487.00	562,487.00	**262,891.86**	19,236.59	38,487.03	301,378.89	261,108.11	53.58 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**562,487.00**	**562,487.00**	**262,891.86**	**19,236.59**	**38,487.03**	**301,378.89**	**261,108.11**	**53.58 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	95,768.00	95,768.00	**38,419.44**	1,609.17	4,429.68	42,849.12	52,918.88	44.74 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**95,768.00**	**95,768.00**	**38,419.44**	**1,609.17**	**4,429.68**	**42,849.12**	**52,918.88**	**44.74 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY								
	13,000.00	13,000.00	**0.00**	0.00	0.00	0.00	13,000.00	0.00 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**13,000.00**	**13,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,000.00**	**0.00 %**
Department: 528 - SENIOR CENTER Total:	**671,255.00**	**671,255.00**	**301,311.30**	**20,845.76**	**42,916.71**	**344,228.01**	**327,026.99**	**51.28 %**
Department: 529 - LIBRARY								
RptCategory: 40 - PERSONNEL SERVICES								
	555,000.00	555,000.00	**193,300.61**	0.00	0.00	193,300.61	361,699.39	34.83 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**555,000.00**	**555,000.00**	**193,300.61**	**0.00**	**0.00**	**193,300.61**	**361,699.39**	**34.83 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	421,550.00	421,550.00	**182,223.47**	4.83	4.83	182,228.30	239,321.70	43.23 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**421,550.00**	**421,550.00**	**182,223.47**	**4.83**	**4.83**	**182,228.30**	**239,321.70**	**43.23 %**
Department: 529 - LIBRARY Total:	**976,550.00**	**976,550.00**	**375,524.08**	**4.83**	**4.83**	**375,528.91**	**601,021.09**	**38.45 %**
Department: 600 - DEBT SERVICE								
RptCategory: 70 - DEBT SERVICE								
	490,861.00	490,861.00	**245,264.51**	0.00	205,324.37	450,588.88	40,272.12	91.80 %
RptCategory: 70 - DEBT SERVICE Total:	**490,861.00**	**490,861.00**	**245,264.51**	**0.00**	**205,324.37**	**450,588.88**	**40,272.12**	**91.80 %**
Department: 600 - DEBT SERVICE Total:	**490,861.00**	**490,861.00**	**245,264.51**	**0.00**	**205,324.37**	**450,588.88**	**40,272.12**	**91.80 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	1,144,729.00	1,144,729.00	**0.00**	0.00	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**	**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**	**0.00**	**0.00**	**1,144,729.00**	**0.00 %**
Expense Total:	**19,026,150.00**	**19,026,150.00**	**7,871,271.39**	**583,925.84**	**1,697,667.58**	**9,568,938.97**	**9,457,211.03**	**50.29 %**
Fund: 100 - GENERAL FUND Surplus (Deficit):	**0.00**	**0.00**	**-587,836.82**	**-137,312.44**	**-1,157,039.73**	**-1,744,876.55**	**-1,744,876.55**	**0.00 %**
Fund: 205 - ROAD AND STREET FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	1,750,000.00	1,750,000.00	**0.00**	0.00	0.00	0.00	-1,750,000.00	0.00 %
3100 - LOCAL TAXES	0.00	0.00	**54,220.54**	10,305.87	10,305.87	64,526.41	64,526.41	0.00 %
3110 - STATE SHARED TAXES	1,837,123.00	1,837,123.00	**842,263.53**	49,175.93	49,175.93	891,439.46	-945,683.54	48.52 %
3120 - RIGHT OF WAY FEES	892,000.00	892,000.00	**244,662.33**	13,414.87	20,389.16	265,051.49	-626,948.51	29.71 %
3141 - SDC	20,000.00	20,000.00	**83,037.28**	0.00	0.00	83,037.28	63,037.28	415.19 %
3600 - MISCELLANEOUS	60,000.00	60,000.00	**41,144.34**	2,820.00	4,935.00	46,079.34	-13,920.66	76.80 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**4,559,123.00**	**4,559,123.00**	**1,265,328.02**	**75,716.67**	**84,805.96**	**1,350,133.98**	**-3,208,989.02**	**29.61 %**
Department: 910 - TRANSFER IN								
3990 - TRANSFERS IN	492,831.00	492,831.00	**191,110.10**	0.00	0.00	191,110.10	-301,720.90	38.78 %

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 910 - TRANSFER IN Surplus (Deficit):	**492,831.00**	**492,831.00**	**191,110.10**	**0.00**	**0.00**	**191,110.10**	**-301,720.90**	**38.78 %**
Revenue Surplus (Deficit):	**5,051,954.00**	**5,051,954.00**	**1,456,438.12**	**75,716.67**	**84,805.96**	**1,541,244.08**	**-3,510,709.92**	**30.51 %**
Expense								
Department: 305 - ROAD AND STREET								
RptCategory: 40 - PERSONNEL SERVICES								
	800,585.00	800,585.00	**369,229.52**	27,294.30	65,220.85	434,450.37	366,134.63	54.27 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**800,585.00**	**800,585.00**	**369,229.52**	**27,294.30**	**65,220.85**	**434,450.37**	**366,134.63**	**54.27 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	990,560.00	990,560.00	**373,515.41**	50,557.69	62,153.60	435,669.01	554,890.99	43.98 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**990,560.00**	**990,560.00**	**373,515.41**	**50,557.69**	**62,153.60**	**435,669.01**	**554,890.99**	**43.98 %**
RptCategory: 60 - CAPITAL OUTLAY								
	2,270,194.00	2,270,194.00	**304,315.57**	117.00	117.00	304,432.57	1,965,761.43	13.41 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**2,270,194.00**	**2,270,194.00**	**304,315.57**	**117.00**	**117.00**	**304,432.57**	**1,965,761.43**	**13.41 %**
Department: 305 - ROAD AND STREET Total:	**4,061,339.00**	**4,061,339.00**	**1,047,060.50**	**77,968.99**	**127,491.45**	**1,174,551.95**	**2,886,787.05**	**28.92 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	590,615.00	590,615.00	**136,031.80**	0.00	0.00	136,031.80	454,583.20	23.03 %
RptCategory: 89 - TRANSFERS OUT Total:	**590,615.00**	**590,615.00**	**136,031.80**	**0.00**	**0.00**	**136,031.80**	**454,583.20**	**23.03 %**
Department: 920 - TRANSFER OUT Total:	**590,615.00**	**590,615.00**	**136,031.80**	**0.00**	**0.00**	**136,031.80**	**454,583.20**	**23.03 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	400,000.00	400,000.00	**0.00**	0.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
Expense Total:	**5,051,954.00**	**5,051,954.00**	**1,183,092.30**	**77,968.99**	**127,491.45**	**1,310,583.75**	**3,741,370.25**	**25.94 %**
Fund: 205 - ROAD AND STREET FUND Surplus (Deficit):	**0.00**	**0.00**	**273,345.82**	**-2,252.32**	**-42,685.49**	**230,660.33**	**230,660.33**	**0.00 %**
Fund: 228 - POLICE LEVY FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	165,000.00	165,000.00	**0.00**	0.00	0.00	0.00	-165,000.00	0.00 %
3100 - LOCAL TAXES	1,359,323.00	1,359,323.00	**616,913.85**	0.00	0.00	616,913.85	-742,409.15	45.38 %
3301 - INTEREST	7,800.00	7,800.00	**5,212.37**	12.35	106.44	5,318.81	-2,481.19	68.19 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**1,532,123.00**	**1,532,123.00**	**622,126.22**	**12.35**	**106.44**	**622,232.66**	**-909,890.34**	**40.61 %**
Revenue Surplus (Deficit):	**1,532,123.00**	**1,532,123.00**	**622,126.22**	**12.35**	**106.44**	**622,232.66**	**-909,890.34**	**40.61 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Expense								
Department: 245 - POLICE LEVY								
RptCategory: 40 - PERSONNEL SERVICES								
	1,153,291.00	1,153,291.00	**527,310.46**	50,608.27	99,075.86	626,386.32	526,904.68	54.31 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**1,153,291.00**	**1,153,291.00**	**527,310.46**	**50,608.27**	**99,075.86**	**626,386.32**	**526,904.68**	**54.31 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	341,200.00	341,200.00	**145,122.89**	11,805.12	24,220.45	169,343.34	171,856.66	49.63 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**341,200.00**	**341,200.00**	**145,122.89**	**11,805.12**	**24,220.45**	**169,343.34**	**171,856.66**	**49.63 %**
Department: 245 - POLICE LEVY Total:	**1,494,491.00**	**1,494,491.00**	**672,433.35**	**62,413.39**	**123,296.31**	**795,729.66**	**698,761.34**	**53.24 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	24,316.00	24,316.00	**9,118.50**	0.00	0.00	9,118.50	15,197.50	37.50 %
RptCategory: 89 - TRANSFERS OUT Total:	**24,316.00**	**24,316.00**	**9,118.50**	**0.00**	**0.00**	**9,118.50**	**15,197.50**	**37.50 %**
Department: 920 - TRANSFER OUT Total:	**24,316.00**	**24,316.00**	**9,118.50**	**0.00**	**0.00**	**9,118.50**	**15,197.50**	**37.50 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	13,316.00	13,316.00	**0.00**	0.00	0.00	0.00	13,316.00	0.00 %
RptCategory: 90 - OTHER Total:	**13,316.00**	**13,316.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,316.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**13,316.00**	**13,316.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,316.00**	**0.00 %**
Expense Total:	**1,532,123.00**	**1,532,123.00**	**681,551.85**	**62,413.39**	**123,296.31**	**804,848.16**	**727,274.84**	**52.53 %**
Fund: 228 - POLICE LEVY FUND Surplus (Deficit):	**0.00**	**0.00**	**-59,425.63**	**-62,401.04**	**-123,189.87**	**-182,615.50**	**-182,615.50**	**0.00 %**
Fund: 229 - FIRE LEVY FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	451,000.00	451,000.00	**0.00**	0.00	0.00	0.00	-451,000.00	0.00 %
3100 - LOCAL TAXES	615,722.00	615,722.00	**281,325.34**	0.00	0.00	281,325.34	-334,396.66	45.69 %
3301 - INTEREST	12,000.00	12,000.00	**8,401.39**	177.58	425.32	8,826.71	-3,173.29	73.56 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**1,078,722.00**	**1,078,722.00**	**289,726.73**	**177.58**	**425.32**	**290,152.05**	**-788,569.95**	**26.90 %**
Revenue Surplus (Deficit):	**1,078,722.00**	**1,078,722.00**	**289,726.73**	**177.58**	**425.32**	**290,152.05**	**-788,569.95**	**26.90 %**
Expense								
Department: 255 - FIRE LEVY								
RptCategory: 40 - PERSONNEL SERVICES								
	351,003.00	351,003.00	**183,118.55**	15,259.33	30,345.09	213,463.64	137,539.36	60.82 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**351,003.00**	**351,003.00**	**183,118.55**	**15,259.33**	**30,345.09**	**213,463.64**	**137,539.36**	**60.82 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	90,000.00	90,000.00	**14,197.98**	1,865.60	2,158.60	16,356.58	73,643.42	18.17 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**90,000.00**	**90,000.00**	**14,197.98**	**1,865.60**	**2,158.60**	**16,356.58**	**73,643.42**	**18.17 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 60 - CAPITAL OUTLAY								
	532,000.00	532,000.00	**344,494.54**	14,779.35	18,569.06	363,063.60	168,936.40	68.25 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**532,000.00**	**532,000.00**	**344,494.54**	**14,779.35**	**18,569.06**	**363,063.60**	**168,936.40**	**68.25 %**
Department: 255 - FIRE LEVY Total:	**973,003.00**	**973,003.00**	**541,811.07**	**31,904.28**	**51,072.75**	**592,883.82**	**380,119.18**	**60.93 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	4,863.00	4,863.00	**1,823.63**	0.00	0.00	1,823.63	3,039.37	37.50 %
RptCategory: 89 - TRANSFERS OUT Total:	**4,863.00**	**4,863.00**	**1,823.63**	**0.00**	**0.00**	**1,823.63**	**3,039.37**	**37.50 %**
Department: 920 - TRANSFER OUT Total:	**4,863.00**	**4,863.00**	**1,823.63**	**0.00**	**0.00**	**1,823.63**	**3,039.37**	**37.50 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	100,856.00	100,856.00	**0.00**	0.00	0.00	0.00	100,856.00	0.00 %
RptCategory: 90 - OTHER Total:	**100,856.00**	**100,856.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,856.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**100,856.00**	**100,856.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,856.00**	**0.00 %**
Expense Total:	**1,078,722.00**	**1,078,722.00**	**543,634.70**	**31,904.28**	**51,072.75**	**594,707.45**	**484,014.55**	**55.13 %**
Fund: 229 - FIRE LEVY FUND Surplus (Deficit):	**0.00**	**0.00**	**-253,907.97**	**-31,726.70**	**-50,647.43**	**-304,555.40**	**-304,555.40**	**0.00 %**
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW)								
Revenue								
Department: 910 - TRANSFER IN								
3990 - TRANSFERS IN	12,766,000.00	12,766,000.00	**11,053,592.35**	0.00	205,324.37	11,258,916.72	-1,507,083.28	88.19 %
Department: 910 - TRANSFER IN Surplus (Deficit):	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**-1,507,083.28**	**88.19 %**
Revenue Surplus (Deficit):	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**-1,507,083.28**	**88.19 %**
Expense								
Department: 307 - CIVIC CENTER PROJECT								
RptCategory: 50 - MATERIAL AND SERVICES								
	146,530.00	146,530.00	**116,221.03**	0.00	0.00	116,221.03	30,308.97	79.32 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**146,530.00**	**146,530.00**	**116,221.03**	**0.00**	**0.00**	**116,221.03**	**30,308.97**	**79.32 %**
RptCategory: 60 - CAPITAL OUTLAY								
	10,286,372.00	10,286,372.00	**10,583,758.63**	0.00	0.00	10,583,758.63	-297,386.63	102.89 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**10,286,372.00**	**10,286,372.00**	**10,583,758.63**	**0.00**	**0.00**	**10,583,758.63**	**-297,386.63**	**102.89 %**
RptCategory: 90 - OTHER								
	149,000.00	149,000.00	**0.00**	0.00	0.00	0.00	149,000.00	0.00 %
RptCategory: 90 - OTHER Total:	**149,000.00**	**149,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**149,000.00**	**0.00 %**
Department: 307 - CIVIC CENTER PROJECT Total:	**10,581,902.00**	**10,581,902.00**	**10,699,979.66**	**0.00**	**0.00**	**10,699,979.66**	**-118,077.66**	**101.12 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	2,184,098.00	2,184,098.00	**0.00**	0.00	0.00	0.00	2,184,098.00	0.00 %
RptCategory: 90 - OTHER Total:	**2,184,098.00**	**2,184,098.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,184,098.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**2,184,098.00**	**2,184,098.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,184,098.00**	**0.00 %**
Expense Total:	**12,766,000.00**	**12,766,000.00**	**10,699,979.66**	**0.00**	**0.00**	**10,699,979.66**	**2,066,020.34**	**83.82 %**
Fund: 307 - CIVIC BUILDINGS CAPITAL FUND (NEW) Surplus (Deficit):	**0.00**	**0.00**	**353,612.69**	**0.00**	**205,324.37**	**558,937.06**	**558,937.06**	**0.00 %**
Fund: 390 - URBAN RENEWAL FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	14,756,000.00	14,756,000.00	**0.00**	0.00	0.00	0.00	-14,756,000.00	0.00 %
3100 - LOCAL TAXES	1,890,000.00	1,890,000.00	**975,986.04**	0.00	0.00	975,986.04	-914,013.96	51.64 %
3150 - GRANTS	0.00	0.00	**72,838.28**	0.00	0.00	72,838.28	72,838.28	0.00 %
3301 - INTEREST	20,000.00	20,000.00	**195,326.58**	1,292.15	3,410.89	198,737.47	178,737.47	993.69 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**16,666,000.00**	**16,666,000.00**	**1,244,150.90**	**1,292.15**	**3,410.89**	**1,247,561.79**	**-15,418,438.21**	**7.49 %**
Revenue Surplus (Deficit):	**16,666,000.00**	**16,666,000.00**	**1,244,150.90**	**1,292.15**	**3,410.89**	**1,247,561.79**	**-15,418,438.21**	**7.49 %**
Expense								
Department: 410 - URBAN RENEWAL								
RptCategory: 50 - MATERIAL AND SERVICES								
	49,000.00	49,000.00	**31,170.68**	0.00	0.00	31,170.68	17,829.32	63.61 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**49,000.00**	**49,000.00**	**31,170.68**	**0.00**	**0.00**	**31,170.68**	**17,829.32**	**63.61 %**
RptCategory: 70 - DEBT SERVICE								
	1,077,600.00	1,077,600.00	**538,525.92**	0.00	495,150.98	1,033,676.90	43,923.10	95.92 %
RptCategory: 70 - DEBT SERVICE Total:	**1,077,600.00**	**1,077,600.00**	**538,525.92**	**0.00**	**495,150.98**	**1,033,676.90**	**43,923.10**	**95.92 %**
RptCategory: 89 - TRANSFERS OUT								
	490,861.00	490,861.00	**42,555.51**	0.00	0.00	42,555.51	448,305.49	8.67 %
RptCategory: 89 - TRANSFERS OUT Total:	**490,861.00**	**490,861.00**	**42,555.51**	**0.00**	**0.00**	**42,555.51**	**448,305.49**	**8.67 %**
Department: 410 - URBAN RENEWAL Total:	**1,617,461.00**	**1,617,461.00**	**612,252.11**	**0.00**	**495,150.98**	**1,107,403.09**	**510,057.91**	**68.47 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	12,766,000.00	12,766,000.00	**11,053,592.35**	0.00	205,324.37	11,258,916.72	1,507,083.28	88.19 %
RptCategory: 89 - TRANSFERS OUT Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**1,507,083.28**	**88.19 %**
Department: 920 - TRANSFER OUT Total:	**12,766,000.00**	**12,766,000.00**	**11,053,592.35**	**0.00**	**205,324.37**	**11,258,916.72**	**1,507,083.28**	**88.19 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	2,282,539.00	2,282,539.00	**0.00**	0.00	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**	**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**	**0.00**	**0.00**	**2,282,539.00**	**0.00 %**
Expense Total:	**16,666,000.00**	**16,666,000.00**	**11,665,844.46**	**0.00**	**700,475.35**	**12,366,319.81**	**4,299,680.19**	**74.20 %**
Fund: 390 - URBAN RENEWAL FUND Surplus (Deficit):	**0.00**	**0.00**	**-10,421,693.56**	**1,292.15**	**-697,064.46**	**-11,118,758.02**	**-11,118,758.02**	**0.00 %**
Fund: 730 - SEWER FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	936,000.00	936,000.00	**0.00**	0.00	0.00	0.00	-936,000.00	0.00 %
3140 - CHARGES FOR SERVICES	4,833,331.00	4,833,331.00	**2,648,371.67**	260,703.41	522,104.50	3,170,476.17	-1,662,854.83	65.60 %
3141 - SDC	15,000.00	15,000.00	**74,933.00**	0.00	0.00	74,933.00	59,933.00	499.55 %
3600 - MISCELLANEOUS	2,000.00	2,000.00	**13,949.34**	600.00	800.00	14,749.34	12,749.34	737.47 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**5,786,331.00**	**5,786,331.00**	**2,737,254.01**	**261,303.41**	**522,904.50**	**3,260,158.51**	**-2,526,172.49**	**56.34 %**
Department: 910 - TRANSFER IN								
3990 - TRANSFERS IN	169,560.00	169,560.00	**36,020.86**	0.00	0.00	36,020.86	-133,539.14	21.24 %
Department: 910 - TRANSFER IN Surplus (Deficit):	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
Revenue Surplus (Deficit):	**5,955,891.00**	**5,955,891.00**	**2,773,274.87**	**261,303.41**	**522,904.50**	**3,296,179.37**	**-2,659,711.63**	**55.34 %**
Expense								
Department: 703 - SEWER								
RptCategory: 40 - PERSONNEL SERVICES								
	676,057.00	676,057.00	**293,563.26**	21,353.01	53,583.95	347,147.21	328,909.79	51.35 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**676,057.00**	**676,057.00**	**293,563.26**	**21,353.01**	**53,583.95**	**347,147.21**	**328,909.79**	**51.35 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	3,993,373.00	3,993,373.00	**1,843,215.11**	320,044.52	323,829.27	2,167,044.38	1,826,328.62	54.27 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**3,993,373.00**	**3,993,373.00**	**1,843,215.11**	**320,044.52**	**323,829.27**	**2,167,044.38**	**1,826,328.62**	**54.27 %**
RptCategory: 60 - CAPITAL OUTLAY								
	949,046.00	949,046.00	**156,317.43**	59.80	59.80	156,377.23	792,668.77	16.48 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**949,046.00**	**949,046.00**	**156,317.43**	**59.80**	**59.80**	**156,377.23**	**792,668.77**	**16.48 %**
Department: 703 - SEWER Total:	**5,618,476.00**	**5,618,476.00**	**2,293,095.80**	**341,457.33**	**377,473.02**	**2,670,568.82**	**2,947,907.18**	**47.53 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	302,415.00	302,415.00	**117,843.22**	0.00	0.00	117,843.22	184,571.78	38.97 %
RptCategory: 89 - TRANSFERS OUT Total:	**302,415.00**	**302,415.00**	**117,843.22**	**0.00**	**0.00**	**117,843.22**	**184,571.78**	**38.97 %**
Department: 920 - TRANSFER OUT Total:	**302,415.00**	**302,415.00**	**117,843.22**	**0.00**	**0.00**	**117,843.22**	**184,571.78**	**38.97 %**

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	35,000.00	35,000.00	**0.00**	0.00	0.00	0.00	35,000.00	0.00 %
RptCategory: 90 - OTHER Total:	**35,000.00**	**35,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**35,000.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**35,000.00**	**35,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**35,000.00**	**0.00 %**
Expense Total:	**5,955,891.00**	**5,955,891.00**	**2,410,939.02**	**341,457.33**	**377,473.02**	**2,788,412.04**	**3,167,478.96**	**46.82 %**
Fund: 730 - SEWER FUND Surplus (Deficit):	**0.00**	**0.00**	**362,335.85**	**-80,153.92**	**145,431.48**	**507,767.33**	**507,767.33**	**0.00 %**
Fund: 740 - WATER FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	2,009,000.00	2,009,000.00	**0.00**	0.00	0.00	0.00	-2,009,000.00	0.00 %
3140 - CHARGES FOR SERVICES	3,429,750.00	3,429,750.00	**1,900,023.34**	235,426.46	432,246.07	2,332,269.41	-1,097,480.59	68.00 %
3141 - SDC	10,000.00	10,000.00	**64,660.12**	0.00	0.00	64,660.12	54,660.12	646.60 %
3600 - MISCELLANEOUS	20,000.00	20,000.00	**10,289.32**	-5.90	-5.90	10,283.42	-9,716.58	51.42 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**5,468,750.00**	**5,468,750.00**	**1,974,972.78**	**235,420.56**	**432,240.17**	**2,407,212.95**	**-3,061,537.05**	**44.02 %**
Department: 910 - TRANSFER IN								
3990 - TRANSFERS IN	169,560.00	169,560.00	**36,020.86**	0.00	0.00	36,020.86	-133,539.14	21.24 %
Department: 910 - TRANSFER IN Surplus (Deficit):	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
Revenue Surplus (Deficit):	**5,638,310.00**	**5,638,310.00**	**2,010,993.64**	**235,420.56**	**432,240.17**	**2,443,233.81**	**-3,195,076.19**	**43.33 %**
Expense								
Department: 704 - WATER								
RptCategory: 40 - PERSONNEL SERVICES								
	859,873.00	859,873.00	**389,768.41**	31,333.88	74,921.04	464,689.45	395,183.55	54.04 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**859,873.00**	**859,873.00**	**389,768.41**	**31,333.88**	**74,921.04**	**464,689.45**	**395,183.55**	**54.04 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	2,006,160.00	2,006,160.00	**802,918.03**	143,314.41	165,326.50	968,244.53	1,037,915.47	48.26 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**2,006,160.00**	**2,006,160.00**	**802,918.03**	**143,314.41**	**165,326.50**	**968,244.53**	**1,037,915.47**	**48.26 %**
RptCategory: 60 - CAPITAL OUTLAY								
	1,777,762.00	1,777,762.00	**151,827.36**	44.20	44.20	151,871.56	1,625,890.44	8.54 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**1,777,762.00**	**1,777,762.00**	**151,827.36**	**44.20**	**44.20**	**151,871.56**	**1,625,890.44**	**8.54 %**
RptCategory: 70 - DEBT SERVICE								
	357,124.00	357,124.00	**176,631.50**	0.00	0.00	176,631.50	180,492.50	49.46 %
RptCategory: 70 - DEBT SERVICE Total:	**357,124.00**	**357,124.00**	**176,631.50**	**0.00**	**0.00**	**176,631.50**	**180,492.50**	**49.46 %**
Department: 704 - WATER Total:	**5,000,919.00**	**5,000,919.00**	**1,521,145.30**	**174,692.49**	**240,291.74**	**1,761,437.04**	**3,239,481.96**	**35.22 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	237,391.00	237,391.00	**95,400.22**	0.00	0.00	95,400.22	141,990.78	40.19 %

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 89 - TRANSFERS OUT Total:	**237,391.00**	**237,391.00**	**95,400.22**	**0.00**	**0.00**	**95,400.22**	**141,990.78**	**40.19 %**
Department: 920 - TRANSFER OUT Total:	**237,391.00**	**237,391.00**	**95,400.22**	**0.00**	**0.00**	**95,400.22**	**141,990.78**	**40.19 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	400,000.00	400,000.00	**0.00**	0.00	0.00	0.00	400,000.00	0.00 %
RptCategory: 90 - OTHER Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**400,000.00**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**400,000.00**	**0.00 %**
Expense Total:	**5,638,310.00**	**5,638,310.00**	**1,616,545.52**	**174,692.49**	**240,291.74**	**1,856,837.26**	**3,781,472.74**	**32.93 %**
Fund: 740 - WATER FUND Surplus (Deficit):	**0.00**	**0.00**	**394,448.12**	**60,728.07**	**191,948.43**	**586,396.55**	**586,396.55**	**0.00 %**
Fund: 750 - STORM WATER FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	265,000.00	265,000.00	**0.00**	0.00	0.00	0.00	-265,000.00	0.00 %
3140 - CHARGES FOR SERVICES	1,593,530.00	1,593,530.00	**694,397.65**	63,733.59	127,429.18	821,826.83	-771,703.17	51.57 %
3141 - SDC	10,000.00	10,000.00	**55,250.37**	0.00	0.00	55,250.37	45,250.37	552.50 %
3600 - MISCELLANEOUS	0.00	0.00	**10,289.34**	0.00	0.00	10,289.34	10,289.34	0.00 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**1,868,530.00**	**1,868,530.00**	**759,937.36**	**63,733.59**	**127,429.18**	**887,366.54**	**-981,163.46**	**47.49 %**
Department: 910 - TRANSFER IN								
3990 - TRANSFERS IN	169,560.00	169,560.00	**36,020.86**	0.00	0.00	36,020.86	-133,539.14	21.24 %
Department: 910 - TRANSFER IN Surplus (Deficit):	**169,560.00**	**169,560.00**	**36,020.86**	**0.00**	**0.00**	**36,020.86**	**-133,539.14**	**21.24 %**
Revenue Surplus (Deficit):	**2,038,090.00**	**2,038,090.00**	**795,958.22**	**63,733.59**	**127,429.18**	**923,387.40**	**-1,114,702.60**	**45.31 %**
Expense								
Department: 705 - PUBLIC WORKS DIRECTOR								
RptCategory: 40 - PERSONNEL SERVICES								
	562,789.00	562,789.00	**205,352.96**	16,026.17	42,338.70	247,691.66	315,097.34	44.01 %
RptCategory: 40 - PERSONNEL SERVICES Total:	**562,789.00**	**562,789.00**	**205,352.96**	**16,026.17**	**42,338.70**	**247,691.66**	**315,097.34**	**44.01 %**
RptCategory: 50 - MATERIAL AND SERVICES								
	238,960.00	238,960.00	**98,402.83**	7,241.89	11,047.63	109,450.46	129,509.54	45.80 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**238,960.00**	**238,960.00**	**98,402.83**	**7,241.89**	**11,047.63**	**109,450.46**	**129,509.54**	**45.80 %**
RptCategory: 60 - CAPITAL OUTLAY								
	995,917.00	995,917.00	**106,458.92**	39.00	39.00	106,497.92	889,419.08	10.69 %
RptCategory: 60 - CAPITAL OUTLAY Total:	**995,917.00**	**995,917.00**	**106,458.92**	**39.00**	**39.00**	**106,497.92**	**889,419.08**	**10.69 %**
Department: 705 - PUBLIC WORKS DIRECTOR Total:	**1,797,666.00**	**1,797,666.00**	**410,214.71**	**23,307.06**	**53,425.33**	**463,640.04**	**1,334,025.96**	**25.79 %**
Department: 920 - TRANSFER OUT								
RptCategory: 89 - TRANSFERS OUT								
	140,424.00	140,424.00	**48,141.29**	0.00	0.00	48,141.29	92,282.71	34.28 %

RptTyp...	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)	Percent Used
RptCategory: 89 - TRANSFERS OUT Total:	**140,424.00**	**140,424.00**	**48,141.29**	**0.00**	**0.00**	**48,141.29**	**92,282.71**	**34.28 %**
Department: 920 - TRANSFER OUT Total:	**140,424.00**	**140,424.00**	**48,141.29**	**0.00**	**0.00**	**48,141.29**	**92,282.71**	**34.28 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	100,000.00	100,000.00	**0.00**	0.00	0.00	0.00	100,000.00	0.00 %
RptCategory: 90 - OTHER Total:	**100,000.00**	**100,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,000.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**100,000.00**	**100,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,000.00**	**0.00 %**
Expense Total:	**2,038,090.00**	**2,038,090.00**	**458,356.00**	**23,307.06**	**53,425.33**	**511,781.33**	**1,526,308.67**	**25.11 %**
Fund: 750 - STORM WATER FUND Surplus (Deficit):	**0.00**	**0.00**	**337,602.22**	**40,426.53**	**74,003.85**	**411,606.07**	**411,606.07**	**0.00 %**
Fund: 801 - MUNICIPAL COURT TRUST FUND								
Revenue								
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL								
3000 - BEG FUND BAL.	40,000.00	40,000.00	**0.00**	0.00	0.00	0.00	-40,000.00	0.00 %
3260 - FINES AND FORFEITURES	825,000.00	825,000.00	**296,313.47**	26,562.44	60,271.46	356,584.93	-468,415.07	43.22 %
3600 - MISCELLANEOUS	0.00	0.00	**1,150.72**	241.89	279.28	1,430.00	1,430.00	0.00 %
Department: 000 - UNDESIGNATED / NON DEPARTMENTAL Surplus (Deficit):	**865,000.00**	**865,000.00**	**297,464.19**	**26,804.33**	**60,550.74**	**358,014.93**	**-506,985.07**	**41.39 %**
Revenue Surplus (Deficit):	**865,000.00**	**865,000.00**	**297,464.19**	**26,804.33**	**60,550.74**	**358,014.93**	**-506,985.07**	**41.39 %**
Expense								
Department: 220 - COURT								
RptCategory: 50 - MATERIAL AND SERVICES								
	811,000.00	811,000.00	**294,009.15**	32,823.50	68,451.44	362,460.59	448,539.41	44.69 %
RptCategory: 50 - MATERIAL AND SERVICES Total:	**811,000.00**	**811,000.00**	**294,009.15**	**32,823.50**	**68,451.44**	**362,460.59**	**448,539.41**	**44.69 %**
Department: 220 - COURT Total:	**811,000.00**	**811,000.00**	**294,009.15**	**32,823.50**	**68,451.44**	**362,460.59**	**448,539.41**	**44.69 %**
Department: 990 - CONTINGENCY								
RptCategory: 90 - OTHER								
	54,000.00	54,000.00	**0.00**	0.00	0.00	0.00	54,000.00	0.00 %
RptCategory: 90 - OTHER Total:	**54,000.00**	**54,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**54,000.00**	**0.00 %**
Department: 990 - CONTINGENCY Total:	**54,000.00**	**54,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**54,000.00**	**0.00 %**
Expense Total:	**865,000.00**	**865,000.00**	**294,009.15**	**32,823.50**	**68,451.44**	**362,460.59**	**502,539.41**	**41.90 %**
Fund: 801 - MUNICIPAL COURT TRUST FUND Surplus (Deficit):	**0.00**	**0.00**	**3,455.04**	**-6,019.17**	**-7,900.70**	**-4,445.66**	**-4,445.66**	**0.00 %**
Report Surplus (Deficit):	**0.00**	**0.00**	**-9,598,064.24**	**-217,418.84**	**-1,461,819.55**	**-11,059,883.79**	**-11,059,883.79**	**0.00 %**

Fund Summary

Fund	Original Total Budget	Current Total Budget	2019-2020 Activity	August Activity	2020-2021 Activity	Total Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	**-587,836.82**	-137,312.44	-1,157,039.73	**-1,744,876.55**	-1,744,876.55
205 - ROAD AND STREET FUND	0.00	0.00	**273,345.82**	-2,252.32	-42,685.49	**230,660.33**	230,660.33
228 - POLICE LEVY FUND	0.00	0.00	**-59,425.63**	-62,401.04	-123,189.87	**-182,615.50**	-182,615.50
229 - FIRE LEVY FUND	0.00	0.00	**-253,907.97**	-31,726.70	-50,647.43	**-304,555.40**	-304,555.40
307 - CIVIC BUILDINGS CAPITAL FU	0.00	0.00	**353,612.69**	0.00	205,324.37	**558,937.06**	558,937.06
390 - URBAN RENEWAL FUND	0.00	0.00	**-10,421,693.56**	1,292.15	-697,064.46	**-11,118,758.02**	-11,118,758.02
730 - SEWER FUND	0.00	0.00	**362,335.85**	-80,153.92	145,431.48	**507,767.33**	507,767.33
740 - WATER FUND	0.00	0.00	**394,448.12**	60,728.07	191,948.43	**586,396.55**	586,396.55
750 - STORM WATER FUND	0.00	0.00	**337,602.22**	40,426.53	74,003.85	**411,606.07**	411,606.07
801 - MUNICIPAL COURT TRUST FU	0.00	0.00	**3,455.04**	-6,019.17	-7,900.70	**-4,445.66**	-4,445.66
Report Surplus (Deficit):	**0.00**	**0.00**	**-9,598,064.24**	**-217,418.84**	**-1,461,819.55**	**-11,059,883.79**	**-11,059,883.79**

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CHECK REGISTER FOR AUGUST 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
08/04/2020	89331	Allstream	224.76	Telephone Land Lines - FD/PW
08/04/2020	89332	Beery Elsner & Hammond LLP	15,024.50	Legal Fees - Admin
08/04/2020	89333	Brian Lowry Trucking LLC	1,039.50	Hauling Materials - PW
08/04/2020	89334	Canon Financial Services, Inc.	972.05	Copier Lease/Usage - IT/CT
08/04/2020	89335	CIS Trust	180,362.33	Liability Insurance - Admin
08/04/2020	89336	City Wide Tree Service Inc.	1,551.00	Water Tower Maintenance - PW
08/04/2020	89337	Clackamas County Finance Department	94,117.47	Central Dispatch/E.Clarendon Costs - PD/FD/PW
08/04/2020	89338	Clackamas ESD	2,026.84	Off-Site Data Backup - IT
08/04/2020	89339	Clackamas Landscape Supply	78.00	Landscape Supplies - PW
08/04/2020	89340	Cookie Pot Children's Boutique	4,000.00	Small Business Grant - Admin
08/04/2020	89341	Genevra Molina	100.00	Interpreting - CT
08/04/2020	89342	Gerig Water Services	535.00	Well Pump Maintenance - PW
08/04/2020	89343	Gladstone Oak Grove Rotary Foundation	270.00	Membership/Funk - FD
08/04/2020	89344	Gold Wrench	822.25	Vehicle Maintenance - PD
08/04/2020	89345	Grande Finale Dance Studio	2,500.00	Small Business Grant - Admin
08/04/2020	89346	Houston, Marc R	990.00	Physician Advisor - FD
08/04/2020	89347	IJS Law, LLC	900.00	Indigent Defense - CT
08/04/2020	89348	Jal Duncan Photography	2,500.00	Small Business Grant - Admin
08/04/2020	89349	Jill Tate	450.00	Transcription - Admin
08/04/2020	89350	Les Schwab Tires	828.32	Vehicle Maintenance - PD
08/04/2020	89351	Life-Assist Inc	2,164.32	First Responder Supplies - FD
08/04/2020	89352	Lundquist Legal, LLC	3,090.00	Prosecutor Services - CT
08/04/2020	89353	Mallory Safety & Supply LLC	1,177.20	Protective Equipment - FD
08/04/2020	89354	Maxwell Rentals	1,050.00	Apartment Rental - FD
08/04/2020	89355	Northwest Natural Gas	243.94	Natural Gas Usage - All Depts.
08/04/2020	89356	Office Depot	207.42	Office Supplies - Admin/Ct
08/04/2020	89357	Oregon Patrol Service	3,195.80	Parks/Court Security - PD/CT
08/04/2020	89358	Owen Equipment Company	286.31	Equipment Replacement - PW
08/04/2020	89359	Pacific Northwest Telco, Inc.	165.00	Phone/Alarm Panel Maintenance - FD
08/04/2020	89360	Paramount Pest Control Inc	81.00	Pest Control - PW
08/04/2020	89361	Portland General Electric	7,407.86	Electric Usage - All Depts
08/04/2020	89362	Shiels Obletz Johnsen	3,560.00	Project Management - Admin
08/04/2020	89363	Sierra Springs	119.64	Drinking Water - PD
08/04/2020	89364	South County Asphalt LLC	184.32	Repair Materials - PW
08/04/2020	89365	Spartan Environmental Svcs. LLC	1,035.00	Sewer Line CCTV - PW
08/04/2020	89366	Stein Oil Co. Inc.	2,812.18	Gasoline - PD/FD/PW/SC
08/04/2020	89367	Verizon Wireless	2,834.83	Cell Phones/Laptop data - All Depts.
08/04/2020	89368	Water Environment Services	1,544.21	Pump Maintenance - PW
08/04/2020	89369	Wilco	22.40	Generator Fuel - Admin
08/04/2020	89370	Wild Strawberry Florist, Inc	50.00	Sympathy Flowers - FD
08/04/2020	89371 - 89378	UB Refund Checks	401.58	UB Refund Checks
08/07/2020	89379	United States Postal Service	40.00	Mail Box Lock - Admin
08/11/2020	ACH	US Bank P-Card Pmt	19,545.05	P-Card Purchases - All Departments
08/13/2020	89380	Accurate Electric of Oregon I	7,220.91	Roofing Electrical Repairs - PW
08/13/2020	89381	Alexin Analytical Laboratories	200.00	Drinking Water Tests - PW
08/13/2020	89382	Aramark	75.17	Mats/Overalls Rental - PW
08/13/2020	89383	Backflow Management Inc	798.00	Letters Mailed/Quarterly Reports - PW
08/13/2020	89384	BMS Technologies	1,800.65	UB Printing/Mailing - PW
08/13/2020	89385	BridgePay Network Solutions, LLC	144.00	Online UB Pmt Fees - PW
08/13/2020	89386	Bright Cleaners	43.00	Uniform Maintenance - FD
08/13/2020	89387	CalPortland Co	112.50	Dump Fees - PW
08/13/2020	89388	Cantel Barricade, LLC	1,500.00	Barricade Rental - PW
08/13/2020	89389	Cintas First Aid Lockbox	451.14	First Aid Supplies - PD/SC/PW/Admin
08/13/2020	89390	Clackamas Auto Parts Inc	17.98	Vehicle Maintenance - FD
08/13/2020	89391	Clackamas Fire District #1	2,203.36	IGA Fleet Labor - FD
08/13/2020	89392	Comcast Business	251.50	Internet/Phones - PW
08/13/2020	89393	Conservation Technix, Inc.	1,715.00	Nature Park Master Plan - PW
08/13/2020	89394	EcoNorthwest	562.50	Housing Needs Analysis - Admin
08/13/2020	89395	FlashAlert Newswire	478.00	Annual Subscription - PD/Admin
08/13/2020	89396	General Tree Service	110.00	Pow Wow Tree Maintenance - PW

CHECK REGISTER FOR AUGUST 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
08/13/2020	89397	Grainger	72.06	Safety Supplies - FD
08/13/2020	89398	Home Depot	49.09	Maintenance Supplies - FD
08/13/2020	89399	IJS Law, LLC	250.00	Indigent Defense - CT
08/13/2020	89400	ICMA	199.00	Conference Registration - Admin
08/13/2020	89401	Lucy Heil, Attorney at Law	4,400.00	Indigent Defense - CT
08/13/2020	89402	Gladstone Barbershop	2,500.00	Small Business Grant - Admin
08/13/2020	89403	Native Ecosystems Northwest, LLC	366.24	Plant Maintenance - PW
08/13/2020	89404	Northwest Safety Clean	677.60	Equipment Maintenance - FD
08/13/2020	89405	Oak Lodge Water Services	990.69	Water Purchases - PW
08/13/2020	89406	One Call Concepts Inc	94.80	Utility Locates - PW
08/13/2020	89407	Oregon Patrol Service	1,872.50	Park Patrol - PD
08/13/2020	89408	Pamplin Media Group	3,702.69	Newsletter/Public Notices - Admin
08/13/2020	89409	Portland General Electric	5,790.51	Street Light Electricity - PW
08/13/2020	89410	Ross Island Sand & Gravel Co.	133,427.50	Meldrum Bar Dredging - PW
08/13/2020	89411	Rotator, LLC	3,000.00	Tourism Brand Development - Admin
08/13/2020	89412	Satcom Global Ltd.	42.75	Satellite Phone Access - PD
08/13/2020	89413	SeaWestern	492.10	Equipment Replacement - PD
08/13/2020	89414	Secure Pacific Corporation	150.00	Service Call - SC
08/13/2020	89415	Shred-it USA LLC	138.54	Shredding Service - PD
08/13/2020	89416	Sisul Engineering	2,925.00	Engineering Services - PW
08/13/2020	89417	Smith-Wagar Brucker Consulting Inc.	12,161.25	Financial Services - Admin
08/13/2020	89418	Solutions Yes	11.83	Copier Usage - IT
08/13/2020	89419	SS Investigations	3,370.00	Investigation Services - PD
08/13/2020	89420	Stitch n' Embroidery Inc.	1,204.00	Uniform Maintenance - PD
08/13/2020	89421	TransUnion Risk and Alternative	75.00	Data Research - PD
08/13/2020	89422	Tyler Technologies, Inc.	7,193.70	Software Maintenance/Online Pmt Fees - Admin/PW
08/13/2020	89423	Uline Inc	36.52	Storage Supplies - PD
08/20/2020	89424	8x8, Inc.	7,536.55	New Telephone System - Admin/Facilities
08/20/2020	89425	Beloof & Haines	6,180.00	Municipal Court Judge - Ct
08/20/2020	89426	Cascade Centers, Inc.	110.40	Employee Assistance Program - FD
08/20/2020	89427	Cascade Form Systems	1,044.30	Forms Printing - CT
08/20/2020	89428	Comcast	50.73	Cable/Internet - IT
08/20/2020	89429	Ferguson Waterworks #3011	755.13	Stock Water Parts - PW
08/20/2020	89430	Genevra Molina	100.00	Interpreting Service - Ct
08/20/2020	89431	Gold Wrench	357.95	Vehicle Maintenance - PD
08/20/2020	89432	Hughes Fire Equipment	541.78	Vehicle Parts - FD
08/20/2020	89433	IJS Law, LLC	1,750.00	Indigent Defense - CT
08/20/2020	89434	K & G Landscape Maintenance, LLC	50.00	Business License Refund - Admin
08/20/2020	89435	Lord & Associates Inc	521.50	Flagging - PW
08/20/2020	89436	Nancy McDonald	5,970.00	Human Resources Services - Admin
08/20/2020	89437	Office Depot	616.18	Office Supplies - Admin/Ct/PD
08/20/2020	89438	Oregon DMV	28.70	Driving Records - PD
08/20/2020	89439	Owen Equipment Company	155.78	Equipment Maintenance - PW
08/20/2020	89440	Satcom Global Ltd.	42.75	Satellite Phone Access - PD
08/20/2020	89441	Sierra Springs	171.91	Drinking Water - PD/Admin
08/20/2020	89442	Stein Oil Co. Inc.	534.68	Gasoline - FD
08/20/2020	89443	US Bank Equipment Finance	224.46	Copier Lease - IT
08/27/2020	89444	8x8, Inc.	5,226.58	Phone Service (3 Mos.) Admin/PD/SC/PW
08/27/2020	89445	Airgas USA LLC	129.95	Oxygen Cylinders - FD
08/27/2020	89446	Bateman Community Living	195.00	Beverages - SC
08/27/2020	89447	Beery Elsner & Hammond LLP	6,933.19	Legal Fees - Admin
08/27/2020	89448	Clackamas County Finance Department	19,346.42	Dispatch Fees - PD/FD
08/27/2020	89449	Code Publishing Inc.	1,149.00	Web Hosting/GMC Udates - Admin
08/27/2020	89450	Fibernet	4,170.00	Fiber Optic Line to FD - PW
08/27/2020	89451	Firecom	240.00	Equipment Repairs - FD
08/27/2020	89452	Invictus Networks, LLC	1,251.30	Ethernet Radio Link - FD
08/27/2020	89453	Maxwell Rentals	1,050.00	Apartment Rental - FD
08/27/2020	89454	MorganCPS Group	1,125.00	Professional Fees - Listening Session - Admin
08/27/2020	89455	Pacific Mobile Structures, Inc.	466.00	Mobile Office Rental - PW
08/27/2020	89456	Pioneer Animal Hospital	628.45	K-9 Expenses - PD

CHECK REGISTER FOR AUGUST 2020

Check Date	Check No.	Vendor	Amount	Line Item Description
08/27/2020	89457	Platt Electric Supply	52.77	Building Maintenance - FD
08/27/2020	89458	Water Environment Services	112,001.41	Sewer Billing - PW
8/27/2020	89459 - 89460	Payroll Checks	5,735.15	Payroll Checks
08/27/2020	89461	Axa Equi-Vest	6,311.94	Voluntary Payroll Deferred Comp
08/27/2020	89462	Axa EVLICO	106.00	Non-PERS Retirment Pmt
08/27/2020	89463	CIS Trust	69,936.72	Monthly Health Insurance
08/27/2020	89464	Clackamas Community Federal Credit Union	1,120.41	GPA Union Dues
08/27/2020	89465	Equitable	1,604.76	Non-PERS Retirment Pmt
08/27/2020	89466	Gladstone Fire Department	500.00	Fire Members House Dues
08/27/2020	89467	Oregon AFSCME Council #75	915.59	AFSCME Union Dues
8/28/2020	89468	Clackamas County Finance Department	939,148.00	Planning Services - Admin
8/28/2020	89469	United States Postal Service	1,026.53	Newsletter Postage - Admin
		Total General Fund Checks:	$ 1,770,500.13	
		Urban Renewal Fund Checks:		
08/20/2020	5519	City of Gladstone	5,000.00	Funds Due to Civic Center Fund - Admin
		Total August 2020 Checks:	$ 1,770,500.13	

ATTORNEY CHARGES

Attorneys:	July, 2020	Aug, 2020	Sept, 2020	Oct, 2020	Nov, 2020	Dec, 2020	Totals
City Charter	$ -	$ -					$ -
Elections	23.50	188.00					211.50
Finance	-	-					-
General	846.00	366.00					1,212.00
Civic Center Project	-	-					-
Meeting Attendance	-	-					-
Governance/City Council	235.00	246.75					481.75
Meeting Attendance	540.50	399.50					940.00
Intergovernmental	-	-					-
Meeting Attendance	-	-					-
Land Use/ Community Development	1,269.00	493.50					1,762.50
Meeting Attendance	-	528.75					528.75
Parks & Recreation	87.50	-					87.50
Personnel/Labor	-	1,128.00					1,128.00
AFSCME	-	-					-
GPA	-	-					-
Fire	8,145.50	2,710.50					10,856.00
City Administration	-						-
Public Records & Meetings	-	188.00					188.00
Public Safety	329.00	352.50					681.50
Public Works	2,326.50	23.50					2,350.00
Real Property Transactions	1,034.00	284.69					1,318.69
Risk Management/Litigation	188.00	23.50					211.50
Rights of Way-Telecommunications	-	-					-
Urban Renewal	-	-					-
Total	**$ 15,024.50**	**$ 6,933.19**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 21,957.69**

Attorneys:	Jan, 2021	Feb, 2021	Mar, 2021	Apr, 2021	May, 2021	June, 2021	Totals for Year
City Charter							$ -
Elections							211.50
Finance							-
General							1,212.00
Civic Center Project							-
Meeting Attendance							-
Governance/City Council							481.75
Meeting Attendance							940.00
Intergovernmental							-
Meeting Attendance							-
Land Use/ Community Development							1,762.50
Meeting Attendance							528.75
Parks & Recreation							87.50
Personnel/Labor							1,128.00
AFSCME							-
City Administration							10,856.00
Public Records & Meetings							-
Public Safety							188.00
Public Works							681.50
Real Property Transactions							-
Risk Management/Litigation							1,318.69
Rights of Way-Telecommunications							-
Urban Renewal							-
							-
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 21,957.69**

6

Public Works

Staff Report for September 2020

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

WATER DIVISION:

Ongoing daily activities in the water dept. consist of: GIS map updates, locates, routine reservoir/pump station inspections, routine chlorine residual sampling, routine total coliform sampling lead and copper sampling, which is an EPA mandated regulation requiring public water systems to sample high risk areas at the tap no less than once every three years. Gladstone conducts a total of 30 samples at the tap each monitoring period. DBP sampling, which is an EPA mandated quarterly sampling.

Crews continued to work on hazardous meter box replacements and repairs city wide. With training efforts, we have gone from having a substantial back log to being able to complete repairs on new complaints within a couple weeks. In the past we have sourced this work through a private contractor, doing this in-house has proved to be a good decision for the turn over time alone. With training from our senior crew members we now have a versatile concrete crew that can address these repairs as they come up.

Water valve can maintenance over on 82nd Dr. which is along the far border our water system. The crew had to replace a water valve can in order to access the hydrant valve at the above address to perform maintenance on the hydrant.

Valve cans allow access to the water system allowing crews to turn water off in certain areas if need be.

The water crew also finished the utility work portion of the W. Jersey St. project, crews work to finish an old water service abandonment. This water line did not meet current city standards, the line was abandoned and a new water line was installed. This project brought three new single family resident homes to the W. Jersey St. neighborhood.

SEWER DIVISION:

One of the larger projects that we have been working on in the sewer dept. is the sewer system smoke testing. In partnership with Clackamas County WES as part of our current I/I study aimed at the elimination of SSO's into the Clackamas River. Water from rain events or naturally occurring groundwater can seep into pipes that are broken or cracked. This adds a significant amount flow that then goes to the wastewater treatment facility or in worst case scenario causes an excess of capacity of the system causing raw sewage to overflow to the Clackamas River. More flow means increased costs for the citizens of Gladstone. Keeping rain and ground water out of our pipes reduces overflows to the rivers while also saving significant costs in sewer operations and maintenance. Smoke testing is an efficient and effective method of identifying I/I entry points into the sewer system.

This picture on the right shows smoke testing in action, this picture offers a good example of where smoke is supposed to be coming out as well as where it is not. Smoke coming up through the sanitary sewer manhole is where you would want to see smoke. The smoke you see coming up from the edges of the sidewalk is not where you want to see smoke, smoke rising from those areas highlight problems in the sanitary sewer lines.

Below smoke testing is confirming what we already knew in this area of town, that several catch basins are connected to the sanitary system. Catch basins being connected to the sanitary system, can and do significantly impact the functionality of the system during heavy rain fall.

The picture to the right highlights a crack in the sewer pipe on private property, the partnership between the City of Gladstone and WES benefits both private property owners as well as the city. Revealing cracks and breaks in the sanitary system that may otherwise go unnoticed for years.

Smoke testing also reveals when homeowners have gutters attached to the city sewer system which is not allowed (picture below). Water run off accessing the sanitary system via gutters being attached to the system is one of the easiest reduction of water infiltrating the system. This is something the city will have to address in the future.

STORMWATER DIVISION:

Ongoing daily procedures continue, utility locates and GIS map updates are just a few of the day to day duties for this department. Though with the recent weather events the storm dept. has been a busy place, responding to flooding events, investigations while performing preemptive maintenance to reduce known flood risks around town.

Routine drainage ditch maintenance continues, these routine summer/fall cleanings remove invasive species and provides for water flow which reduces risk of flooding.

This is the Risley ditch headwall after our recent storm, as you can see water flow is blocked which can cause flooding. Keeping these waterways open is an important part of flood prevention.

This picture to the left, is the same ditch which had been recently cleaned prior to the storm, the debris above is all from the storm event.

To the right the W. Clackamas outfall, pictured before ditch cleaning started and picture below is after water has been pumped out and clearing of debris and plant growth that blocks the outflow pipe. Picture below is near the end of the cleaning process.

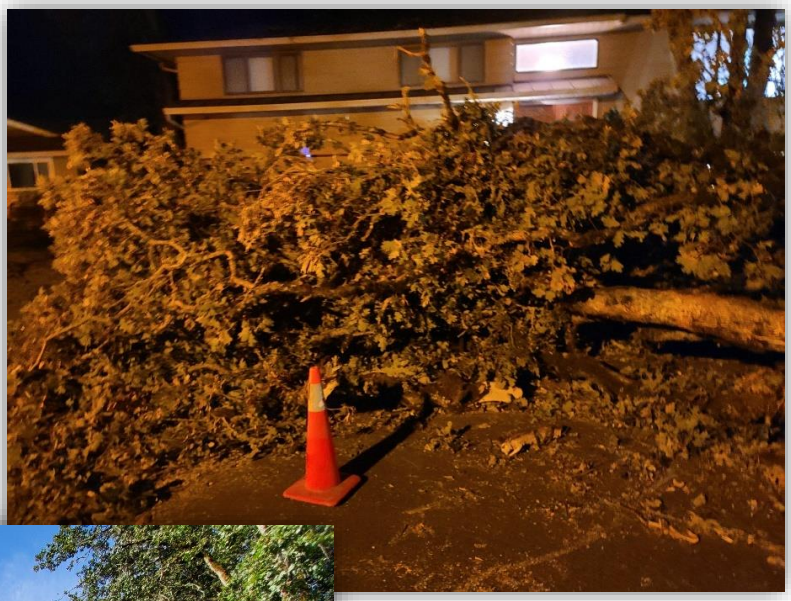
Recent weather events caused multiple flooding events around town. Crews were out early dealing with the situations they had on hand due to the significant amount of water. Public Works utilized both the vactor truck and the street sweeper in cleaning up after the storm. The catch basin below overflowed, due to being block with large amounts of debris such as sticks and leaves that entered the storm system. This is why it is important that leaves and other debris are kept clear of the street until we are closer to leaf pick up starting. Water pushes debris into the storm basins causing them to get plugged, the reduced flow will eventually cause a backup and potentially cause flood damage.

The vactor truck again proving to be a significant tool for the Public Works Department. The immense amount of water that fell from the sky the night of the storm would test the best storm systems, while we did experience issues overall ongoing maintenance efforts proved to be a step in the right direction; as the damage could have been worse with these record rainfalls.

This was a sight all over town the day after the storm, manhole lids were blown off by the storm waters raging through the system.

STREETS DIVISION:

Wind storm # 1 brought down a large oak tree in the Oakridge neighborhood that blocked Oakridge Dr. at Quail Ct., the emergency call out brought in crew members to remove the tree enough to provide a clear path for traffic.



Another tree failure that took out primary power lines required assistance from PGE. This was in the late morning hours when the wind picked up for a short amount of time. E. Clarendon St. was closed for a couple hours while clean up took place.

Staff has been nonstop since the east wind storm picking up roadways, sidewalks and bike path debris in preparation of sweeping. The street dept. worked along with the utility dept. after the two heavy rain events that caused extensive flooding around town, all available staff was raking basins and working investigations on property damage issues. The street sweeper has been running 48 hours a week since these weather events.

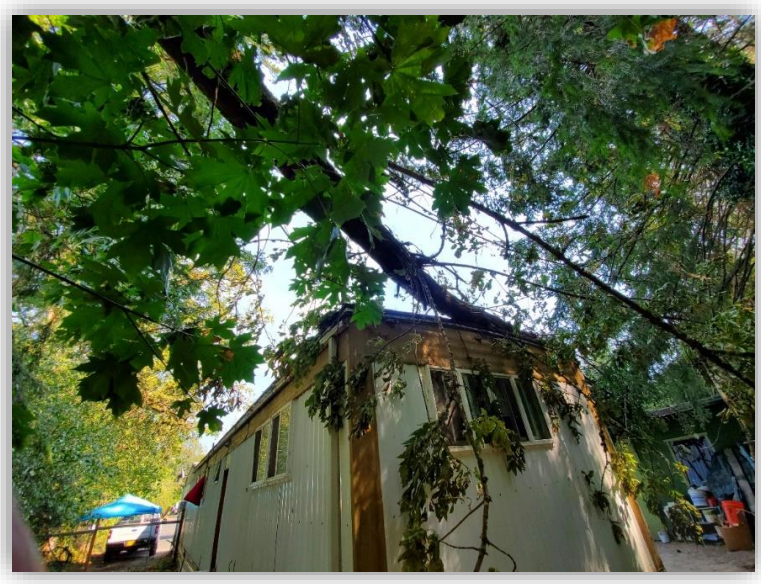
The amount of rainwater that fell during the storm, caused a large amount of debris to be pushed into the roadways. The lack of rain over the summer months left the ground unable to absorb the amount of rain that fell in such a short amount of time. Clean up efforts have been substantial requiring efforts from both departments. Phone calls into the office were nonstop for multiple days in a row following the storms.

Our own facility didn't escape flooding. The Public Works shop and supervisor's office were both flooded in the second storm. Luckily nothing was damaged.

While the storm clean-up was a main focus this month, we had ongoing projects that required attention as well. Development doesn't stop due to inconvenient storms! In the area of W. Jersey, the city worked with the contractor to improve the roadway in the area of this neighborhood. To the left is the area prior to the paving being completed, supervisors were onsite for several inspections through the process, the picture below is the completed roadway improvements.

PARKS DIVISION:

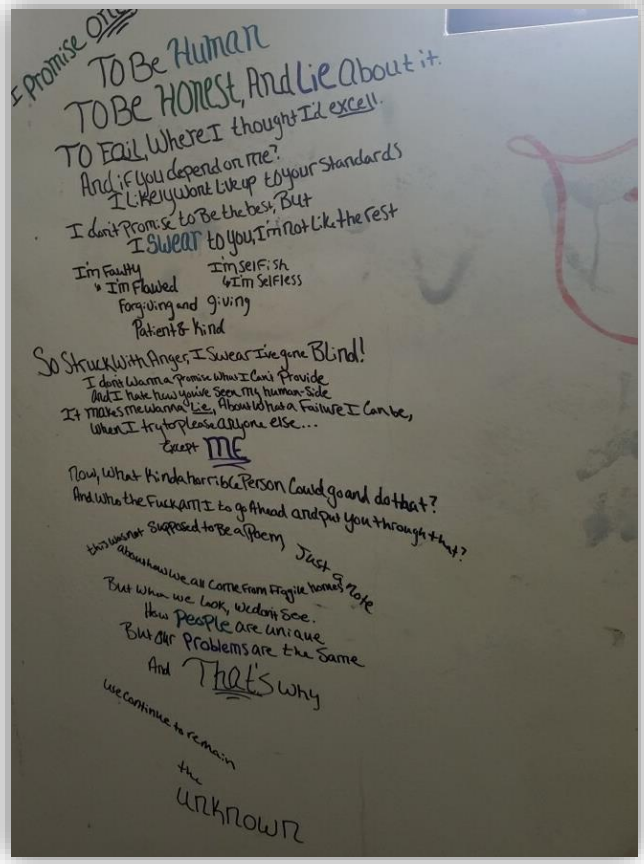
Parks Department – the east wind storm damaged or destroyed three of our mature broad leaf maple trees at Meldrum bar park and created a mess in all of our parks and green spaces. The air quality issues caused a delay in cleanup efforts and staff had to respond to numerous hazard tree issues since the event. With the assistance from tree professionals and many staff hours we still have areas to clean up in our parks.



A tree that borders the Two Rivers Mobile Home park and Meldrum Bar Park fell on a resident mobile home. Tree crews were onsite to remove the tree as soon as we were able to get them in there.

Wide spread tree failure in the parks has been a constant over the summer months and now into early fall.

Crews have had their hands full with cleanup efforts in the parks following the storms. With the leaves starting to fall maintenance will not be slowing down in our parks.



Graffiti is still at an all-time high in our parks, this senseless form of vandalism cost the city countless dollars to remove day after day. Unfortunately, it does not stop with the change of the season.

FACILITIES:

Sanitation continues to be a constant focus for staff, daily sanitation rounds for city facilities as well as all the city parks is a time consuming reality for us during this time of Covid -19.

With the fires that caused dangerously poor air quality, air filters in all city facilities needed to be replaced and or cleaned. (picture right)

Signage was placed at city facilities noting new GMC 12.18 NO Smoking or Vaping, Riding Bicycles, Skateboarding, Roller Skating on city facility property. (picture left)

FLEET:

Public Works has finalized the purchase of a new 2020 Case Backhoe and will be working to prep our equipment for the annual two-and-a-half-month leaf pick up season.

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, onsite work has now been completed, working with contractor on 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
- Created a new curbside leaf pick up outline with code enforcement, to hopefully encourage citizens to be more responsible when they are putting leaves in the street. Leaf Maps will be distributed with the newsletter over the next two months.
- 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 St. project site inspections, Webster Rd. Clackamas County Housing Authority project plan review, pre-construction meeting for 420 W. Arlington St. and ongoing inspections for other development projects.
- 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.
- Closing out the Civic Center and Tasso Hills projects punch-list items.

> Even if you're on the right track, you'll get run over if you just sit there.
>
> ~ Will Rogers

Gladstone Police Department

Monthly Report

September 2020

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

CHIEF'S REPORT

September 2020

Greetings,

2020 continues to be very interesting. Not only are we still working under COVID conditions, the wildfires that threatened communities across the state to include Clackamas County required an all hands on deck approach from a law enforcement perspective. Law Enforcement agencies in Clackamas county were stretched very thin and required mutual aid assistance from agencies in and around Clackamas County. Gladstone Police assisted Molalla PD with evacuations and patrol coverage due to the immediate threat to the city of Molalla. Our Officers performed exceptionally and represented the City of Gladstone and our values very well under difficult circumstances.

At the same time, a portion of the City of Gladstone was placed on a level 2 evacuation notice while the remaining portions of the city was placed on a level 1 evacuation notice. Members of the emergency management team worked hard in preparing advanced plans of evacuation for all city residents along with messaging strategies to ensure accurate emergency communication was being shared with the Gladstone Community. The management team along with all city department staff performed very well. The plans developed will be useful in the event the city encounters future natural disasters.

I would like to share and commend some city volunteers for the work they did on behalf of the city during this trying and stressful time. City volunteer Yvonne McNeil along with Chaplains Brian Early and Kevin Smith were essential in providing support for evacuees and instrumental with delivering emergency updates through multiple city media platforms.

While this was occurring, GPD was in its final stages of hiring our newest officer. On Monday, October 5, the Gladstone Police Department will be adding a new police officer to its ranks. Sheung Tsun Lau (Clement) was with Mt. Angel Police Department and is excited to start his first day here in Gladstone.

As you can see, there have and continue to be many changes and challenges within the police department. The organization is functioning at a high level and will continue to embrace and overcome challenges we face.

Sincerely

John Schmerber, Chief of Police

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

BIAS REPORTING

Reported by: Kristi Walls **September 2020**

No bias reports for the month of September.

GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
SEPTEMBER 2020

GENERAL STATISTICS/TYPE	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-
Dispatched Incidents	564	5,605	6,760	-17.09%
Officer Initiated Incidents	477	3,239	2,754	17.61%
Total Number of Incidents	1,041	8,844	9,514	-7.04%
Police Reports Filed	277	2,229	2,846	-21.68%
Traffic Contacts	184	2,139	1,977	8.19%
Citations Issued (Charges)	40	528	760	-30.53%
DUII	0	10	6	66.67%
Community Policing Contacts	7	107	83	28.92%
Murders	0	0	0	0.00%
K9 Deployments	8	45	36	25.00%
Tow Releases	0	3	8	-62.50%

TOP 5 TRAFFIC CITE CHARGES	
Speeding	31
Driving While Suspended	6
Driving Uninsured	6
No Operator's License	5
Fail to Obey TCD	3

ALARM ADMINISTRATION REPORT	
Renewals Billed	10
Renewal Fees Collected	$275.00
Senior Exempt Fees	0
New Permits Issued	2
False Alarms w/No Permit	2
1st false Alarm Events	4
2nd False Alarm Events	1
3rd False Alarm Events	0
False Aalrm fees collected	$450.00
False Alarm fees billed	$50.00

"Respect ~Service ~Character ~Passion"

GLADSTONE POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
SEPTEMBER 2020

SELECTED CALLS FOR SERVICE**	THIS MONTH	YTD THIS YEAR	YTD LAST YEAR	% +/-
Abuse/Neglect	4	21	24	-12.50%
Accident/Injury or Fatal	1	15	12	25.00%
Accident/Property Damage	6	53	69	-23.19%
Assault	4	40	34	17.65%
Burglary	0	20	27	-25.93%
Domestic Disputes	24	208	192	8.33%
Drugs/Narcotics	6	47	39	20.51%
Disturbance-Fights-Noise	19	152	118	28.81%
Forgery/Fraud	10	87	85	2.35%
Hit and Run	7	35	61	-42.62%
Ordinance Violations	27	245	117	109.40%
Runaway/Missing	5	66	50	32.00%
Sex Offense	4	24	24	0.00%
Suicide Attempt/Threat	5	76	90	-15.56%
Suspicious Person or Circumstance	58	558	486	14.81%
Thefts	28	192	196	-2.04%
Trespass/Prowler	15	158	106	49.06%
Vandalism	16	79	81	-2.47%
Vehicles Recovered	3	15	14	7.14%
Vehicles Stolen	9	35	45	-22.22%
Death(Not Suicide/Murder)	2	17	17	0.00%

SPECIFIC OVERTIME CATAGORIES	HOURS
Cover Short Shift	250
Court	19.5
Training	3
Presentations/Meetings	0
Other	2.75
Swat	7.25
K9	20
SRO	0

**Coded at time of dispatch, not final disposition

4"Respect ~Service ~Character ~Passion"

Gladstone Police Department
CODE ENFORCEMENT REPORT
TO CHIEF AND COUNCIL

CODE ENFORCEMENT OFFICER MONTHLY REPORT

Prepared by Sean Boyle **September 2020**

- Animal Complaints 4
- Assist GPD 5
- Details 3
- Follow Ups 13
- Hazard 1
- Ordinance Complaints 26
- Parking Complaints 2
- Premise Checks 5
- Property Calls 1
- Public Assistance 4

Total Calls 64

September proved to be a very interesting month with wild fires and smoke and I was dispatched to Molalla to assist with evacuations. Complaints were down as a result of the conditions.

A code review of the Parks Rules 12.12 has been completed with several proposed changes reducing some misdemeanor violations to the infraction level. We are continuing to work on limited code review of other sections of code to correct errors or comply with case law and court rulings.

A review of the Leaf Pickup Program has been completed with Public Works with a specific focus on the timing of putting leaves in the street. Historically there has been no enforcement action addressing people who put their leaves in the street to far in advance of their scheduled leaf pickup. Recently it was brought to our attention that allowing unfettered placement of the leaves into the street may be a violation of the City's storm water permit. As the City has a duty to mitigate illicit discharges and excessive sediments from entering the storm water system I will be working with Public Works to put out information informing residents of the changes in the newsletter and city webpages. When leaves are put out in excess of 1 week prior to their scheduled pickup contact will be made with residents to inform them directly that the leaves need to be removed from the street until the approved time.

No new cases of note this month.

Gladstone Police Department
CODE ENFORCEMENT REPORT
TO CHIEF AND COUNCIL

CODE ENFORCEMENT OFFICER MONTHLY REPORT Continued……

Updates of Note:

18309 Oatfield Rd. – Direct contact with the tenant has been made. Tenant granted a total walkthrough of the property to identify additional violations not visible from the street that need to be corrected. Tenant is compliant and is taking action to correct the violations. More updates to follow.

19017 Howell Blvd. – Follow up with the property owner shows that there is still work to be complete to get into compliance. Property owner has put forth a good faith effort to correct the violations completing goals that are being set at two week intervals. Prohibited temporary garage has been taken down and work to remove stored junk from the driveway is moving forward. More updates to follow.

Gladstone Police Department
CODE ENFORCEMENT REPORT
TO CHIEF AND COUNCIL

PATROL'S CODE ENFORCEMENT MONTHLY REPORT

Prepared by Jim Leake **September 2020**

This month GPD Patrol Officers responded to several Code Enforcement related incidents:

- 14 Parking Complaints
- 15 Animal Complaints
- 1 Abandoned Vehicles
- 9 Noise Complaints
- 86 Premise Checks

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 number of animal complaints increased from last month to 15 this month. I am thinking this has gone up because more people are at home and have more time to listen to dogs barking.

Parking complaints are down to 14 from 30 last month. 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. Code Compliance Officer Boyle has been handling code complaints face to face and has things with the code well in hand.

Noise complaints went up from 3 to 9 this month. Many folks have been enjoying the warm evenings, especially after the smoke cleared from the wildfires. 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 Code Compliance Officer Boyle more often with code violations they see. 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 **September 2020**

New Cases Assigned:

1. 20-020975 Stalking. Request from OCPD. Assigned 09/24/2020.

Current Caseload:

1. 20-005389 Check Fraud. Assigned 04/07/2020
2. 20-007885 Check Fraud. Assigned 04/14/2020
3. 20-008620 Robbery II/Burglary I. Occurred 04/24/2020.
4. 20-013165 Juvenile sexual abuse. GPD Call-out 06/24/2020
5. 20-015758 Robbery I. GPD Call-out 07/27/2020
6. 20-018009 VRO. Assigned 08/25/2020
7. 20-020975 Stalking. Request from OCPD. Assigned 09/24/2020.

Cases Cleared:

All current cases remain under investigation

Highlights/Noteworthy:

On September 2, 2020, Camilo Santiago-Santiago pled guilty to Murder 2 and Felon in Possession of a Firearm for the November 15, 2020 shooting in Wilsonville, Oregon. He received a life sentence, 25-year minimum. (GPD Detective Fich co-lead) (GPD Case #19-027126)

On September 14, 2020, I completed the first GPD sex offender registration using the new OSP Sex Offender Registration Mobile (SORM) web application.

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

DETECTIVES MONTHLY REPORT

Prepared by Detective Gilliam **September 2020**

New Cases Assigned: 2

1. 20-019045 – Officer Involved Shooting in Oregon City (Major Crimes Team callout)
2. 20-019831 – Burglary/Strangulation

Cases Cleared: 3

1. 20-019045 – Officer Involved Shooting (report sent to District Attorney's office)
2. 20-012831 – Juvenile Sex Abuse (case sent to District Attorney's office for review)
3. 20-019831 – Burglary/Strangulation (case closed due to suspect's recent death)

Current Caseload: 4

1. 20-010600 – Child Pornography (active investigation)
2. 20-012991 – Burglary/Theft (active investigation)
3. 20-003180 – Juvenile Sex Abuse (arrest warrant issued; suspect interview pending)
4. 19-021067 – Assault/Hit and Run (arrest warrant issued; suspect interview pending)

Major Crimes Team Callouts: 2

SWAT Callouts: 1

SWAT Training Hours: 20

Notes/Highlights (chronological order):

1. Assisted with applicant interviews at Molalla Police Department (9/01)
2. Sexual Assault Response Team quarterly training – virtual teleconference (9/03)
3. Human Trafficking subcommittee meeting – virtual teleconference (9/03)
4. Major Crimes Team callout in Oregon City for an Officer Involved Shooting (9/05)
5. Assisted Molalla PD with a level 3 door-to-door evacuation during the fires (9/10)
6. Major Crimes Team callout searching for a transient subject wanted for attempted murder; subject located and arrested in Oak Grove (9/15)
7. Human Trafficking Multi-Disciplinary Team meeting – virtual teleconference (9/21)
8. Assisted CCSO with responding to a stabbing just outside of Gladstone (9/22)
9. Assisted GPD patrol with arresting a suspect for harassment and menacing (9/23)
10. SWAT callout to assist Washington County Sheriff's Office regarding a barricaded subject; subject taken into custody before my arrival (9/27)

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

DETECTIVES MONTHLY REPORT
Continued....

CSO Boyle and DET. Gilliam assisting Molalla Police Department with their evacuation.
September 10, 2020

Sidewalks in Molalla becoming increasingly covered in ash during the evacuation
September 10, 2020

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

K9 SUPERVISOR MONTHLY REPORT

Prepared by: Sergeant Leake **September 2020**

I have continued to attend 2 out of the 4-5 monthly Wednesday night training classes that are hosted by Gresham Police Department K9 program.

On September 23 K9 officers did scenarios to test their K9 partners. The main scenario was a subject car jacked a female and stole her car. When the car was found the female has been hit in the head and is unconscious. The male was seen fleeing in a certain direction and the K9's has to track the subject. When the K9's finds the subject he is uncooperative and faces away from officers, not following commands. The dogs are released to take the subject into custody and he turns at the last second and is holding a baby. The dogs are then called off so as not to hurt the baby. Most of the K9's was successful but others got focused on biting. Nanuk was very successful and called off right when commanded. Once the male actor drops the baby, the officers are to protect the child and let other officers take the subject into custody. The meaning of the scenario is to remain fluid and change tactics with an ever changing incident. It was very good training.

Most of the rest of the month was getting ready for the K9 Academy that Gresham PD K9 Program is conducting for new dogs. Officer Olson is assisting one day a week at the academy. He is working in the dog bite suit and helping with scenarios and training of the dogs and handlers. It is very good training for Olson to be a trainer as he is learning as he teaches.

See Olson's monthly report for more details of the K9 training this month.

Some photos of our training are attached below:

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

K9 MONTHLY REPORT

Prepared by: Officer Olson **September 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	2	6	12

This month K9 Nanuk and I had two captures.

We used K9 Nanuk on two warrant services inside the city on subjects wanted for felony warrants and known to run. Neither subject was located.

We assisted West Linn PD on a burglary that occurred about 45 min prior to our arrival. K9 Nanuk tracked approximately ¾ a mile to a parking lot. We believe the suspect used a vehicle to commit his crimes as West Linn had several other reported crimes in various locations around town.

Gladstone Police Department

SERGEANTS REPORT TO CHIEF AND COUNCIL

MONTHLY UNIT OR SPECIAL ACTIVITY REPORT

OPERATIONS MONTHLY REPORT

Prepared by Sgt. Okerman **September 2020**

9/2:

- A juvenile with a felony warrant was located sleeping in a car at the Footbridge. He initially gave a false name but was eventually identified and lodged at Donald E Long.
- A vehicle was stolen from High Rocks Park while the owner was swimming. The vehicle was later recovered and returned to the owner after a few days.
- Two jet skis were stolen from Meldrum Bar Park while on a trailer and attached to a truck while the owners were on the river in a boat.

9/10:

- There was a theft of gas from a vehicle where the suspect drilled a hole in the bottom of the fuel tank. The suspects were not located and most of the fuel was recovered. Officers put it in another vehicle belonging to the victim.

9/17:

- Officers responded to a suspicious person call at Max Patterson Park. Subject was seen punching the air and acting oddly. Subject was arrested on outstanding warrant out of Linn County.
- Vehicle stolen from Rivergreen Apartments.
- A suspicious package was left at the Gladstone Fire Department. A firefighter reported a suspicious box found in front of the door. The box was very heavy for its size, damaged, and taped closed. The package was determined to be a box of granola bars donated for the fires.

9/18:

- There was some localized street flooding reported during the severe storm. Several houses were effected.

9/19:

- A traffic stop for running a stop sign yielded the recovery of a stolen car, drugs, and a gun.

Photo from traffic stop September 19th.

OPERATIONS MONTHLY REPORT
Continued.....

9/26:

- While officers were patrolling Meldrum Bar Park at 3am they located a subject with a felony warrant and arrested them.

9/29:

- A suspicious vehicle was seen near Harley Davidson. The vehicle had a stolen plate on it from Vancouver. The vehicle turned out to be stolen out of Portland. Multiple other license plates were found in the vehicle.

9/30:

- Two vehicles were stopped bearing plates belonging to other vehicles. Suspended drivers are increasingly putting different plates on vehicles in an attempt to avoid being stopped.

Assisting CCSO with traffic control on September 8th.

Some of the many donations to the PD on September 10th.

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

PATROL MONTHLY REPORT

Prepared by: Lieutenant Gerkman **September 2020**

Patrol Activity

During the month of September there appeared to be a slight uptick in car prowls and thefts from vehicles. A significant majority occurred to unlocked vehicles during nighttime/early morning hours. I would encourage people to lock their vehicles and do not keep things of value in their vehicles, locked or unlocked.

Officers assisted the City of Molalla and Molalla PD with evacuations and police patrols during the fire events in South Clackamas County. This occurred while maintaining staffing levels in Gladstone.

Gladstone was a site for fire evacuees to set up temporary lodging. This included the Seventh Day Adventist Property, Meldrum Bar Park and some local churches. With the influx of people to the city, it did not result in an increase in calls for service.

Officers assisted in a critical incident in Oregon City in early September. Assisting our law enforcement partners is something regularly done by Gladstone PD and other local agencies when assistance is needed or requested.

Made by the residents of Somerset Assisted Living

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

PATROL MONTHLY REPORT

Prepared by: Sergeant Leake **September 2020**

Patrol Activity

09-01-2020:
Many premise checks at parks, subject stops and traffic stops were conducted around town on this day. Several traffic details were conducted.

09-05-2020:
Officer Butler and Officer Olson assisted Oregon City PD on a stolen vehicle parked at 15975 Moss Lake Way. Officers arrived and the suspect was asleep behind the wheel. A plan was made to block the vehicle in and put stop sticks under the tires. The suspect woke up before the plan could be completed and he attempted to take off in the vehicle. His tires were punctured and he hit an OCPD patrol car head on, causing severe damage and injuring the officer behind the wheel. The subject then drove toward officers. The suspect crashed and got out on foot to run from the stop. K-9 Officer Olson released his K9, Nanuk and he captured the suspect and was taken into custody without further incident. The suspect was charged with several felony crimes and lodged at jail.

09-07-2020:
High winds came up and began knocking down trees and telephone wires. Several areas lost power and there was some property damage
resulting from falling oak trees.

PATROL MONTHLY REPORT
Continued.....

Officers spent most of the shift answering hazard calls and assisting GFD on calls. Public Works was called out to assist in damage control. PGE was over whelmed and gave zero ETA's on response to problems.

09-08-2020:
Into the early hours of the morning, units continued to respond to damage caused by the wind. Fires started to break out everywhere due to the high winds.

A large fire broke out in Oregon City near the 99E bridge. At one point in the night, there were no available fire department units in Clackamas County. Fires continued to worsen as the wind continued and things went bad pretty quickly. Clackamas County agencies began operating at emergency levels as several fires broke out across the county and grew out of control quickly. Most agencies went to priority calls only.

09-12-2020:
Over the past several days, the winds and wild fires around the county had people displaced and evacuated from all over the area. Meldrum Bar Park and the Seventh Day Adventist Campus were opened up for folks to seek refuge. The county was in a state of emergency and people were told they could stay anywhere they could find that would be safe. A county wide

PATROL MONTHLY REPORT
Continued.....

curfew was instituted from 10pm to 6am. This was mainly due to evacuated properties being burglarized and looted since no one was in their homes.

Officers responded to several fireworks calls on this day. Officers could hear fireworks but were unable to find those responsible. There was a call of subjects driving around and firing fireworks in the air through Gladstone, but those folks were never found. No fires resulted from this behavior.

Sergeant Leake took a dispatched call of a cougar sighting at the River Run Village Apts. The reporting party saw a cougar leisurely walking through her backyard. Sergeant Leake did a walk about and was unable to find the big cat. Fires are undoubtedly pushing wildlife toward the cities.

09-13-2020:
Officers continued to work through the wildfire smoke and were very proactive throughout the city working traffic stops, suspicious subjects, suspicious vehicles and premise checks through the parks and city properties that housed many evacuees.

The smoke set off several alarms around the city. All alarms were false but with the burglaries to evacuated houses around the county, all alarm calls were investigated thoroughly. Nearly every call on this day was proactive and created by officers on patrol.

Sergeant Leake and K9 Officer Olson were dispatched to a warrant call where a wanted subject was seen at his parents' home. The subject was found at the location and was arrested without incident. The subject was lodged at CCJ on two counts of Sex Abuse II, three counts of Rape III and two counts of Sex Abuse III.

09-15-2020:
Sergeant Leake took two stolen vehicle reports from Auto Town Buick when they realized they were missing two vehicles after doing an audit of their inventory. It was unknown how long the vehicles had been missing and there was no suspect info. One vehicle was a 2020 GMC Sierra

PATROL MONTHLY REPORT
Continued.....

4X4 Pickup. The other was a 2004 Ford F-350 Pickup that had been traded in. Both vehicles were entered as stolen in LEDS/NCIC.

Officers continued to do premise checks at the SDA Campus and Meldrum Bar Park where evacuees were allowed to set up camps in order to have a safe place. The displaced subjects felt at ease and were eager to visit with officers during the visits.

09-26-2020:
Officer Herkamp found a vehicle parked in the very back parking lot of the LDS Church at Cason and Webster. As he pulled up to check out the vehicle, a male exited the backseat very sweaty and stated, "I didn't touch her." Officer Herkamp then saw a 14-year-old female exit the vehicle. Sergeant Leake responded to cover and ultimately, the male, a registered sex offender, admitted to touching the teen and kissing her. He was arrested and lodged in jail on Sex Abuse charges. The girl was released to her older sister who is her guardian. Good proactive work by Officer Herkamp on this case.

09-28-2020:
K9 Officer Olson went to the K9 academy that is being conducted by Gresham PD K9 unit. Olson is a former student and is helping instruct at the academy on Mondays.

Gladstone Fire Department
Monthly Report: September 2020

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

The month of September 2020 was historic, unfortunately. The fire weather and resulting fires were so extreme it left the County, State and entire western U.S. exhausted of firefighting resources. The City of Gladstone was very busy during the height of the fire storm, but we experienced less fires in the city than our neighboring cities and districts. When fires of this magnitude happen, no one fire department can handle it alone and we must help each other. My priority is to the city of Gladstone, but my initial actions are to support those in the most danger. This began on Monday night, September 7th (Labor Day) with a fire in Oregon City that resulting in a mutual aid request for our help. As one of our crews and a chief officer were released from that fire, there was an urgent request to send them to other serious fires within the county. We supported this request but also maintained a fire engine in the City to provide immediate protection. I also assisted regional Fire Chief's in helping to coordinate responses to these fires and provide assistance to incident management teams.

This began a week of many fires that resulted in a federally declared disaster area. There were many serious events, but those that had direct impacts on Gladstone included a fire in Oregon City that burned through a vital data line to our mobile data computers and alert system, the county 911 dispatch center (C-COM) was evacuated later in the week, the city of Gladstone was put under an evacuation notice and our air quality was the worst in the world. Many City employees were either in an active evacuation zone or had family members impacted. Throughout it all, Gladstone citizens and City employees were focused on helping and endured the challenges.

Additional information is reported below on how your firefighters responded, but I must relate my extreme pride in the skill and professionalism of the members of the Gladstone Fire Department and my relief that we suffered no injuries or loss. In addition, working together with the City Administrator and the Police Chief, we collaborated continuously to keep the community informed and to support response, evacuations and shelters. I feel fortunate to work with such a talented leadership team.

My arrival at a fire on 82nd Ave.

Wildfire smoke at C-COM

EOC/Command Post for Wildfires

The department responded to 173 calls for service in September, 2020. This is notable as we were not being dispatched to EMS calls under the extreme conditions during the week of September 7th through the 13th.

Start Time	End Time	
2020-09-01 00:00:00	2020-09-30 23:59:59	
CALL TYPE	**CALL COUNT**	
ALFC - COMMERCIAL FIRE ALAR	7	4.05%
ALFR - RESIDENTIAL ALARM	3	1.73%
BREATHING PROBLEMS DELTA	11	6.36%
BRUSH - BRUSH FIRE	2	1.16%
BURN - ILLEGAL BURN	4	2.31%
CARDIAC/RESP ARREST BRAVO	2	1.16%
CHEST PAIN DELTA	6	3.47%
CONVULSIONS/SEIZURES DELTA	2	1.16%
FALLS DELTA	1	0.58%
HEART PROBLEMS/ACD DELTA	3	1.73%
HEMORRHAGE/LACERATION DELTA	3	1.73%
MISCELLANEOUS - FIRE	20	11.56%
MISCN - MISC NON FIRE	14	8.09%
SICK PERSON DELTA	1	0.58%
SUA - SUICIDE ATTEMPT	2	1.16%
TAT - TRAFFIC ACCIDENT ENTRAPM	1	0.58%
UNCONSCIOUS/FAINTING DELTA	2	1.16%
TOTAL CALLS FOR SEPTEMBER 2020	173	

In addition to the fire storm, wind and rain impacted us in September that resulted in responses to trees and power lines down and flash flooding.

Finally, these past few weeks have reminded us about personal preparedness for major emergencies and disasters. Please review have a kit ready to support you and your family for disasters and evacuation. FEMA has an excellent site (ready.gov) that can help you prepare – but don't forget to add face masks and hand sanitizer to your kits in addition to the recommendations by FEMA.

Be safe,

Rick Huffman, Fire Chief

The following are reports from your Fire Department Command Staff:

Mike Funk
Assistant Chief & Fire Marshall

Buildings under construction-

- Continue to monitor building progress at 2-Rivers mobile park, the expansion project at the Children's course on River Rd and the 2-story office building at the end of E. Clarendon.

Fire Investigations-

- Respond to working brush fire at the SDA camp – Investigate fire cause unknown.
- Respond to large wind driven fire on 82nd Ave. Assist Chief Huffman in division D. Did not help with fire investigation, outside of Gladstone.

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

- Reviewed several plans for minor projects and residential remodels.

Business Inspections and development proposal reviews-

- Contacted by Gladstone schools – WLK has turned off their HVAC system due to smoke smell and haze entering the school from outside atmosphere.
- Inspection of Oregon Vacuums on 82nd drive. (new business)

Education and prevention –

- Coordinated a Birthday party "drive-by" with the fire engine for Sept. 20th. Fire prevention materials dropped off for several children.

Meetings-

- Met with City staff to assist in drafting a City evacuation plan.
- Attend the Monday meetings with the Chief and the shift Captains.
- Met with Chief and drafted a staffing plan to cover Gladstone with two staffed engines thru the weekend.
- Met with E-schedule in a zoom meeting to learn about options for recording payroll.

Miscellaneous:

- Contact SFMO data unit to help correct Run number issue.
- Worked on request to identify and restore fire lane -no parking rules on Jay St.
- Helped facilitate old air raid siren removal from city hall roof while the crane was on site to R and R the HVAC unit on the fire station roof.
- A substantial amount of time has been spent in September to track, record, and pay the firefighters for all the hours worked during the wildfires and flooding that occurred this month. I am continuing to work at separating hours related to COVID and the fire storms.

Randy Hopperstad
Deputy Chief – Logistics

Radios and Pagers

- Chief's Funk and Hopperstad continue the beta testing a new pager system that is part of the new dispatch system. The month of Septembers was so busy with all the wildfires that a part of he system was turned off due to the overload as the system is not 100% complete.

Building Maintenance

- This month our heating and air conditioning pump was replaced along with all the parts and pieces to make it new (old unit was 25 years old) and all is working fine. While Watts Heating had a crane here to install the new A/C unit we asked about getting the old siren removed from the old city and they said they would be happy to help at no charge.
- We are waiting for final inspections for the building across the street so we can move the crew into the station.

Logistics

- Continue to shop for COVID supplies when available products are in stock.
- We replenished all of our rehab bags that were used during the wildfires. Gladstone Fire received many donations of water, cookies, energy bars, etc. fr the crews and all was welcomed. Thanks go out to Gladstone citizens for a job well done.
- The containers at Meldrum park in our fire training area were pressure washed and painted. The area looks much better!

Tighe Vroman
Battalion Chief, EMS and Training

September was a particularly historic month in terms of fire conditions and the challenges of being a firefighter. The alignment of extreme fire weather conditions resulted in a record number of fire responses for both Gladstone Fire, and Clackamas County as a whole. Gladstone Fire crews responded on major wildfires throughout the County, local wildfires, and multiple structure fires. Local fires that spread over large areas and involved multiple structures would have ordinarily been considered historic, major incidents, but were completely overshadowed and hardly mentioned in light of the larger fires in our region. Regardless of your role, whether on the front lines, or manning additional apparatus at the station to keep our communities safe, I am proud to stand among our fellow firefighters. The time, effort and dedication you contributed this past month was extremely noteworthy, thank you!

While many Gladstone Fire members were involved, all have their own stories and contributions which are important to our overall mission. Personally, I came in from home to assist on the Oregon City Cove fire, where I functioned as Staging/Base Manager.

After the OC fire, E393 and I were dispatched to the Wilhoit Fire in Molalla. We arrived to a large wildfire in steep terrain with heavy timber and 20+ acres involved. I (C395) arrived as the second Chief Officer on this incident, and E393 was the first fire engine to arrive on scene. Multiple structures were on fire and many more were threatened. Over the course of the next 24 hours, I functioned in a number of roles including command assistant, safety officer, ridgetop lookout, structure prep/protection, evacuation of residents, and ultimately a division supervisor. While I crossed paths with E393 many times, we were operating in different divisions for much of our time assigned to this incident. On Tuesday, another fire started down the road from the main Wilhoit fire and I was tasked with being the Incident Commander. That incident was later determined to be part of the main Wilhoit fire, and was redesignated as “X-ray Division”.

After returning home from the Wilhoit fire, I spent a considerable amount of time assisting Chief Huffman with Gladstone Department operations, Clackamas Fire personnel in the Fire Liaison position at C-Com, visiting the fire incident command post at the Clackamas County buildings at Red Soils, and even filled the Fire Liaison role for the night shift at C-Com with Chief Huffman.

Training:

Training was disrupted this month by fire conditions and the emergency responses the crews faced during the first half of the month. Between extremely long hours, crew fatigue, and unhealthy smoke conditions, many of the Wednesday drill sessions were conducted via Zoom. We started with the monthly Department update meeting, and the next two weeks consisted of post incident critiques and after action reviews of the many fire incidents our personnel responded to. We closed out the month of September with a small group drill covering SCBA emergency operations and initial RIT response.

Training during the month of October will continue with the SCBA and RIT training we started in September. Once the initial SCBA and RIT classes are completed, we will finish the month performing skills from the SCBA and RIT class, along with more advanced RIT evolutions in vision restricted conditions.

The last week of September we completed some much needed cosmetic work at the Meldrum Bar Training Site. The grounds were cleaned, raked, and old material was disposed of. We cleaned out and organized both conex containers to accommodate future training planned for the fall months. Chief Hopperstad pressure washed both conex containers, and then painted them the following day. I would like to thank Chief Funk and the on-duty crew for helping out with this much needed work. Also, a big "Thank you" to Chief Hopperstad for getting the containers power washed and painted. This was a huge improvement for our training area.

Finally, we will be conducting SCBA and N95 mask fit testing and completing the respiratory questionnaire starting the week of October 19th. We will have the Porta-count machine for seven days only, so everyone department wide needs to come in and be fit tested sometime during that seven-day period.

Other noteworthy training updates include:

- The training calendar has been updated for the rest of 2020 and posted on Target Solutions. It was also emailed to every GFD member. Please check it out if you are curious about the remaining training opportunities for 2020.
- The Heavy Extrication and Stabilization class on has been rescheduled for November 14th and 15th. This will be a great opportunity to improve your vehicle stabilization and heavy extrication knowledge and skills. This class will be taught by Chris Mills of Fire Rescue Equipment NW (he is also a full-time TVF&R firefighter). The class is the same on each day, and you will only be allowed to attend one day. To sign up, please email me.
- We are in the final months for our DPSST fire certification renewal period. I will be running training reports to identify anyone that needs additional training to meet the State and DPSST requirements. The current recertification period expires on December 31st.

Emergency Medical Services:

All COVID-19 PPE, exposure limitations and decontamination practices are still in effect, and are still very important aspects out our response. Please keep this in mind and keep up the good work.

We have been doing a great job keeping our station and equipment clean, and keeping our personnel healthy. Let's not get complacent and take a step backward with all of our hard work!

Many of the medications we were unable to get due to national backorder have become available again. Gowns and certain cleaning agents are still very hard to get. One of the bigger and more shocking changes pertains to the availability of EMS gloves. We have a decent amount in our supply, but our gloves are currently on backorder with limited purchase amounts and 3-5 month delays. Please keep this in mind and use the EMS gloves for EMS calls. We have other disposable gloves that should be used for general cleaning.

Dr. Houston will resume EMS training on the third Wednesday of the month, but this will be done via Zoom. We are excited to have him help us with training again! We are limited to Zoom at this point due to continued COVID distancing requirements and the fact that Dr. Houston treats a number of COVID positive patients as an ER physician. We do not want to expose anyone to cross contamination and increase any GFD personnel to COVID exposure.

Multi-Agency Training (MAT) will occur at the end of the month and will be done via Zoom. I will post additional information for those interested in attending MAT or getting additional EMS CE hours.

Gladstone Fire Paid-On-Call Firefighter Recruitment:

Our experienced Paid-on-call Firefighter recruitment group still has two of the three applicants in the process. These two are both in the background investigation phase.

Of the fourteen entry level Paid-on-call Firefighter candidates, only two are still in the process. Three withdrew from the process, one did not show up for the scheduled testing, and four failed the initial written knowledge test and four failed the job suitability testing.

Probationary Firefighters:

The probationary members continue to do well and are progressing with their task books. Reports from the Captains are that many are close to (or have) completed their Firefighter I, NFPA Driver and Haz-Mat Awareness task books. This is excellent considering that the halfway, or six-month, point in their probation occurred on October 1st. Also, I feel it important to note that two of our probationary members are currently in some phase of Paramedic school. Keep up the good work!

Captain Patrick Brost
A-Shift

A-Company Operations
The log book shows 166 calls for Gladstone Fire Department in September. 58 of those were on A-Shift. This month was extremely challenging on everyone and the amount of time, effort and professionalism shown by Gladstone is commendable. I was on vacation during the rash of fire calls we experienced on the 7th and 8th. Captain Newton was covering my shift on the 8th and had numerous greater alarm fires on those two days. Thank you for covering this shift for me. At the

same time, Captain Stempel was on an extended fire scene after returning from a structure fire. They and their crews deserve a huge "Thank You." I returned early from vacation on the 11th to help relieve some of the crews.

eSchedule – Command staff, myself, and representatives from eSchedule met via conference call on September 30th to get a refresher on time keeping options within the eSchedule program and to move toward using this program to help manage our payroll. There was a lot of promising information that came from this meeting and I'm working with the vendor to provide necessary information to do a trial run by the end of the year. This will streamline the way we gather and provide our payroll information to city hall.

Notable Incidents

There were a number of notable incidents for the month. The two I was most involved in and are therefore in this report are a flood issue and multiple cars on fire.

September 18, at 0339 we were dispatched to a public assist call on 82nd drive. This was during a significant rain, wind, and lightning event. We arrived to the road being covered in water all the way across and approximately 4 feet deep. It extended into a home on the west side of the road approximately 3-4 inches deep. Inside the home were 4 adults and 3 juveniles. They were cut off from being able to exit. After determining there was no imminent need for the individuals in the house, we worked at unclogging storm drains and holding traffic. With the depth of the water on the road, there was a large potential for secondary issues with a vehicle. Engineer Thoman and FF Anderson did a great job working together to assist traffic through the area while I worked on the drains and helped the residents. Chief Huffman arrived on scene and assisted with traffic and visibility using his staff vehicle.

Clackamas Fire District 1 assisted with two other calls in Gladstone while we worked to solve this problem.

September 30, at 0038 we were dispatched with E303 and R303 to a car fire at Brooks Motor Co. on Mcloughlin. E303 arrived on scene first and discovered there were multiple cars on fire and possible impingement on the building. They upgraded this to a commercial task force. E391 arrived on scene and assisted with fire attack, overhaul, and some investigation. CCSO determined this appeared to be arson. A suspect is in custody. Engineer Martinez and FF Anderson were on this call.

(Photos from CCSO via KPTV-12)

Captain Kirk Stempel
B-Shift

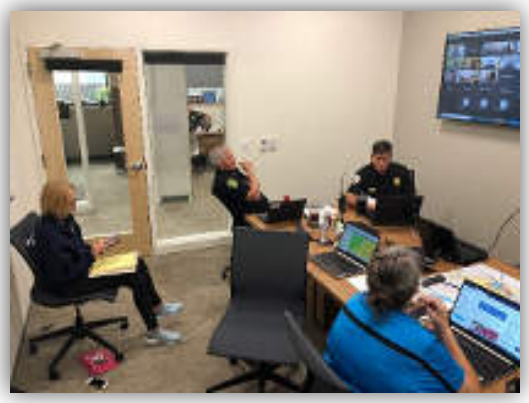
Special Operations/Tech Rescue

B Shift continued training on quick deploy low angle rope system. This will give assistance to firefighters when hauling patients in a low angle situation.

With the absence of lifeguards at High Rocks this year due to COVID, the season started off with crews from the Clackamas County Water Rescue Consortium concerned about the potential rise in river rescues and drownings. With high temperatures and large crowds, we were extremely lucky to have minimal calls for assistance this. Safety messages were sent out daily on social media platforms in hopes that a positive message would be received by those who were thinking of enjoying the day on the water.

I continue to attend Clackamas County Water Rescue Consortium meetings (via zoom).

PIO Duties



September was extremely busy for Public Information Duties (PIO). The month started off with continued messages of COVID and water safety. In the forecast, a historical weather event was predicted. On the evening of September 7th, winds in our local area were clocked in excess of 55 mph. What happened next was of historic value. Large fire events occurred across the state with some of the largest here in Clackamas County. On September 10th, the Gladstone Emergency Operations Center (EOC) was activated. Day 1 consisted of

safety messaging, evacuation planning. The City of Gladstone was mostly at a level 1 (be ready), except for the 82nd corridor, which was on a level 2(be set). An evacuation map was created, and messaging was sent out to the public. The SDA camp was designated, along with a few churches in town, as fire evacuation sites, so meetings were held to discuss plans. On day 2, continued messaging occurred as the evacuation zones were constantly changing. With evacuation levels getting rolled back, EOC was demobilized late that afternoon.

Other Operational Events

On September 7th, Clackamas county experienced a historic weather event; high winds, low humidity, and no rain for days. The evening started off at Clackamas Cove with a multiple alarm fire. We were originally sent over to Division B, where we were assigned to do fire suppresion and structural protection on a commercial building. After that, we were reassigned to Division C, where we worked with another crew extinguishing an extremely large log storage area.

After leaving that scene, we were then redirected to Mollala (Wilhoit) on a possible residential fire. We were notified by dispatch we would possibly be first in and the only assitance was another engine. On arrival, we were met by the Aurora Chief, who was the incident commander. Our asignment was to attempt to save the home that was now partialy involved. With the only water available being the 750 gallons our engine was carrying, we made a strong attempt. Unfortuantly, the fire had taken a strong hold on the house, along with 50 mph winds, and we had to cut and run. We then focused our attention on protection of another house that was only yards away from the original one. With around 2 acres now burning around us, the crew worked very hard at triaging and setting up protection lines. To our success, we were able to save this house with zero damage. The home owner was overwhelmed with gratitude on his return when he saw that his home was not damaged. He thanked us for our hard work and he reminded me that his last words to me the night before were “please don’t let my house burn down, its all I have.” I let him know that we would do everything we could to protect it.

Later, we were redeployed to structural protection on a house up in the burn area. Crews again worked extremley hard at digging lines, doing back burns, and protection of the house that had active fire burning all around. The house sustained zero damage, and after over 24 hours of activly fighting fires, we returned back to our home town, where we could now protect our own if needed. The Wilhoit fire burned approx. 500 acres, and the rest of the week included fighting smaller fires in our own area.

On September 15th, we were dispatched to a miscellaneous fire at a residence. A pan with oil was left on a burner, which ignited. The home owners quick action of covering the pan, NOT trying put it out with water, saved the residence from becoming severely damaged.

Captain Richard Newton
C-Shift

For the month of September 2020 Gladstone Fire Department (GFD) responded on 165 calls. On C-shift we ran on 51 of those calls. This was a very busy month with wildland fires and structure fires. Because of the wildland smoke training was put on hold for a few weeks. The crews were able to do online training. On C-shift we did some training with T304 on electric gates at the end of the month. I'm working with BC Vroman on getting the information out to the other shift Captain's so they can go over it with their crews.

Projects:

Pre-incident plans:

I have updated the First Look Pro (FLP) in all the apparatus. The FLP program has the gate codes for the SDA camp and the Northwest self-storage on 82nd Dr. C-COM also has these gate codes and should input then into the CAD.

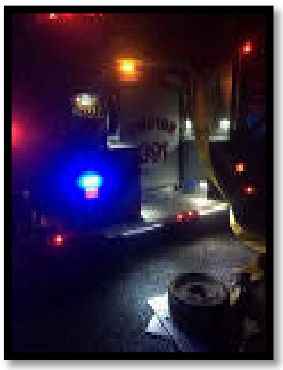
Operation:

The new engine is in production and the construction photos are on the F-drive (Folder name Gladstone engine 2020). If you have any questions, please see me.

The new Holmatro equipment has been ordered for the new engine. This equipment should be here by October 31st, 2020. The department ordered battery operated tools and stabilization equipment. If you have any questions, please talk to me. BC Vroman has put out a drill schedule and there's auto extrication on it with Chris Mill's. We are hoping to us our new tools. If for some reason that our new tools aren't here Chris will have tool that are like the ones we are getting.

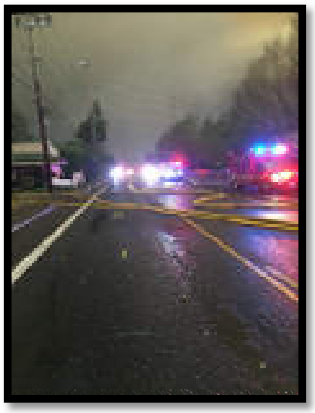
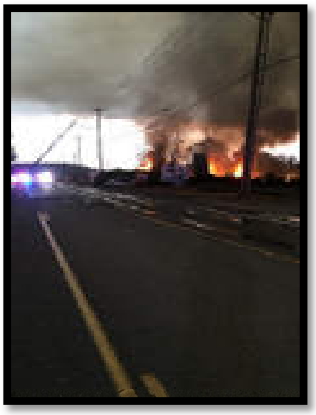
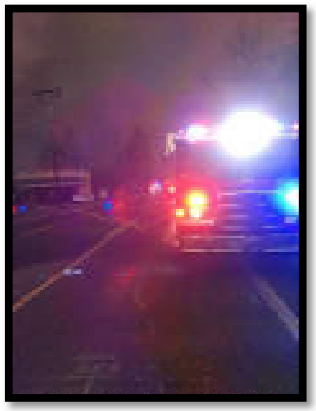
Call:

On the evening of September 7th, 2020 GFD responded on a commercial fire in Oregon City. E391 was the second engine on scene. GFD supplied water to E315 from CCFD#1 and was assigned to division Alpha. The fire went to a 3rd alarm.



On September 8th, 2020 GFD responded on to a two-acre brush fire up on the SDA property. With the assistance from CCFD#1 the fire was contained. GFD spent about 3.5 hours overhauling the area.

On September 8th, 2020 around 1800 Hrs GFD assisted CCFD# on a 2nd alarm fire on 82nd Dr. E391 arrived and found a pallet storage facility fully involved and the wind push the fire towards other structures. E391 was assigned to Delta Division and stopped the fire at another commercial building. Two house where lost before the fire could be stopped.

On the evening of September 10th, 2020 GFD assisted CCFD#1 with a residential fire on Jennings. E391 assigned to assist with fire attack and overhaul.

The morning of September 16, 2020 GFD responded on a commercial fire with CCFD#1. E391 was second in and was assigned water supply along with search.

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Gladstone Senior Center

Monthly Report

September 2020

Report Date: October 2, 2020

To: City Administrator, Jacque Betz

From: Senior Center Manager, Colin Black

September brought us some new activity at the Senior Center. As CA Betz mentioned in the 9/17/2020 Weekly Report From Gladstone City Hall, the Clackamas County EOC Food Box distribution program moved operations to the Senior Center. Currently, all distribution operations are being handled out of the Senior Center where the program produces 400-500 food boxes per week to clients in Clackamas County, to include those here in Gladstone. In the 2nd or 3rd week of October, we expect the County to add a 40' refrigerated Connex Box. This will enable the County program to store and provide more fresh produce and perishable items to clients. We will continue to keep you updated as this progresses. Additionally, the Senior Center continues to provide 20-30 food boxes (tailor made for senior's dietary needs) to clients in Gladstone each week, delivering over 100 in September alone in addition to our home bound meal deliveries. Our weekly meal delivery is still averaging 40 clients per week. It makes for a bustling day, each day at the Senior Center. *I would like to add that the County is an excellent partner to have. Each day they operate, they do so very professionally, ensuring that they're not interrupting any services the Senior Center provides.*

The other services we are currently providing remain a success, with the Foot Clinic playing a large part in this achievement. We are filling all appointments each month and will begin to take reservations in the new year starting in November. Our Congregate Drive Through Lunch also remains popular, even with the loss of one week due to the smoke from the fires. The Senior Center is still providing transportation, on a limited basis, to current clients. We continue to limit transportation to 1 client (and escort if required) plus staff, following all CDC protocols. As of the last week of September, the County has resumed full operations of their transportation program known as T.R.P. This will be a huge benefit for seniors county-wide.

Due to the heavy smoke from the fires, we received a donation of KN95 masks from the Clackamas County EOC. These masks are more effective in filtering out particulates from the heavy smoke. We've provided these to anyone age 60 or older in the City. The Senior Center also continues to provide free, washable cloth face covers to people age 60 or older. Both of these efforts have had a tremendous, positive impact on our seniors in the community particularly those with little to no financial means. To date we have provided more than 200

packs (5ea.) of cloth face covers and 50 KN95 masks. There are still plenty of face covers and KN95 masks, please share with those you know whom may benefit from receiving them.

As a reminder, please let everyone you know that is age 60 or older residing in Gladstone of the programs and services available to them at this time: Home-bound meal and food box delivery. The only requirement for these services is age and must reside in Gladstone. Please have them contact the Senior Center at (503) 655-7701 for more information.

I would encourage all of you to stop by and see our operations any day of the week. As always, the Senior Center staff is ready to take on whatever is asked of us! Thank you for your hard work! Take care, be safe.

Respectfully,

Colin Black

Senior Center Manager

Packing Day for the County staff.

They get in donations from the Oregon Food Bank. At times it includes bread and fresh produce. Mostly it is non-persihable goods.

Items are then packed in to boxes like those in this picture and the ones in the accompanying picture below.

This happens each day of the week with the exception of Friday, unless there is a specific need.

Volunteers from across the County pick the boxes up and deliver to clients.

City of Gladstone Monthly Report
September 2020

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	January	February	March	April	May	June	July	August	September	YEAR TOTALS
Customer Service Counter Contacts	5	10	1	0	0	0	1	1	0	18
Customer phone/email Contacts	43	66	62	34	49	83	53	44	56	490
Building Permits with Land Use Review	5	4	11	3	0	4	1	2	6	36
Pre-application Conferences	1	0	0	0	0	0	0	0	1	2
Administrative Decisions	2	1	1	0	0	1	0	0	1	6

PLANNING COMMISSION ACTIONS/DECISIONS

- Held Public Hearing for three lot partition on Glen Echo (Z0321-20) – approved partition.

CITY COUNCIL LAND USE ACTIONS/DECISIONS

PRE-APPLICATION CONFERENCES

- ZPAC 078-20 – conditional use process for a potential day care

ADMINISTRATIVE PERMITS

- Z0378-20 – sign for Oregon Vacuums on 82nd Dr.

BUILDING PERMITS WITH LAND USE REVIEW

SEPTEMBER			
Date	**Address**	**Building Permit #**	**Description**
9/10/2020	580 Collins Crest	B0382920	Fire Damage repair
9/10/2020	540 E Arlington St	B0309320	Remodel
9/18/2020	435 W. Berkeley	B0418820	Demo of a garage
9/24/2020	735 W Clarendon St	B0430720	Tenant improvement (Shell building Z079-19)
9/24/2020	19575 River Rd	B0414320	Shed
9/29/2020	430 W. Arlington	B0442819	ICSB Building (Z0425-19)

FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
10/20/2020	Gladstone Severely Rent Burdened Public Hearing - to be held prior to Planning Commission Meeting
10/20/2020	Gladstone Housing Needs Analysis Public Hearing

GLADSTONE MUNICIPAL COURT FROM SEPTEMBER 2020

General Court Information from September 2020

- 43 violation filed
- 75 violations disposed
- 4 misdemeanors filed
- 7 misdemeanors disposed
- 65 cases were placed on a payment plan
- 31 warrants were issued
- 18 payment reminders were mailed to defendants
- 52 driver's licenses were requested suspended
- 128 cases were sent to collections
- 8 cases sent to Department of Revenue
- 0 Jury trial was held
- $18,286.00 in violation fees assessed
- $22,475.85 in violation fees paid
- $3,123.09 in misdemeanor fees assessed
- $8,472.56 in misdemeanor fees paid
- $6,169.37 was collected by Western Collection Bureau
- $1,066.76 as 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	45	156	52	79	15	19	4	5	13	16	6	8	15
Sep	170	69	40	44	60	75	17	11	4	8	16	7	4	3	4
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 SEPTEMBER 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	$ 15,771.00	$ 19,930.32	$ 9,304.00	$ 5,567.12
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	$ 18,286.00	$ 22,475.85	$ 3,123.09	$ 8,472.56
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				

7

City of Gladstone
Staff Report

Report Date:	October 6, 2020, 2020
Meeting Date:	October 12, 2020
To:	City Council
From:	Jacque M. Betz, City Administrator

AGENDA ITEM

Consider ratifying the intergovernmental (IGA) between Clackamas County and City of Gladstone to utilize the Gladstone Senior Center as the staging area for the Clackamas County COVID-19 Food Box Distribution Program.

BACKGROUND

Due to the COVID-19 pandemic (April 2020) Clackamas County has operated a food box distribution program to address the needs of the most highly vulnerable residents of Clackamas County, including seniors and persons with disabilities. The program currently assembles and delivers 400-500 boxes per week in partnership with the Oregon Food Bank. The program is currently located on a county site that is inadequate to meet its needs. Since the Gladstone Senior Center is currently closed (due to COVID-19) the City has offered to partner with the county to operate the food box program. The IGA will be re-evaluated December 31, 2020 as it is anticipated an extension to March 31, 2020 will be warranted.

PROPOSAL

Clackamas County agrees to the following:

- Operate a food box assembly and distribution program on the Gladstone Senior Center site. The program will be placed in Bloye Hall and food box staff and volunteers will have limited access to other areas of the building, other than use of the restrooms.
- The County will place a refrigerated box unit on the senior center property for preservation of fresh food items for delivery (the Connex box is considered an accessory use to the Community Service Facility and therefore allowed under the Gladstone Municipal Code).
- The County will be responsible for general cleanliness of the space, for following Oregon Food Bank approved protocols regarding the safe storage of food product, refrigerated or shelf stable, and will make reasonable efforts to ensure the floors and other City property are free of damage.
- The County will only allow County employees or background checked volunteers to participate in the project and will provide oversight of their actions.
- The County will provide personal protective equipment and cleaning supplies and will follow strict safety protocols while operating in the Senior Center.

The City agrees to the following:

- Partner with the County by allowing the food distribution program to operate at the Senior Center site.
- Allow for placement of the refrigerated box unit on the site.
- Allow the Oregon Food Box, County employees and volunteers reasonable access to the site during weekdays to assemble and distribute food boxes to vulnerable residents of Clackamas County.

- Work with the garbage collection provider to add additional capacity for garbage and recycling to accommodate the project's needs.
- Invoice the County on a monthly basis for any increased site costs associated with the project including utilities, cleaning and garbage collection fees.

FISCAL IMPACT

The County will reimburse the City for increased costs associated with utilities, cleaning, and garbage collection in an amount not to exceed $5,000.

OPTIONS:

- The City Council could choose to not ratify the IGA.
- The City Council could choose to ratify the IGA with modifications.

RECOMMENDED STAFF ACTION:

The current emergency declaration (Resolution 1183) allows the City Administrator to take actions and issue orders as necessary to protect the public and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency consistent with 8.16 of the municipal code. To that end the City Administration entered into the IGA with Clackamas County on September 10, 2020.

Staff recommends Council approval by making the following motion:

"I make a motion to ratify the intergovernmental (IGA) between Clackamas County and City of Gladstone to utilize the Gladstone Senior Center as the staging area for the Clackamas County COVID-19 Food Box Distribution Program".

Department Head Signature Date	City Administrator Signature Date 10/7/2020

INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND CITY OF GLADSTONE

THIS AGREEMENT (this "Agreement") is entered into and between Clackamas County ("County"), a political subdivision of the State of Oregon, and City of Gladstone ("City"), an Oregon municipal corporation, collectively referred to as the "Parties" and each a "Party."

RECITALS

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

Due to the COVID-19 crisis, Clackamas County has developed a food box distribution program that focuses on the needs of vulnerable individuals who are directly impacted by the current crisis. The food box program needs a location to operate from starting in late September, 2020. The City of Gladstone's Senior Center is currently not open to the public and is an ideal location for the food box program. The City of Gladstone will provide space for the food box program to operate out of until December 31, 2020, or until the Senior Center opens, whichever comes first.

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

TERMS

1. **Term.** This Agreement shall be effective upon execution, and shall expire December 31, 2020, but may be renewed upon agreement of both parties and contingent upon the reopening date to the public of the Senior Center.
2. **Scope of Work.** The Parties agree to provide the services further identified in the Scope of Work attached hereto as Exhibit A and incorporated herein ("Work"). County shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished related to the Work.
3. **Consideration.** The County agrees to pay City, from available and authorized funds, a sum not to exceed Five Thousand Dollars ($5,000) for reimbursement of additional expenses associated with the food box project as outlined in Exhibit A.
4. **Payment.** Unless otherwise specified, the City shall submit monthly invoices for reimbursement of expenses as outlined in Exhibit A and shall include the total amount billed to date by the City prior to the current invoice. Invoices shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to City following the County's review and approval of invoices submitted by City. City shall not submit invoices for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above.
5. **Representations and Warranties**.
   A. *City Representations and Warranties*: City represents and warrants to County that City has the power and authority to enter into and perform this Agreement, and this

Agreement, when executed and delivered, shall be a valid and binding obligation of City enforceable in accordance with its terms.

B. *County Representations and Warranties*: County represents and warrants to City that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.

C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. **Termination**.

A. Either the County or the City may terminate this Agreement at any time upon thirty (30) days written notice to the other party.

B. Either the County or the City may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.

C. The County or the City shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.

D. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Project under this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source.

E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. **Indemnification**.

Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the County agrees to indemnify, save harmless and defend the City, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof arising out of or based upon damages or injuries to persons or

property caused by the negligent or willful acts or omissions of the County or its officers, elected officials, owners, employees, agents, volunteers or its subcontractors or anyone over which the County has a right to control.

Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the City agrees to indemnify, save harmless and defend the County, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts or omissions of the City or its officers, elected officials, owners, employees, agents, volunteers or its subcontractors or anyone over which the City has a right to control.

8. **Insurance.**
The Parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law. The county's self insurance policy will include coverage of loss for all food supplies stored at the Senior Center, including the contents of the refrigerated box.

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

   A. Teresa Christopherson or their designee will act as liaison for the County.

      Contact Information:

      teresachr@clackamas.us
      503-650-5718 or cell 503-313-2007

      Colin Black or their designee will act as liaison for the City.

      Contact Information:

      black@ci.gladstone.or.us
      503-655-7701 or cell 503-209-2821

10. **General Provisions.**

   A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect

to the conflict of law provisions thereof. Any claim between County and City that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. City, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.

B. **Compliance with Applicable Law**. Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.

C. **Non-Exclusive Rights and Remedies**. Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.

D. **Access to Records**. Each Party shall retain, maintain, and keep accessible all records relevant to this Agreement ("Records") for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. Each Party shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, each Party shall permit the other Party's authorized representatives' access to the Records at reasonable times and places for purposes of examining and copying.

E. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

F. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe

this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.

G. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.

H. **Interpretation**. The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

I. **Independent Contractor**. Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.

J. **No Third-Party Beneficiary.** City and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

K. **Subcontract and Assignment**. Neither Party shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval from the the other Party, which shall be granted or denied in the the other Party's sole discretion. A Party's consent to any subcontract shall not relieve the other Party of any of its duties or obligations under this Agreement.

L. **Counterparts**. This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.

M. **Survival.** All provisions in Sections 5, 7, and 10 (A), (C), (D), (E), (F), (G), (H), (J), (O), (R), and (S) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.

N. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.

O. **Time is of the Essence**. City agrees that time is of the essence in the performance this Agreement.

P. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.

Q. **Force Majeure.** Neither City nor County shall be held responsible for delay or default caused by events outside of the City or County's reasonable control including, but not limited to, fire, terrorism, riot, pandemic, epidemic, acts of God, or war. However, each Party shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

R. **Confidentiality**. City acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by City or its employees or agents in the performance of this Agreement shall be deemed confidential information of the County ("Confidential Information"). City agrees to hold Confidential Information in strict confidence, using at least the same degree of care that City uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.

S. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

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

Clackamas County **City of Gladstone**

H3SSSD#9856 IGA City of Gladstone Food Box Project
September, 2020

Rodney A. Cook

Rodney A. Cook, H3S Deputy Director/ For R.Swift
Chair, Board of County Commissioners

9/10/2020
Date

Jacque M Betz

Jacque Betz, Gladstone City Administrator

9/10/2020
Date

Exhibit A

SCOPE OF WORK AND BUDGET

Background:
Since April, 2020, due to the COVID-19 crises and state of emergency, Clackamas County has operated a food box distribution program focused on address the needs of the most highly vulnerable residents of Clackamas County, including seniors and persons with disabilities. The program currently assembles and delivers 400-500 boxes per week in partnership with the Oregon Food Bank. The program is currently located on a county site that is inadequate to meet its needs. The City of Gladstone has offered to partner with the county to operate the food box program out of its Senior Center, which is currently closed to the public due to the current crises.

The County agrees to:

1. Operate a food box assembly and distribution program on the Gladstone Senior Center site. The program will be placed in the Main Dining Hall (Bloye Hall) and food box staff and volunteers will have limited access to other areas of the building, other than use of the restrooms.
2. The County will place a refrigerated box unit on the Senior Center property for preservation of fresh food items for delivery. The County will be directly responsible for any costs associated with connecting the refrigerated box to electricity on the site. The County will be solely responsible for the maintenance, rental and any other costs associated with the refrigerated box, including any loss of food product due to electrical or mechanical failure.
3. The County will pay for any increase in utilities, cleaning or garbage collection fees incurred by the City as a result of the food box program operations.
4. The County will be responsible for general cleanliness of the space, for following Oregon Food Bank approved protocols regarding the safe storage of food product, refrigerated or shelf stable, and will make reasonable efforts to ensure that floors and other City property are free of damage.
5. The County will only allow County employees or background checked volunteers to participate in the project and will provide oversight of their actions.
6. The County will provide person protective equipment and cleaning supplies and will follow strict safety protocols while operating in the Senior Center.
7. The County will partner with the Gladstone Senior Center to provide food resources to the community members it serves.

The City agrees to:

1. Partner with the County by allowing the food box distribution program to operate at the Senior Center site.
2. Allow for placement of the refrigerated box unit on the site with the completion and approval of any required permits.
3. Allow the Oregon Food Box, County employees and volunteers reasonable access to the site during weekdays to assemble and distribute food boxes to vulnerable residents of Clackamas County.
4. Work with their garbage collection provider to add additional capacity for garbage and recycling to accommodate the project's needs.
5. Invoice the county on a monthly basis for any increased site costs associated with the project including utilities, cleaning and garbage collection fees

Budget:

The County will reimburse the City for increased costs associated with utilities, cleaning and garbage collection in an amount not to exceed $5,000.

City will provide a monthly invoice of costs no later than 15 days after the end of the month for reimbursement.

County will pay directly for any costs associated with the placement of the refrigerated box unit, including costs associated with permitting, connecting the box to electricity and maintenance, repairs or food loss.

GLADSTONE
Oregon

MEMORANDUM

DATE: October 7, 2020

TO: City Council

CC: Jacque Betz, City Administrator

FROM: John Schmerber, Chief of Police

SUBJECT: Happys Bar and Grill, OLCC Application

I have reviewed the OLCC application for Happys Bar and Grill and I have no concerns regarding approval of an OLCC license. Although there is criminal history involving one of the applicants, those issues occurred twenty-five years prior to this application and there has been no additional criminal history since.

I approve of this application.

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

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

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1st Location	Date application received and/or date stamp:
☐ Brewery 2nd Location	
☐ Brewery 3rd Location	
☐ Brewery-Public House 1st Location	
☐ Brewery-Public House 2nd Location	
☐ Brewery-Public House 3rd Location	
☐ Distillery	Name of City or County:
☒ Full On-Premises, Commercial	
☐ Full On-Premises, Caterer	Recommends this license be:
☐ Full On-Premises, Passenger Carrier	☐ Granted ☐ Denied
☐ Full On-Premises, Other Public Location	
☐ Full On-Premises, For Profit Private Club	
☐ Full On-Premises, Nonprofit Private Club	By:
☐ Grower Sales Privilege 1st Location	
☐ Grower Sales Privilege 2nd Location	Date:
☐ Grower Sales Privilege 3rd Location	**OLCC USE ONLY**
☐ Limited On-Premises	Date application received: 9-22-2020
☐ Off-Premises	
☐ Off-Premises with Fuel Pumps	
☐ Warehouse	By: LT
☐ Wholesale Malt Beverage & Wine	
☐ Winery 1st Location	License Action(s):
☐ Winery 2nd Location	n/o
☐ Winery 3rd Location	
☐ Winery 4th Location	
☐ Winery 5th Location	

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

Mara Brown Happys Bar and Grill LLC	Leah Brown
(Applicant #1)	(Applicant #2)
(Applicant #3)	(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

Happy's Bar and Grill

4. Business Address (Number and Street Address of the Location that will have the liquor license)

270 Portland Ave.

City	County	Zip Code
Gladstone	Clackamas	97027

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Happy's Bar and Grill.			
6. Does the business address currently have an OLCC liquor license? ☐ YES ☒ NO			
7. Does the business address currently have an OLCC marijuana license? ☐ YES ☒ NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 5945 Duniway Ave.			
City Gladstone	State OR	Zip Code 97027	
9. Phone Number of the Business Location 5035605900	10. Email Contact for this Application [illegible]		
11. Contact Person for this Application Marc Brown		Phone Number 5035605900	
Contact Person's Mailing Address (if different)	City	State	Zip Code

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

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

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

Applicant Signature(s)

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

(Applicant#1) (Applicant#2)

(Applicant#3) (Applicant#4)

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Brown (FIRST) Leah (MIDDLE) Marguerite
2. Other Names Used (Maiden, Etc.): Chamberlain
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
   ☒ Yes ☐ No If yes, please provide your SSN: _____ - _____ - _____

   SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.

   Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a).

   Do you voluntarily consent to the OLCC's use of your SSN as just described? ☒ Yes ☐ No
4. Date of Birth (MM/DD/YYYY): / / 5. Contact Phone: 9747770680
6. Driver License or State ID #: 7. State: Or
8. Residence Address:
   5945 Dunlway Ave. Gladstone Or. 97027
9. Mailing Address (if different):
10. E-Mail (optional):
11. Do you have a spouse or domestic partner? ☒ Yes ☐ No
    If yes, list his/her full name: Marc Christopher Brown
12. If yes to #11, will this person be involved in the management of, or have control over the business?
    ☐ No ☒ Yes
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY?
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
    ☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

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

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

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

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

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

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

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

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

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

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

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

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

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

Name: (LAST)	(FIRST)	(MIDDLE)
Brown	Leah	Marguerite
Signature: Leah Brown		Date: 9-17-20 CB

OLCC IH Application (Rev. 06/2017)

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY FORM

1. Name: (LAST) Brown | (FIRST) Marc | (MIDDLE) Christopher

2. Other Names Used (Maiden, Etc.):

3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
☒ Yes ☐ No If yes, please provide your SSN: _____ - _____ - _____ ____

SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).

Do you voluntarily consent to the OLCC's use of your SSN as just described? ☐ Yes ☐ No

4. Date of Birth (MM/DD/YYYY) ___ / ___ / ___ | 5. Contact Phone: 5035605900

6. Driver License or State ID | 7. State: Or

8. Residence Address:
5945 Dunlway Ave. Gladstone, Or. 97027

9. Mailing Address (if different):

10. E-Mail (optional):

11. Do you have a spouse or domestic partner? ☒ Yes ☐ No
If yes, list his/her full name: Leah Marguerite brown

12. If yes to #11, will this person be involved in the management of, or have control over the business?
☐ No ☒ Yes

13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY?
☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
☒ No ☐ Yes (Please include explanation below) ☐ Unsure (Please include explanation below)

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

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

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

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

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

☐ No Please skip questions 19 & 20. Go directly to question 21.

☒ Yes Please answer questions 19, 20, and 21.

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

☒ No ☐ Yes (Please Include explanation below) ☐ Unsure (Please include explanation below)

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

☒ No ☐ Yes (Please Include explanation below) ☐ Unsure (Please include explanation below)

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

☒ No ☐ Yes (Please Include explanation below) ☐ Unsure (Please include explanation below)

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

Name: (LAST)	(FIRST)	(MIDDLE)
Brown	Marc	Christopher
Signature:		Date: 9.17.2020

OLCC IH Application (Rev. 06/2017)

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Marc Brown Phone: 5035605900

Trade Name (dba): Happy's Bar and Grill

Business Location Address: 270 Portland Ave

City: Gladstone ZIP Code: 97027

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	11a	to	2a
Monday	11a	to	2a
Tuesday	11a	to	2a
Wednesday	11a	to	2a
Thursday	11a	to	2a
Friday	11a	to	2a
Saturday	11a	to	2a

Outdoor Area Hours:

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

The outdoor area is used for:

☐ Food service Hours: _____ to _____

☐ Alcohol service Hours: _____ to _____

☐ Enclosed, how _____

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

_____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☑ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☐ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☐ Coin-operated Games
- ☑ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

SEATING COUNT

Restaurant: 128 Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: 128

OLCC USE ONLY

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

Investigator Initials: _____

Date: _____

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

Applicant Signature: _____ **Date:** 09/23/2020

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Leah Brown Phone: 971-777-0680

Trade Name (dba): HAPPY'S BAR AND GRILL

Business Location Address: 270 PORTLAND AVE

City: GLADSTONE ZIP Code: 97027

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	11:00A	to	2:00A
Monday	11:00A	to	2:00A
Tuesday	11:00A	to	2:00A
Wednesday	11:00A	to	2:00A
Thursday	11:00A	to	2:00A
Friday	11:00A	to	2:00A
Saturday	11:00A	to	2:00A

Outdoor Area Hours:

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

The outdoor area is used for:

☐ Food service Hours: _____ to _____

☐ Alcohol service Hours: _____ to _____

☐ Enclosed, how _____

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

_____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☐ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☐ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☐ Coin-operated Games
- ☒ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

SEATING COUNT

Restaurant: _____ Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: _____

OLCC USE ONLY

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

Investigator Initials: _____

Date: _____

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

Applicant Signature: [signature] **Date:** 9-17-2013

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

REGULAR AGENDA

City of Gladstone
Staff Report

Report Date:	September 25, 2020
Meeting Date:	October 13, 2020
To:	City Council
From:	Joy Fields, City Planner

AGENDA ITEM

Consider approving Ordinance 1502 and Ordinance 1503 pertaining to text amendments to the Gladstone Municipal Code as recommended by the Planning Commission.

BACKGROUND

Item 1:

House Bill 2001 prohibits local governments from requiring additional off-street parking and owner-occupancy requirements for Accessory Dwelling Units (ADUs) unless they are used as a vacation rental. The City Council updated the city code with the passage of Ordinance 1499 that removed these requirements unless the ADU is used as a vacation rental. The Planning Commission held a public hearing on July 21, 2020, to consider the definition of vacation rental and are recommending the addition of two definitions to Section 17.06 of the Gladstone Municipal Code.

Item 2:

Clackamas County is in the initial stages of designing a new library for the city, planned for the site of the old Gladstone City Hall. The property is zoned C-2 and is subject to Section 17.18 of the Gladstone municipal Code. An existing provision in the city's code, 17.18.070(1), generally allows new commercial uses in the C-2 zone to be substituted for old commercial uses without providing any additional off-street parking. Because both the prior use and future use of the site are better described as community service facilities, or civic, rather than commercial it is not clear whether the county could rely on 17.18.070(1) to build the library without any off-street parking. Therefore, in July and August the Planning Commission considered a text amendment that would allow community service facilities to be substituted in the C-2 zone without providing any additional off-street parking.

PROPOSAL

Item 1:

The Planning Commission are recommending the addition the following definitions to Section 17.06 of the Gladstone Municipal Code:

> 17.06.551 "Vacation Rental" means a dwelling unit, or accessory dwelling unit, providing vacation occupancy.
>
> 17.06.553 "Vacation Occupancy" as defined by ORS 91.100, means occupancy in a dwelling unit, not including transient occupancy in a hotel or motel, that has all of the following characteristics:
> (a) The occupant rents the unit for vacation purposes only, not as a principal residence;
> (b) The occupant has a principal residence other than at the unit; and
> (c) The period of authorized occupancy does not exceed 45 days.

Item 2:
The Planning Commission recommended the following substantive addition to Subsection 17.18.070 of the Gladstone Municipal Code:

(2) If a community service facility allowed outright is substituted for another community service facility on the same property, whether in the same building(s) or a new building(s) and the total lot coverage is not expanded by more than 10% of the lot coverage of the prior building(s) on the property, no more off-street parking shall be required than was possessed by the previous facility, or use.

FISCAL IMPACT

- No further cost at this time for either item.

OPTIONS:

Item 1:

- The City Council could choose to amend the code to only include a definition of vacation rental and rely on the ORS for the definition of vacation occupancy.
- The City Council could choose to amend the code to include a definition of vacation rental and vacation occupancy.

Item 2:

- The City Council could choose to leave the parking requirements in the C-2 zone as they are currently and the future library would have to find willing landowners within 500 feet of the library to engage with and create a shared parking agreement or provide off-street parking in a parking garage under the structure.
- The City Council could amend the code as recommended by the Planning Commission
- The City Council could amend the code as recommended by the Planning Commission with the addition of "civic use" to allow one community service facility, <u>or civic use</u>, to be substituted with another community service facility or civic use in the C-2 Zoning District without additional parking as long as the lot coverage did not increase by more than 10%
- .The City Council could choose to limit the applicable location of the recommended amendment to the C-2 Zoning District on Portland Avenue.
- The City Council could choose to amend code as recommended by the Planning Commission with the addition of government buildings to the description of community service facility in 17.18.020, which is similar to the definition that the City of Sandy uses for Community Service Use.

RECOMMENDED STAFF ACTION:

Defining terms for the public helps residents and staff understand what the Gladstone Municipal Code is regulating and how the regulations can be followed. Allowing a community service facility in the C-2 zone to be substituted for another community service facility without additional parking will allow the re-development of community services in central locations while maintaining the current character of the City and implementing a portion of the Downtown Revitalization Plan. While it is very reasonable to describe the old city hall as a "community service facility," adding the term "civic use" to the proposed amendment will ensure that there is no future debate about whether a library could be substituted on the property and benefit from the amendment.

Staff recommends Council approval by making the following motion:

"I make a motion to approve Ordinance 1502 and Ordinance 1503 amending the Gladstone Municipal Code Subsection 17.06 and 17.18.070 as recommended by the Planning Commission with the addition of the words "or civic uses" as described in the staff report".

Department Head
Signature Date 9/29/2020

City Administrator
Signature Date 10/07/2020

ORDINANCE 1502

AN ORDINANCE AMENDING CHAPTER 17.06 OF THE GLADSTONE MUNICIPAL CODE (GMC) BY ADDING DEFINITIONS REGARDING VACATION RENTALS AND VACATION OCCUPANCY TO THE GLADSTONE MUNICIPAL CODE.

WHEREAS, House Bill 2001 prohibits local governments from requiring additional off-street parking and parking and owner-occupancy requirements for Accessory Dwelling Units (ADUs) unless they are used as a vacation rental.

WHEREAS, The City Council updated the Gladstone Municipal Code with the passage of Ordinance 1499 that removed these requirements unless the ADU is used as a vacation rental.

WHEREAS, The Planning Commission held a public hearing on July 21, 2020, to consider the definition of vacation rental and are recommending the addition of two definitions to Section 17.06 of the Gladstone Municipal Code.

NOW, THEREFORE, the City of Gladstone ordains as follows:

Section 1. Chapter 17.06 of the Gladstone Municipal Code is amended to read as follows (new language is in **bold**; repealed language is ~~struck through~~):

17.06.551 "Vacation Rental" means a dwelling unit, or accessory dwelling unit, providing vacation occupancy.

17.06.553 "Vacation Occupancy" as defined by ORS 91.100 means occupancy in a dwelling unit, not including transient occupancy in a hotel or motel, that has all of the following characteristics:

(a) The occupancy rents the unit for vacation purposes only, not as a principal residence;

(b) The occupant has a principal residence other than at the unit; and

(c) The period of authorized occupancy does not exceed 45 days.

Section 2. All remaining provisions of Chapter 17.06 of the Gladstone Municipal Code are reaffirmed in their entirety.

This ordinance adopted by the Common Council and approved by the Mayor this _____ day of _____, 2020.

ATTEST:

_____ _____

Tamara Stempel, Mayor Tami Bannick, City Recorder

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ORDINANCE 1503

AN ORDINANCE AMENDING CHAPTER 17.18.070 OF THE GLADSTONE MUNICIPAL CODE (GMC) PERTAINING TO PARKING REQUIREMENTS FOR THE SUBSTITUTION OF INSTITUTIONAL OR CIVIC LAND USES IN THE C-2 ZONING DISTRICT.

WHEREAS, Clackamas County is in the initial stages of designing a new library, planned for the site of the old Gladstone City Hall which is zoned C-2, Community Commercial, and is subject to Section 17.18 of the GMC.

WHEREAS, Chapter 17.18.070(1) generally allows new commercial uses in the C-2 zone to be substituted for old commercial uses without providing additional off-street parking.

WHEREAS, Prior and future use of the site is better described as community service facilities, or civic, rather than commercial it is not clear whether the county could rely on 17.18.070(1) to building the new library without any off-street parking.

WHEREAS, The Planning Commission held a public hearing on July 21, 2020 and August 18, 2020, to consider a text amendment that would allow community service facilities to be substituted in the C-2 zone without providing any additional off street parking and are recommending the following language changes to Section 17.18.070 of the Gladstone Municipal Code.

NOW, THEREFORE, the City of Gladstone ordains as follows:

Section 1. Chapter 17.18.070 of the Gladstone Municipal Code is amended to read as follows (new language is in **bold**; repealed language is ~~struck through~~):

17.18.070 (2) If a community service facility or civic use allowed outright is substituted for another community service facility or civic use on the same property, whether in the same building(s) or a new building(s) and the total lot coverage is not expanded by more than 10% of the lot coverage of the prior building(s) on the property, no more off-street parking shall be required than was possessed by the previous facility, or use.

17.18.070 ~~**(2)**~~ **(3)** When an existing residence in the C-2 zoning district along Portland Avenue is converted to commercial or mixed use development, additional off-street parking shall not be required, subject to the following standards:

(a) The new commercial use shall not exceed a "B" occupancy rating as described in the Oregon Structural Specialty Code or its successor and shall be identified in GMC Section 17.18.020 (2), (5) or (8);
(b) Signs shall be on-building and indirectly illuminated;
(c) The use shall generate low traffic volumes and require minimal off-street parking; and
(d) Structures and landscaping shall retain a residential appearance.

Section 2. All remaining provisions of Chapter 17.18 of the Gladstone Municipal Code are reaffirmed in their entirety.

This ordinance adopted by the Common Council and approved by the Mayor this _____ day of _____, 2020.

ATTEST:

_____ _____

Tamara Stempel, Mayor Tami Bannick, City Recorder

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October 2020 City Council Meeting
Agenda Item No. 3

TXT-2020-02 Proposed Code Amendments

GLADSTONE
Oregon

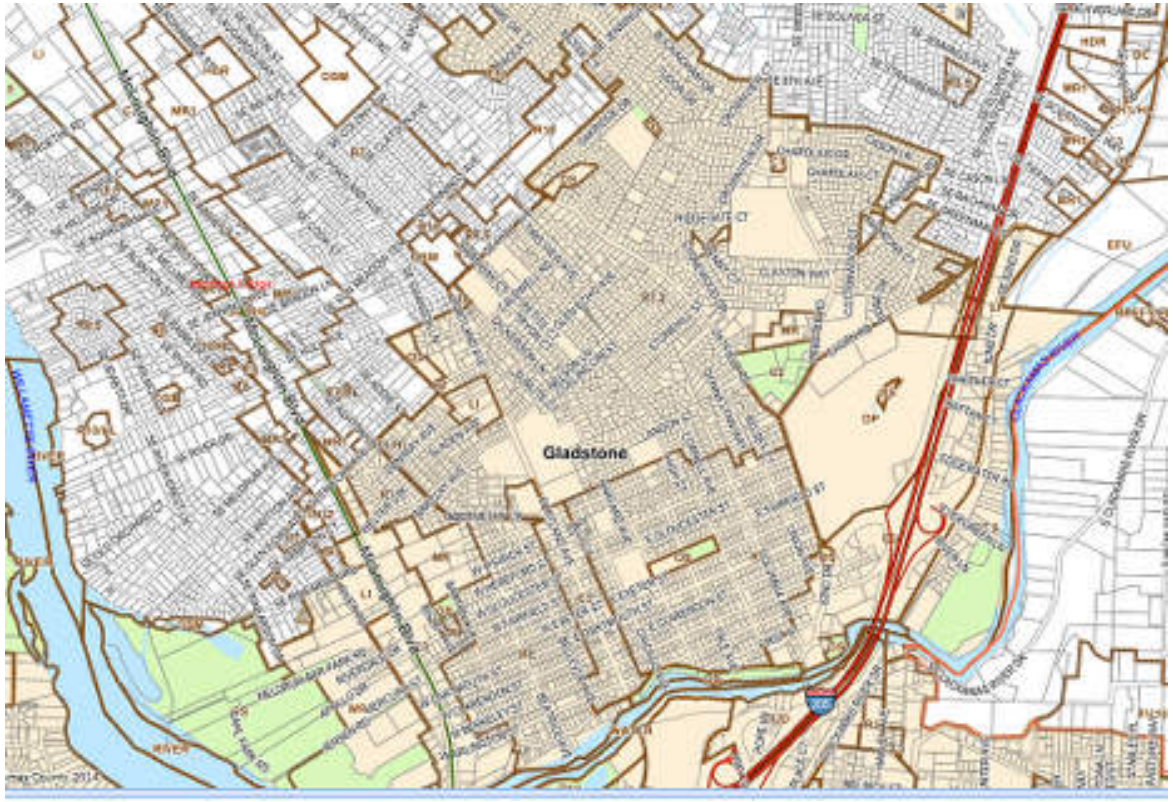
Proposed Amendments

SECTION 17.06. DEFINITIONS

- "Vacation Rental"
- "Vacation Occupancy"

SECTION 17.18.070. OFF-STREET PARKING STANDARDS.

- Parking standard when one Community Service Facility or Civic Use is substituted for another on the same parcel.



PUBLIC HEARINGS HELD IN JULY AND CONTINUED IN AUGUST FOR:
SECTION 17.18.070. OFF-STREET PARKING STANDARDS.

Section 17.06 Background

17.12 R-7.2—SINGLE-FAMILY RESIDENTIAL DISTRICT &
17.10 R-5—SINGLE-FAMILY RESIDENTIAL DISTRICT

(I) An accessory dwelling unit used as a vacation rental shall provide:

(1) One off-street parking space in addition to the off-street parking space required by GMC Chapter 17.48 (off-street parking and loading) for the primary dwelling unit; and

(2) A deed restriction requiring owner-occupancy of one of the units recorded in the Clackamas County Clerk's Office in a form prescribed by the City. Either the primary dwelling unit or the accessory dwelling unit shall be owner-occupied for as long as the accessory dwelling unit is being used as a vacation rental.

Change made to GMC March 10, 2020 through Ordinance 1499

GLADSTONE Oregon

Proposed Definition- "Vacation Occupancy" as defined by ORS 91.100, means occupancy in a dwelling unit, not including transient occupancy in a hotel or motel, that has all of the following characteristics:

(a) The occupant rents the unit for vacation purposes only, not as a principal residence;

(b) The occupant has a principal residence other than at the unit; and

(c) The period of authorized occupancy does not exceed 45 days.

HB 2001 - "…does not prohibit local governments from regulating vacation occupancies, as defined in ORS 90.100, to require owner occupancy or off-street parking."

ORS 90.100 - "Vacation occupancy" means occupancy in a dwelling unit, not including transient occupancy in a hotel or motel, that has all of the following characteristics:

(a) The occupant rents the unit for vacation purposes only, not as a principal residence;

(b) The occupant has a principal residence other than at the unit; and

(c) The period of authorized occupancy does not exceed 45 days.

Proposed Definition-

"Vacation Rental" means a dwelling unit, or accessory dwelling unit, providing vacation occupancy.

Current Definitions:

17.06.013 Accessory dwelling unit

"Accessory dwelling unit" means an additional, smaller, subordinate dwelling unit located on the same lot as a detached single-family dwelling. An accessory dwelling may be created as a detached structure or within, or as an addition to, a detached single-family dwelling or accessory structure.

17.06.155 Dwelling unit.

"Dwelling unit" means one or more rooms for occupancy by one family for living purposes that is identified by a single street address and has common entrances and internal access. Trailer coaches shall not be considered as dwelling units, except when located in mobile home courts or parks.

RECOMMENDATION

Gladstone Planning Commission is recommending Approval of the proposed text changes to 17.06 with the addition of:

17.06.551 "Vacation Rental" means a dwelling unit, or accessory dwelling unit, providing vacation occupancy.

17.06.553 "Vacation Occupancy" as defined by ORS 91.100, means occupancy in a dwelling unit, not including transient occupancy in a hotel or motel, that has all of the following characteristics:

(a) The occupant rents the unit for vacation purposes only, not as a principal residence;
(b) The occupant has a principal residence other than at the unit; and
(c) The period of authorized occupancy does not exceed 45 days.

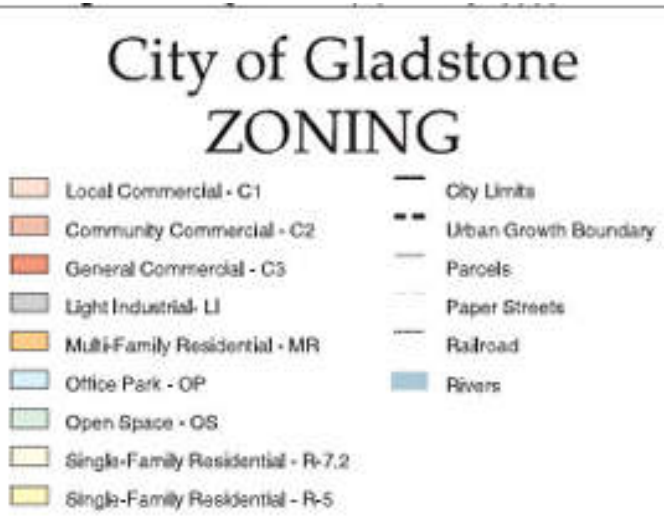
GLADSTONE Oregon

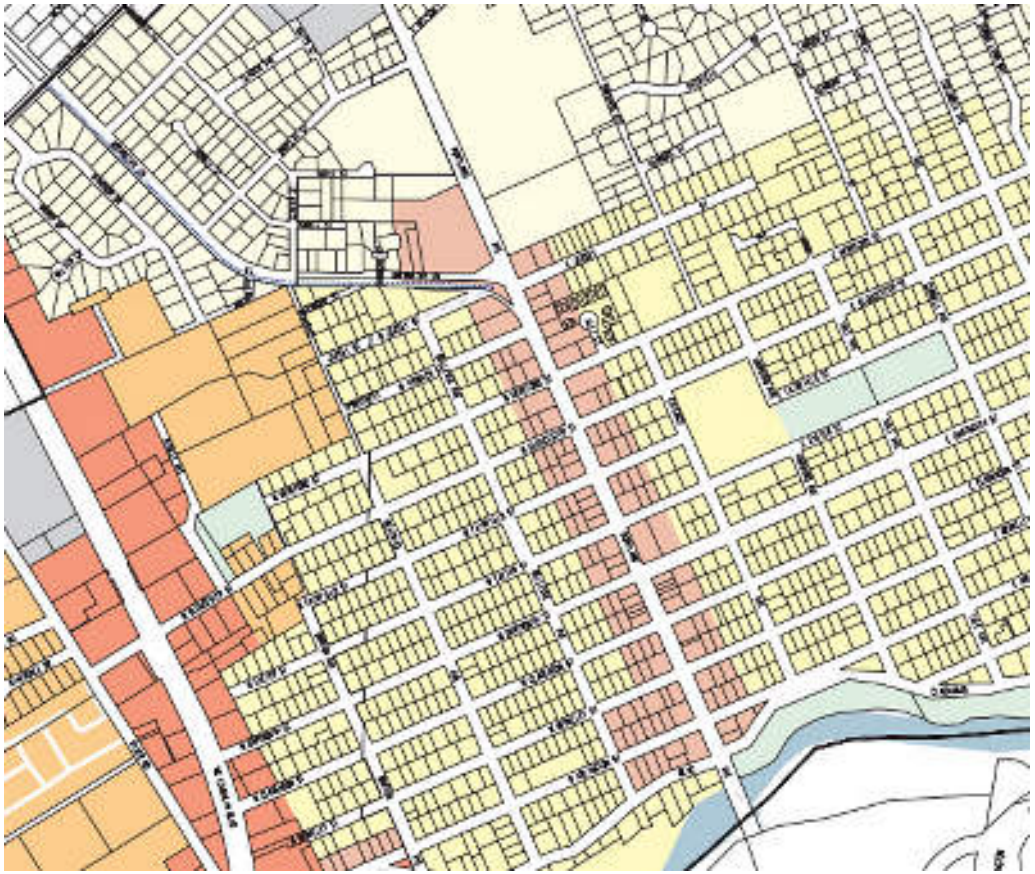
Section 17.18.070 Background

- Clackamas County is in the initial stages of designing a new library for the city, planned for the site of the old Gladstone City Hall.
- The property is zoned C-2 and is subject to Section 17.18 of the Gladstone municipal Code.
- An existing provision in the city's code, 17.18.070(1), generally allows new commercial uses in the C-2 zone to be substituted for old uses without providing any additional off-street parking if the existing building not expanded by more than ten percent (10%) of the floor area used for commercial purposes on January 1, 1980.
- Because both the prior use and future use of the old City Hall site are better described as institutional or civic rather than commercial, it is not clear whether the county could rely on 17.18.070(1) to build the library without any additional off-street parking if the building was modified.

Therefore, the City Council supported the Planning Commission to consider a text amendment

Current Zoning Map-
Excerpt showing C-2 Zoning District along Portland Ave





Section 17.18.070 *Additional* Background

- Gladstone Downtown Revitalization Plan was adopted by City Council through Ordinance 1486 and serves to guide code amendments in the downtown area.

Reduce minimum off-street parking requirements. The current off-street parking requirements hinder the potential for higher density, mixed use development. Additionally, in some cases, the parking requirements may be prohibitive for single-story commercial development. By reducing off-street parking requirements, the City will promote more efficient use of land and enable new development to be feasible on more sites. This plan recommends parking requirements be reduced throughout the C-2 zone and further reduced in the downtown core overlay.

GLADSTONE DOWNTOWN REVITALIZATION PLAN

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Figure 11: Downtown Revitalization Framework

Figure 12: Recommendations Structure

	Streets and Transportation (public side)	Site Development (private side)
Mixed-Use Corridor (Abernethy to Exeter)	• Road reconfiguration to two lanes with bicycle lanes and parallel parking; maintain existing curb • Gateway and wayfinding improvements, especially related to access from highways and Trolley Trail connections	• Development spurred by changes to the C2 development zoning code
Downtown Core (Exeter to Arlington)	• Full streetscape project with a two-lane shared configuration and parallel parking • A downtown plaza focused on a curbless "festival street" between Exeter and Clarendon	• A "downtown" overlay to the modified C2 zone allowing additional by-right development and further reducing parking requirements • Possible City Hall / Library project (needing further study)
Elsewhere	• Potential replacement bridge over the Clackamas River (needing further study)	• Potential expanded and improved Arnes Riverfront Park (needing further study)

Page 22

GLADSTONE Oregon

Section 17.18.070 Proposed Change -

(1) Where one commercial use allowed outright is substituted for another commercial use in an existing building and the building is not expanded by more than ten percent (10%) of the floor area used for commercial purposes on January 1, 1980, no more off-street parking shall be required than was possessed by the previous commercial use. Where successive expansions of a building are proposed, the total area of all expansions shall not exceed the ten-percent (10%) standard.

Section 17.18.070 Proposed Change -

(2) If a community service facility allowed outright is substituted for another community service facility on the same property, whether in the same building(s) or a new building(s) and the total lot coverage is not expanded by more than 10% of the lot coverage of the prior building(s) on the property, no more off-street parking shall be required than was possessed by the previous facility, or use.

17.06.275 Lot coverage.
"Lot coverage" means the area covered by a building or buildings on a lot, expressed as a percentage of the total lot area.

Section 17.18.070 Example-

The library planned for the old City Hall site is an example of a community service facility being re-developed

- Previous City Hall Building covered most of the 9147.6 square foot lot
- Proposed new library is planned at 6,000 square feet regardless of design
- Therefore, the new building will be significantly smaller than the current structure.

Section 17.18.070 Proposed Change Continued -

~~(2)~~ (3) When an existing residence in the C-2 zoning district along Portland Avenue is converted to commercial or mixed use development, additional off-street parking shall not be required, subject to the following standards:

(a) The new commercial use shall not exceed a "B" occupancy rating as described in the Oregon Structural Specialty Code or its successor and shall be identified in GMC Section 17.18.020 (2), (5) or (8);

(b) Signs shall be on-building and indirectly illuminated;

(c) The use shall generate low traffic volumes and require minimal off-street parking; and

(d) Structures and landscaping shall retain a residential appearance.

Gladstone Comprehensive Plan -

Facilities And Services Goal:
"To provide and maintain needed facilities and services in a timely, orderly and efficient manner to serve urban development in the Gladstone area."

Policy 9: "Continue to coordinate library services with Clackamas County to ensure that they keep pace with present and future resident demand."

Policy 10: "Continue to espouse a policy of concentrating library facilities and services in the existing central location."

Statewide Planning Goals and Guidelines -

Goal 1: Citizen Involvement
Goal 11: Public Facilities and Services
Goal 12: Transportation

RECOMMENDATION

The Gladstone Planning Commission are recommending Approval of the following text changes to 17.18.070:

" If a community service facility allowed outright is substituted for another community service facility on the same property, whether in the same building(s) or a new building(s) and the total lot coverage is not expanded by more than 10% of the lot coverage of the prior building(s) on the property, no more off-street parking shall be required than was possessed by the previous facility, or use."

Staff recommends Council approval by making the following motion:

"I make a motion to amend the Gladstone Municipal Code Subsection 17.06 and 17.18.070 as recommended by the Planning Commission with the addition of the words "or civic uses" as described in the staff report".

City of Gladstone
Staff Report

Report Date:	October 1, 2020
Meeting Date:	October 13, 2020
To:	City Council
From:	Joy Fields, City Planner

AGENDA ITEM

Consider approving Ordinance 1504 amending the Zoning Map and associated amendment to the Gladstone Comprehensive Plan as applied for through application Z0149-20-D_CP and recommended by the Planning Commission.

BACKGROUND

The Webster Ridge Apartments were built next to the Tri-City Baptist Temple in 2015. To meet the density and parking requirements of the Gladstone Municipal Code 122 apartments were built with 184 parking spaces. Therefore, 1.5 parking spaces per unit were built to serve the apartments to meet the minimum parking requirements of Chapter 17.48 of the GMC. Chapter 17.48 of the GMC does not have a limit on the maximum number of parking spaces per unit in multifamily developments. The owners of the Webster Ridge Apartments are now proposing to rezone 1.04 acres of the adjacent parcel, owned by the church, to allow future development of additional surface parking, parking garages, and recreation.

The subject property, is comprised of one tax lot (22E17DD0701), that is approximately 2.97 acres in size with 2.12 acres zoned R-7.2 Single Family Residential and 0.85 acres zoned MR Multi-family Residential. The applicant is proposing to rezone only 1.04 acres of the 2.12 section of the tax lot that is zoned R-7.2 Single-Family Residential. The 1.04 acre portion of the parcel has historically been a vacant part of a church property. The remainder of the parcel is proposed to remain the same. The neighborhood currently includes a mix of multifamily residences, churches and single-family homes.

PROPOSAL

The Planning Commission are recommending the City Council approve the rezoning of the 1.04 acres of the subject property from R-7.2 Single-Family Residential District to MR Multi-Family Residential District with the following special conditions:

1. Future Use. The 1.04 acres that are to be rezoned shall be developed exclusively with land uses customarily considered accessory to Multifamily residences per 17.14.030 in addition to recreational uses per 17.68.040.

2. Lighting. The future development of the site shall provide limited lighting per 17.44.020(5) and (6). Any lighting installed shall be the minimum amount required to meet the City of Gladstone Public Works requirements.

3. Screening. The project currently has a retaining wall at the southwestern edge of the property closest to Stone Oaks Ct. To provide screening from adjacent neighbors, a six

foot (6') landscaping screen shall be installed between the retaining wall and the apartments if the integrity of the retaining wall can be maintained. If the vegetation jeopardizes the stability of the retaining wall, an exception to 17.14.030, fence and wall height, will be granted by the Planning Commission and the applicants shall install a six foot (6') fence on top of the retaining wall prior to receiving building permits for additional development on the rezoned portion of the parcel per 17.68.040.

FISCAL IMPACT

- No further cost at this time

OPTIONS:

- The City Council could choose not to re-zone the 1.04 acres and the property would remain zoned R 7.2 Single-family Residential.
- The City Council choose to amend the Zoning Map and Comprehensive Plan as recommended by the Planning Commission with the three special conditions that are tied to the re-zoned land.
- The City Council could choose to amend the Zoning Map and Comprehensive Plan without special conditions which would allow the 1.04 acres of single family residential land to potentially be built in the future with apartments, or parking.
- The City Council could choose to amend the Zoning Map and Comprehensive Plan so the entire 2.12 section of the parcel that is zoned R7.2 could be zoned MR so the entire 2.97 acre parcel has uniform Multifamily Residential zoning.

RECOMMENDED STAFF ACTION:

As proposed and conditioned, planning staff find the application consistent with all applicable standards from Title 17 of the Gladstone Municipal Code (GMC) and are recommending the City Council follow the recommendation from the Planning Commission and approve this Comprehensive Plan amendment and Zoning Map change with the three special conditions outlined in the staff report.

Staff recommends Council approval by making the following motion:

"I make a motion to approve Ordinance 1504 to amend the Gladstone Zoning Map and Comprehensive Plan as recommended by the Planning Commission."

Department Head
Signature Date 10/01/2020

City Administrator
Signature Date 10/07/2020

ORDINANCE NO. 1504

AN ORDINANCE APPROVING AN AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN AND ZONING MAPS

WHEREAS, a property owner applied to change the comprehensive plan designation and relevant zoning on 1.04 acres of property (T2, R2E, Section 17DD, Tax Lot 0701) (the "Property") from R-7.2 Single-Family Residential to MR Multi-Family Residential as specifically described in the findings attached to this ordinance; and

WHEREAS, after holding a duly noticed public hearing on August 18, 2020, the Gladstone Planning Commission recommended the City Council approve the application, file Z0149-20-D/CP for zone map change and Comprehensive Plan amendment; and

NOW, THEREFORE, the City of Gladstone ordains as follows:

Section 1. The Property's comprehensive plan designation is changed from Low Density Residential to High Density Residential and the Property's zoning is changed from R-7.2, Single-Family Residential to MR, Multi-Family Residential.

Section 2. The City Administrator or designee is authorized to amend Gladstone's comprehensive plan and zoning maps accordingly.

Section 3. The plan and zone changes are subject to the three special conditions identified in the staff report dated October 1, 2020, pages 1-2, which is attached as Exhibit A and incorporated into this ordinance by reference.

Section 4. This ordinance is supported by the findings contained in the staff report dated August 18, 2020, pages 4-12, which is attached as Exhibit B and incorporated into this ordinance by reference.

This Ordinance is adopted by the Gladstone City Council and approved by the Mayor this 13th day of October, 2020.

ATTEST:

_____ _____

Tamara Stempel, Mayor Tami Bannick, City Recorder

ORDINANCE 1504 – EXHIBIT "A"

City of Gladstone
Staff Report

Report Date:	October 1, 2020
Meeting Date:	October 13, 2020
To:	City Council
From:	Joy Fields, City Planner

AGENDA ITEM

Consider approving Ordinance 1504 amending the Zoning Map and associated amendment to the Gladstone Comprehensive Plan as applied for through application Z0149-20-D_CP and recommended by the Planning Commission.

BACKGROUND

The Webster Ridge Apartments were built next to the Tri-City Baptist Temple in 2015. To meet the density and parking requirements of the Gladstone Municipal Code 122 apartments were built with 184 parking spaces. Therefore, 1.5 parking spaces per unit were built to serve the apartments to meet the minimum parking requirements of Chapter 17.48 of the GMC. Chapter 17.48 of the GMC does not have a limit on the maximum number of parking spaces per unit in multifamily developments. The owners of the Webster Ridge Apartments are now proposing to rezone 1.04 acres of the adjacent parcel, owned by the church, to allow future development of additional surface parking, parking garages, and recreation.

The subject property, is comprised of one tax lot (22E17DD0701), that is approximately 2.97 acres in size with 2.12 acres zoned R-7.2 Single Family Residential and 0.85 acres zoned MR Multi-family Residential. The applicant is proposing to rezone only 1.04 acres of the 2.12 section of the tax lot that is zoned R-7.2 Single-Family Residential. The 1.04 acre portion of the parcel has historically been a vacant part of a church property. The remainder of the parcel is proposed to remain the same. The neighborhood currently includes a mix of multifamily residences, churches and single-family homes.

PROPOSAL

The Planning Commission are recommending the City Council approve the rezoning of the 1.04 acres of the subject property from R-7.2 Single-Family Residential District to MR Multi-Family Residential District with the following special conditions:

1. Future Use. The 1.04 acres that are to be rezoned shall be developed exclusively with land uses customarily considered accessory to Multifamily residences per 17.14.030 in addition to recreational uses per 17.68.040.

2. Lighting. The future development of the site shall provide limited lighting per 17.44.020(5) and (6). Any lighting installed shall be the minimum amount required to meet the City of Gladstone Public Works requirements.

3. Screening. The project currently has a retaining wall at the southwestern edge of the property closest to Stone Oaks Ct. To provide screening from adjacent neighbors, a six

foot (6') landscaping screen shall be installed between the retaining wall and the apartments if the integrity of the retaining wall can be maintained. If the vegetation jeopardizes the stability of the retaining wall, an exception to 17.14.030, fence and wall height, will be granted by the Planning Commission and the applicants shall install a six foot (6') fence on top of the retaining wall prior to receiving building permits for additional development on the rezoned portion of the parcel per 17.68.040.

FISCAL IMPACT

- No further cost at this time

OPTIONS:

- The City Council could choose not to re-zone the 1.04 acres and the property would remain zoned R 7.2 Single-family Residential.
- The City Council choose to amend the Zoning Map and Comprehensive Plan as recommended by the Planning Commission with the three special conditions that are tied to the re-zoned land.
- The City Council could choose to amend the Zoning Map and Comprehensive Plan without special conditions which would allow the 1.04 acres of single family residential land to potentially be built in the future with apartments, or parking.
- The City Council could choose to amend the Zoning Map and Comprehensive Plan so the entire 2.12 section of the parcel that is zoned R7.2 could be zoned MR so the entire 2.97 acre parcel has uniform Multifamily Residential zoning.

RECOMMENDED STAFF ACTION:

As proposed and conditioned, planning staff find the application consistent with all applicable standards from Title 17 of the Gladstone Municipal Code (GMC) and are recommending the City Council follow the recommendation from the Planning Commission and approve this Comprehensive Plan amendment and Zoning Map change with the three special conditions outlined in the staff report.

Staff recommends Council approval by making the following motion:

"I make a motion to approve Ordinance 1504 to amend the Gladstone Zoning Map and Comprehensive Plan as recommended by the Planning Commission."

Department Head Signature Date 10/01/2020

City Administrator Signature Date 10/07/2020

Agenda Item No. 4

PC Meeting Date: 8/18/20

STAFF REPORT: COMPREHENSIVE PLAN AMENDMENT AND ZONING MAP CHANGE

Application No.:	**Z0149-20-D;**
Applicant:	**Stony Ridge LLC**
Project Location:	**18085 Webster Road; Tax Lot 22E17DC00701**
Project Description:	**This is a request for a comprehensive plan designation change from the existing Low-Density Housing to High-Density Housing and a zone change from R-7.2 Single-Family Residential District to MR Multi-Family Residential District.**

SUMMARY OF STAFF RECOMMENDATION

The planning staff are recommending APPROVAL of the Comprehensive Plan Amendment and Zoning Map Change application Z0149-20-D and recommend the following findings and following conditions in support of approval: (1)Future Use; (2) Lighting; (3) Screening;

The subject property, is comprised of one tax lot (22E17DD0701), that is approximately 2.97 acres in size with 2.12 acres zoned R-7.2 and 0.85 acres zoned MR. The parcel has historically been part of a church property. The application is proposing to rezone only 1.04 acres of the 2.12 section of the tax lot that is zoned R-7.2. The remainder of the parcel is proposed to remain the same. The neighborhood currently includes a mix of multifamily residences, churches and single-family homes.

Land use on adjacent parcels (Tax Lots 22E17DC00700 and 22E17DC00800) were the subject of Z0249-15-D that approved the development of the Webster Ridge Apartments. The land use approval was for 122 dwelling units, 184 parking spaces, and landscaping to cover 20% of the site. Therefore, 1.5 parking spaces per unit were built to serve the Apartments as required by *Chapter 17.48 of the GMC.* The owners of the Webster Ridge Apartments are now proposing to rezone 1.04 acres of the adjacent parcel to allow future development of additional parking and garages. *Chapter 17.48 of the GMC* does not have a limit on the maximum number of parking spaces per unit in multifamily developments. Prior to development of additional parking the

following land use applications and approvals would be needed: partition application and a design review application.

As proposed and conditioned, planning staff find the application consistent with all applicable standards from Title 17 of the Gladstone Municipal Code (GMC) and are recommending the Planning Commission approve this comprehensive plan amendment and zoning map change. The standard of review for the proposed project is the City of Gladstone's Municipal Code Zoning and Development Title 17 and Statewide Planning Goals.

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B. Comments Received

I. REQUEST FOR COMMENTS

Sent to: Property owners within two hundred fifty (250) feet of the subject property, City of Gladstone, Public Works, Gladstone Fire, Gladstone PD, Engineering, WES Tri-City, and Gladstone Disposal.

Responses Received: No comments were received directly from Gladstone Police, but comments were received from Engineering that included items related to Public Works, and Gladstone Fire provided comments.
Comments were also received from a neighbor.

II. STANDARD CONDITIONS

1. Interpretation. Any questions of intent or interpretation of any condition will be resolved by the Planning Director for the City of Gladstone,

2. **Assignment.** The permit may be assigned to any qualified person, provided assignee files with the City Planning Department an affidavit accepting all terms and conditions of the permit.

3. **Terms and Conditions Run with the Land.** These terms and conditions shall be perpetual, and it is the intention of the Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

4. **Building Permits.** The applicant shall obtain required building permits from Clackamas County. The applicant shall comply with requirements of the permits.

III. SPECIAL CONDITIONS

1. **Future Use.** The 1.04 acres that are to be rezoned shall be developed with land uses customarily considered accessory to Multifamily residences per 17.14.030 in addition to recreational uses per 17.68.040.

2. **Lighting.** The future development of the site shall provide limited lighting per 17.44.020(5) and (6). Any lighting installed shall be the minimum amount required to meet the City of Gladstone Public Works requirements.

3. **Screening.** The project currently has a retaining wall at the southwestern edge of the property closest to Stone Oaks Ct. To provide screening from adjacent neighbors, an exception to 17.14.030, fence and wall height, will be granted by the Planning Commission and the applicants shall install a six foot (6') fence on top of the retaining wall prior to receiving building permits for additional development on the rezoned portion of the parcel per 17.68.040. A six foot (6') landscaping screen may be substituted for a fence if the integrity of the retaining wall can be maintained.

IV. FINDINGS

The City of Gladstone Planning Staff finds:

A. PROJECT LOCATION AND PROPOSED DEVELOPMENT

The subject property is comprised of 1.04 acres of tax lot 22E17DC00701, that is approximately 2.97 acres in total size located at 18085 Webster road approximately 480 feet south of Ridgewood Dr. and approximately 333 feet north of Cason Rd. The property has historically been vacant. The subject property is zoned R-7.2 - Single-Family Residential District (R7.2). The proposed comprehensive plan amendment and zone change would involve rezoning 1.04 acres to the MR Multifamily Residential District.

B. COMPREHENSIVE PLAN AMENDMENT AND ZONE CHANGE

17.68.010 AUTHORIZATION TO INITIATE AMENDMENTS.

(1) An amendment to the text of this title or the Comprehensive Plan may be initiated by the City Council, the City Planning Commission or the City Administrator or his designee.

(2) An amendment to the Zoning Map or to the Comprehensive Plan Map may be initiated by:
(a) The City Council;
(b) The City Planning Commission;
(c) The City Administrator or his designee; or
(d) By application of a property owner, contract purchaser or authorized agent of the subject property.

(3) The request by a property owner for a map amendment shall be accomplished by filing an application with the city using forms prescribed by the city and submitting the information required from the applicant under Section 17.68.050.

Finding: The contract purchaser of the 1.04 section of land has requested a zone change and comprehensive plan amendment. The property owner signed the application. This criteria is met.

17.68.020 Review process. *Applications under this chapter shall be reviewed pursuant to GMC Division VII (administrative procedures).*

Finding: The application was submitted and is being reviewed according to GMC Division VII. This criteria is met.

17.68.040 Conditions.
(1) City Council may require conditions. When necessary to properly relate new developments to existing or anticipated conditions in the vicinity or to make possible a higher quality of development than would otherwise be possible, the City Council may determine that a zone change will be accompanied by the acceptance or accomplishment of certain specified conditions. Conditions and requirements invoked pursuant to a zoning map amendment shall thereafter apply to the property so zoned.

(2) Acceptance of conditions. Such conditions shall be designed to further the objectives of the comprehensive plan and the zoning ordinance codified in this title and shall clearly set forth, in written form or upon drawings, all restrictions and requirements which will be applicable to the property rezoned. Where a zone change is made subject to such conditions, it shall become effective upon written acceptance and filing of the applicable terms and conditions by the property owner and by any other person intending to have an ownership interest in or to develop the property. The signed acceptance of conditions shall be filed with the City Recorder and a certified copy shall also be filed in the county deed records at the expense of the petitioner.

(3) Type of conditions. Conditions may include special measures designed to limit use or density, screen or separate buildings or portions of the site from adjoining property; limit access from important thoroughfares or through residential areas; provide additional right-of-way for an abutting street, preserve or provide public access to greenspace, floodplains, or river frontage; improve bicycle or pedestrian safety and connectivity; or improve transit capacity and efficiency.

(4) No variance of ordinance standards. In connection with the adoption of a zoning amendment, ordinance standards may be varied only when the Planning Commission finds that the development proposed and covered by specific limiting conditions will provide benefits and safeguards equal to or better than those possible under a strict interpretation of the zoning ordinance. In no case shall a use not specifically permitted within the zoning district be allowed under this section and Section 17.68.050. When circumstances as described in GMC Section 17.72.020 (circumstances for granting) exist, the regular variance procedures shall be followed.

(5) Building permit conditions. In addition to conditions as described above in this section, the Council may also provide that a zoning amendment will become effective upon satisfactory performance by the applicant of certain conditions or actions, such as a bona fide application for a building permit within a specified period of time.

Finding: The applicant recommended a condition of approval be to prohibit additional dwelling units on the rezoned land. Instead, staff are suggesting a condition of approval to require that the rezoned property be used for accessory uses permitted in the MR Zone, or recreation see Special Condition # 1. In addition, staff are recommending two additional conditions of approval to address the concerns about lighting and screening. This criteria is met as conditioned.

17.68.050 Evidence supplied by applicant. *The applicant seeking a zoning map change pursuant to the provisions of GMC Section 17.68.010 must show by a preponderance of the evidence all of the following, unless otherwise provided for in this title:*

(1) Granting the request fulfills a public need; the greater departure from present development policies or land use patterns, the greater the burden of the applicant.

Finding: The applicant submitted the following evidence that the rezoning would fulfill a public need:

- The Application will increase the availability of recreational/open space to Webster Ridge residents and by extension, increase the health and wellbeing of the City's residents;
- A buildable land inventory ("BLI") and a preliminary housing needs analysis ("HNA") was completed by ECONorthwest in September 2019 and showed the subject Property as "Partially Vacant" in the BLI;
- Ultimately, the HNA report calculates that the High-Density Residential designation has a deficit capacity of 80 dwelling units, meaning there is a deficit of three acres of High-Density Residential land in Gladstone;
- With the proposed condition of approval prohibiting additional dwelling units on the subject property, the Application will neither increase nor decrease the City's supply of buildable High-Density Residential land. It will, however, facilitate occupancy of 15 available multi-family units in the City, which is consistent with the need shown in both the 1979 and 2019 housing needs analyses;
- The "departure from present development policies or land use patterns" associated with the Application is limited. The subject property is unlikely to be developed for its zoned single-family uses because it is owned by a church and because there are no local street connections available to it from outside of the church property. Utilizing the proposed

part of the Church property closest to the apartment complex for an accessary multi-family use with surrounding open space and single story garages for buffers to the surrounding residential neighborhood will be less intrusive than developing the entire church parcel at the current single family and townhome zoning density.

This criteria is met.

(2) The public need is best carried out by granting the petition for the proposed action, and that need is best served by granting the petition at this time.

Finding: The Webster Ridge Apartment Complex was approved through land use file Z0249-15 for 1.5 parking spaces per dwelling unit. The applicant provided the following evidence:

- The Webster Ridge Apartment Complex is not fully occupied due to the lack of parking based on the experience of the property manager, and move out interviews.
- The Applicant has not conducted a survey of current residents.
- Each apartment is assigned one parking space. For the month of April, 2020, aside from the four (4) rented garages, the remaining surface parking spaces included four (4) ADA spaces and 63 undesignated spaces, which were available to residents with a second vehicle and visitors on a first-come, first serve basis.
- Most units have at least two adult occupants, for an average of 1.54 persons per unit. The April, 2020 resident parking demand for 107 occupied units was 156 vehicles, which equals 1.46 spaces per unit.
- For the 122 units in Webster Ridge, the minimum parking under current standards is 183 spaces (1.5 spaces per unit). Although Webster Ridge has 183 spaces, less than 170 are typically available, additional vehicles and to serve tenants once parking for staff, maintenance personnel, garages, ADA spaces are considered. Three (3) garages are reserved for apartment maintenance. Two (2) garages were early leases to tenants without requirements that they be used for parking, and they are currently being used for storage,…. leaving about 18 spaces in April, 2020 available for staff, visitors and undisclosed vehicles.
- The future parking area will include 16 garages and 26 additional spaces, 23 of which shall be located underneath carports.
- The proposed future surface parking, garage, storage and open space area uses would be accessory uses for the existing Apartments. GZO 17.06.015 defines "accessory use" as a "use or structure incidental and subordinate to the main use of the property and located on the same lot as the main use."
- The R-7.2 and MR zones require accessory uses to be accessory to uses listed in those respective zones. GZO 17.14.020 (MR zone) and GZO 17.10.020 (R-7.2 zone). Because there is no space on the Apartment site for additional parking, this Application is necessary to allow accessory parking on the subject property.
- Approval of this Application will be followed by a lot line adjustment request to combine both MR-zoned areas into a single lot.

This Criteria is met.

(3) The proposed action is consistent with the comprehensive plan and Metro's Functional Plan (Metro Code 3.07), and the Transportation Planning Rule (OAR 660-012-0060).

Excerpts from Gladstone Comprehensive Plan

Land Use Planning Goals: *"To provide and maintain a high standard for Gladstone's quality of life." And "To ensure a factual base for land use decisions and actions and to establish a planning process and policy framework for this purpose."*

Residential Use Policy:

5. Allow housing types ranging from low to high density units, providing for variation in the design of housing units.

Housing Goal: *"To meet the housing needs of all segments of the population through optimum utilization of housing resources for the construction, rehabilitation and maintenance of the diversity of housing types at appropriate locations, price ranges and rent levels, while preserving and enhancing the integrity and identity of existing residential neighborhoods."*

Policy 2: Promote the development of high density housing around commercial and/or industrial centers served by mass transit transfer stations.

Policy 3: Promote the supply of adequate housing.

a. Work with Clackamas County in applying for federal housing assistance funds.
b. Explore the feasibility of offering density bonuses to developers who provide for federally subsidized low and moderate income housing units within developments.
d. Solicit the participation of the building industry, lending institutions and school district in a program for supplying housing structures to meet the specials needs of the physically limited and elderly.

Policy 4: Promote the upgrading and preservation of existing housing units and neighborhoods, with special emphasis on historically significant homes.

a. Work with Clackamas County in applying for federal funds for housing and neighborhood rehabilitation and improvements.
b. Work with the building industry, lending institutions and school district in rehabilitation and/or maintenance programs.
c. Explore ways of encouraging an on-going maintenance program of existing multi-family structures and landscaping.

Finding: It is unclear from the quantitative data provided in the application whether it is accurate that the 15 vacant apartment units would be filled if there was more parking. The vacant apartments are primarily one bedroom units that could be vacant due to market related reasons, or management decisions. However, the qualitative data from the experience of the property manager and previous residents are valuable to consider. Therefore, staff find that the comprehensive plan land use goal to have a factual basis for land use decisions is supported by the qualitative data provided.

The Webster Ridge apartments have a number of TriMet bus stops nearby —including northbound and southbound Webster and Cason stops, as well as a stop at the 1800 block of Webster Road. TriMet bus lines 31 and 32 also have stops nearby on Oatfield Road. This provides residents with access to alternative transportation and commercial areas of town in support of the Housing policy 2. The proposed additional parking would have been allowed if presented with the original land use application and providing additional parking would support

the comprehensive goal to maintain a diversity of housing types and promote the upgrading of existing housing units. This criteria is met.

Metro Urban Growth Functional Plan Policies

Title 1: Housing Capacity requires "each city and county to maintain or increase its housing capacity."
Title 3: Water Quality and Flood Management applies to (1) development in Water Quality Resource and Flood Management Areas and (2), development which may cause temporary or permanent erosion on any property within the Metro Boundary.
Title 4: Industrial and Other Employment Areas
Title 6: Centers, Corridors, Station Communities and Main Streets
Title 7: Housing Choice relates affordable housing production goals
Title 8: Compliance Procedures
Title 12: Protection of Residential Neighborhoods
Title 13: Nature in Neighborhoods

Finding: The application increases housing capacity by rezoning land to multifamily residential. The property does not have environmental concerns related to water quality and flood management and is not located in an industrial, employment area, or other Title 6 areas per Metros 2040 Growth Functional Plan. The procedures of providing notice for this application and other procedures meet Title 8 policies. This application is not related to the production of affordable housing and does not apply to Title 12 or 13. This criteria is met.

Transportation Planning Rule (OAR 660-012-0060) *aims to provide and encourage a safe, convenient and economic transportation system.*

Finding: The application to rezone property does not increase the number of dwelling units that would add trips to the existing transportation system. This criteria is met as conditioned.

(4) Proof of significant change in a neighborhood or community or a mistake in the planning or zoning for the property under consideration, when relevant.

Finding: The neighborhood is currently a mix of single-family residential, multifamily residential, church and open space. The 1.04 acres proposed for rezoning to multifamily residential would be inline with the current neighborhood composition. The applicant does not contend that the Application is necessary to address a mistake in the zoning of the Property. The rezoning and subsequent land use applications would allow the applicant to update the existing apartment complex to meet a need the property management and owners have identified.

(5) The property and affected area is presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, the planned function, capacity, and performance standards of the transportation system as adopted in the transportation system plan.

Finding: The Property is adjacent to a fully-developed area which is complete with streets, water, sewer, and storm drainage facilities. The rezoned land would be followed by additional land use applications that would address the adequacy of the public facilities. This criteria is met.

(6) The transportation system is capable of safely supporting the uses allowed by the proposed designation in addition to the existing and planned uses in the area, consistent with the Transportation Planning Rule (OAR 660-012-0060). Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.

Finding: As part of this application, the applicant contracted with Jessica Hijar of LancasterMobley to evaluate the impact of the Application on the City's transportation infrastructure based on a "reasonable worst case" development scenario to determine whether the Application would "significantly affect" an existing or planned transportation facility (Application Exhibit 3). Ms. Hijar concluded that the Application will not "significantly affect" an existing or planned transportation facility. The Property is also adjacent to the Webster Ridge Apartments and is planned for future use as accessory uses for the existing apartments. The land use decision that approved the 122 dwelling units (Z0249-15) found that the transportation system was sufficient for 122 dwelling units and no additional units are proposed. This criteria is met.

C. COMPLIANCE WITH THE OREGON STATEWIDE PLANNING GOALS

a. Goal 1 – Citizen Involvement: The amendments do not propose to change the structure of the City's citizen involvement program. Notice of the proposed amendments and zoning map change was provided to the local newspaper, the Clackamas Review, and citizens within 250 feet of the subject property.

b. Goal 2 – Land Use Planning: Statewide Planning Goal 2 does not apply to Z0149-20-D because the amendments do not propose to change the City's land use planning process. The City will continue to have a comprehensive land use plan and implementing regulations consistent with that plan. The amendments to the comprehensive plan were property noticed and followed a procedure consistent with Goal 2.

c. Goal 3 -4 – Agricultural and Forest Lands: These goals are not applicable because the Z0149-20-D amendments do not change the Clackamas County policies required to meet these goals that are directed to counties.

d. Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources: Goal 5 is not applicable because the amendments do not propose to change comprehensive land use plan policies or implementing regulations for Goal 5 open spaces, scenic and historic areas, and natural resources within the City of Gladstone. The subject property also does not contain any Goal 5 resources.

f. Goal 6 – Air, Water and Land Resources Quality: Goal 6 is not applicable because the amendments do not propose to change comprehensive land use plan policies or implementing regulations for compliance with Statewide Planning Goal 6. The subject property also does not contain any Goal 6 resources.

g. Goal 7 – Areas Subject to Natural Disasters and Hazards: This Statewide Planning Goal is also not applicable because the amendments do not propose to change comprehensive land use plan policies or implementing regulations regarding natural disasters and hazards.

h. Goal 8 – Recreational Needs: Goal 8 is not applicable because the amendments do not propose to change comprehensive land use plan policies or implementing regulations related to recreational needs. The subject property is proposed to have recreational use as part of the future development that is subject to additional land use applications and approval.

i. Goal 9 – Economy of the State: Goal 9 is not applicable because the amendments do not propose to change comprehensive land use plan policies or implementing regulations related to economic development and analysis in the County's urban areas.

j. Goal 10 – Housing: Goal 10 concerns urban lands designated for residential use. The amendments do not propose to reduce the density of land zoned for residential purposes or to reduce the amount of land already zoned for residential development. The amendments are in line with state legislation related to needed housing and would in fact increase the amount of land zoned for multifamily residential purposes.

k. Goal 11 – Public Facilities and Services: Goal 11 is not applicable because the text amendments do not propose to change the comprehensive land use plan policies or implementing regulations regarding public facilities and services. Future development would be reviewed in relation to the available capacity of the public facilities and services.

l. Goal 12 – Transportation: Goal 12 is implemented by Oregon Administrative Rules (OAR) Chapter 660, Division 12. Local governments are required to adopt a transportation system plan (TSP) and land use regulations to implement the TSP. OAR 660-012-0060 requires any comprehensive plan amendment to be evaluated according to the terms outlined in that OAR to demonstrate whether they will have a significant impact on the transportation system. Evaluation by Jessica Hijar, of LancasterMobley, determined the amendments will not significantly impact the transportation system because it does not change the number of dwelling units utilizing the transportation system and does not increase the site trip generation.

m. Goal 13 – Energy Conservation: Goal 13 is not applicable because the amendments do not propose to change the comprehensive land use plan energy conservation policies or implementing regulations.

n. Goal 14 – Urbanization: Goal 14 is not applicable to the amendments do not propose to change comprehensive land use plan policies or implementing regulations regarding urbanization.

o. Goal 15 – Willamette River Greenway: Goal 15 is not applicable because the amendments do not propose to change comprehensive land use plan policies or implementing regulations regarding the Willamette River Greenway (WRG).

p. Goals 16-19 – (Estuarine Resources, Coastal Shore lands, Beaches and Dunes, and Ocean Resources): City of Gladstone is not subject to these four Statewide Planning Goals.

V. RECOMMENDATIONS

As such, the Planning staff recommend APPROVAL of the Authorization of Similar Use and Conditional Use Application No. Z0149-20-D.

Pursuant to Section 17.92.020 of the Gladstone Municipal Code, the decision of the Planning Commission may be appealed to the City Council within 15 days of the mailing of the Planning Commission's written decision. In order to appeal a decision of the Planning Commission, a party must have appeared orally or in writing before the Planning Commission. The filing fee for the appeal is $250.00. If no appeal is filed within 15 days, the decision of the Planning Commission shall be final.

EXHIBITS

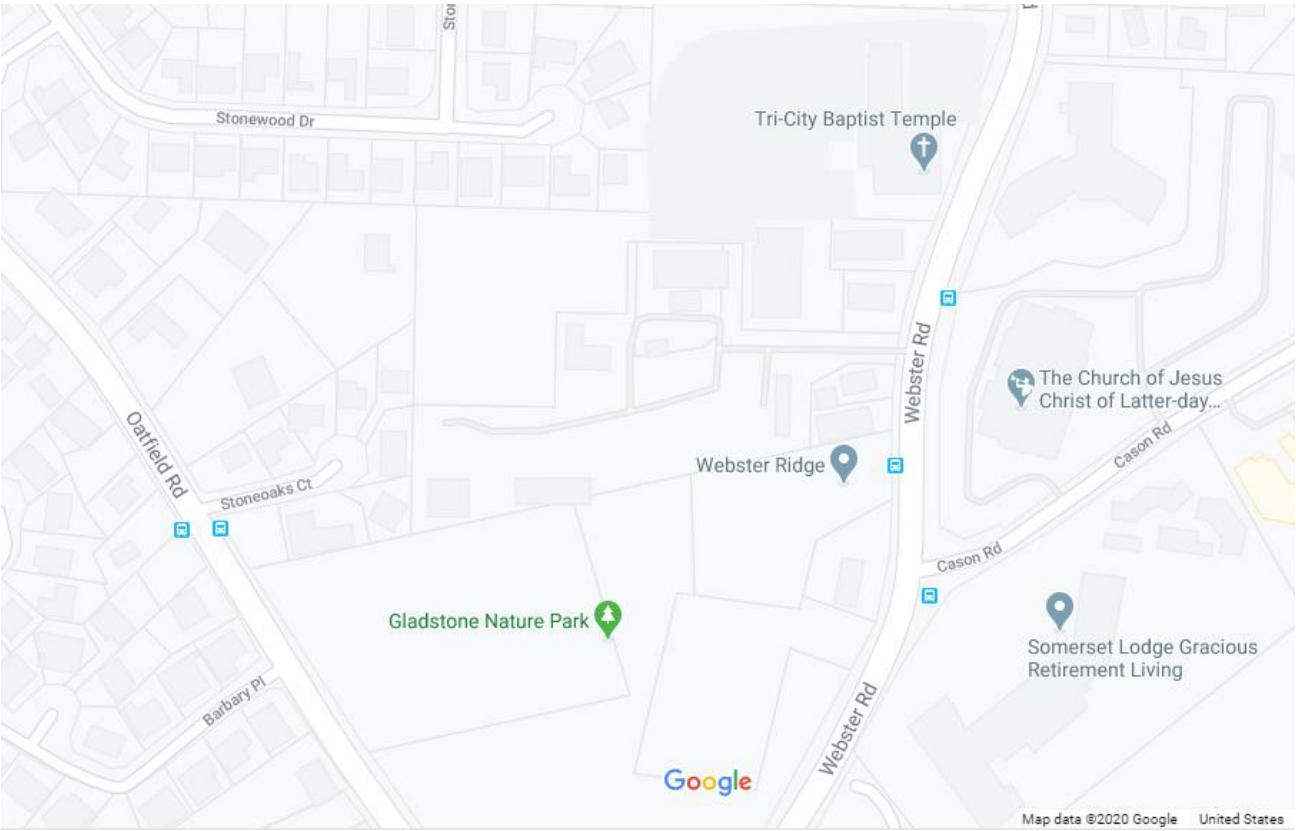

EXHIBIT 1
Location Map
Z0149-20-D

EXHIBIT 2
Aerial Image
Z0149-20-D

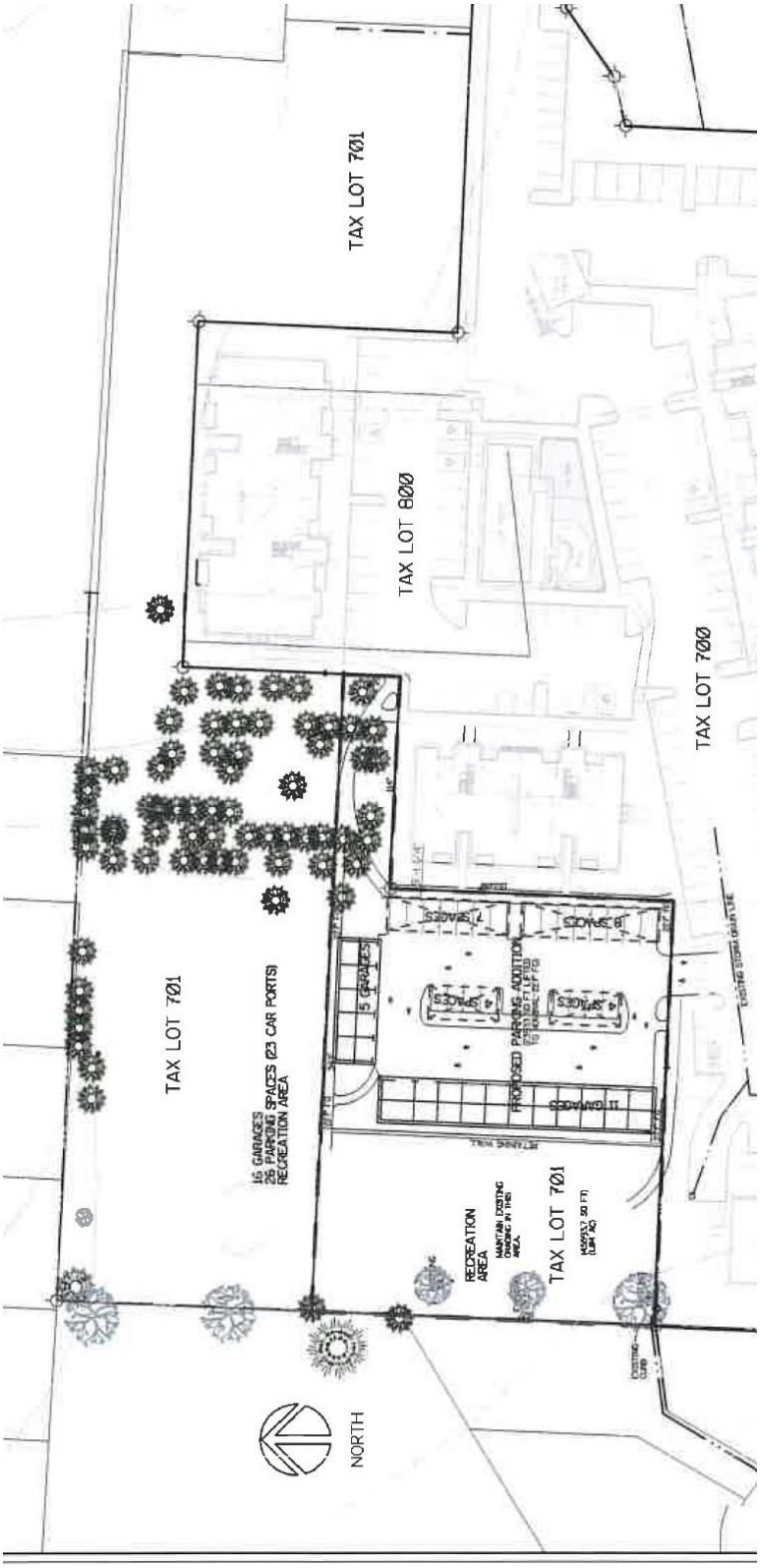

EXHIBIT 3
Future Plan
Z0149-20-D

Appendix A

Application Materials

Schwabe
WILLIAMSON & WYATT®

June 25, 2020

Michael C. Robinson
Admitted in Oregon
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VIA E-MAIL

Ms. Joy Fields, AICP
Senior Planner
Clackamas County Department of Transportation and Development
Planning and Zoning Division
150 Beavercreek Road
Oregon City, OR 97045

Re: City of Gladstone File No. 20149-20-D; Applicant's Response to April 28, 2020 Incompleteness Letter

Dear Ms. Fields:

This office represents Stony Ridge, LLC, the Applicant, in the above-referenced concurrent Comprehensive Plan map and zoning map amendment application (the "Application"). The Applicant received the Notice of Incomplete Application dated April 28, 2020 (the "Notice"), which is enclosed with this letter as **Exhibit 1**. This letter provides the information requested in the Notice and additional argument and evidence in support of the Application's approval.

As explained below, the Webster Ridge Apartments (the "Apartments") have approximately 174 parking spaces available for residents, staff, and visitors, excluding on-site garages not used for parking, and four ADA-compatible spaces. An analysis of the month of April, 2020 (**Exhibit 2**) shows that with 107 units leased and 15 vacant units, there were 165 adult tenants with 156 disclosed vehicles, which is an approximate ratio of 1.5 vehicles for each unit. Based on the limited amount of available parking spaces, it is also likely that not all vehicles have been disclosed by the residents.

With many tenants having two cars, there is insufficient parking to lease all 122 units. To mitigate the shortage of parking, the Applicant has intentionally withheld from occupancy at least 10 percent of the units at any given time. The rental history of the Apartments over the last 28 months (**Exhibit 3**) demonstrates that until additional parking spaces are available, there will continue to be an average of 13 units that cannot be leased due to the lack of parking. This Application solves this problem by purchasing part of the Tri-City Baptist Temple's property to provide the parking necessary to lease all of the units.

Assuming an average demand of 1.5 spaces per unit continues, if the remaining 15 vacant units are leased, this would require 23 additional spaces for a total of 179 spaces, without any

consideration of parking for undisclosed residents' vehicles, visitors and staff. The Applicant has identified a need for at least two (2) staff parking spaces, and one (1) visitor space for every four (4) apartment units.

Therefore, the proposed parking expansion includes 26 additional spaces and 16 additional garages in order to ensure adequate parking for leasing all 122 units.

A. <u>Response to Incompleteness Determination Issues</u>

The Notice asked four questions. This letter addresses each question below.

1. "How many total apartments and parking spaces are currently located at 18085 Webster Road?"

Webster Ridge has 122 units. There are 2 studio apartments, 62 one-bedroom apartments, 34 two-bedroom apartments, and 24 three-bedroom apartments.

Webster Ridge was constructed with 183 parking spaces, including four (4) ADA-accessible spaces and nine (9) single-car garages. However, not all of the garages are currently available for residential parking. Three (3) garages are reserved for apartment maintenance. Two (2) garages were early leases to tenants without requirements that they be used for parking, and they are currently being used for storage. Four (4) garages are rented to tenants with the requirement that they be used as their one assigned parking space.

At present, Webster Ridge has 174 parking (non-garage) spaces available. Of these spaces, four (4) are reserved for ADA-accessible tenants or visitors, which are frequently unused, leaving 170 surface spaces available. Adding 4 garage parking spaces to the surface spaces and excluding the ADA spaces results in a total of 174 parking spaces currently available.

2. "Have you conducted a survey of residents to determine if additional parking is needed?"

The Applicant has not conducted a survey of its residents. However, the need for additional parking is clear based on Webster Ridge's vacancy rates. The enclosed table (**Exhibit 4**) reflects the vacancies caused by insufficient parking over the past 28 months through April, 2020. There is an average of 13 vacancies per month over this period caused by the lack of parking (15 vacancies in April, 2020), which amounts to an approximately 10.7% vacancy rate, which is much higher than a normal vacancy rate caused by people moving in and out. The applicant has a demand for 100% occupancy if adequate parking were available.

Current demand for parking exceeds the supply. Most units have at least two adult occupants, for an average of 1.54 persons per unit. ***See*** **Exhibit 2**. The April, 2020 resident parking demand for 107 occupied units was 156 vehicles, which equals 1.46 spaces per unit. When subtracted from the 174 parking spaces that are typically available (excluding ADA

spaces), only about 18 spaces are available for employees, visitors and undisclosed vehicles on any given day

3. "How many parking spaces are designated for each apartment?"

Each apartment is assigned one space. If residents have a second car, they have to park the second car in a visitor space. It is possible that some tenants acquire additional vehicles over time, or do not disclose all their vehicles for fear of not being accepted as a renter. Some may also acquire additional undisclosed roommates with vehicles.

4. "Are there limits for the number of cars per adult renter?"

Each apartment is assigned one parking space. For the month of April, 2020, there were 107 assigned spaces, including four (4) garages. For the month of April, 2020, aside from the four (4) rented garages, the remaining surface parking spaces included four (4) ADA spaces and 63 undesignated spaces, which were available to residents with a second vehicle and visitors on a first-come, first serve basis. As noted above, a substantial number of these unassigned spaces are used for residents' second automobiles, leaving about 18 spaces in April, 2020 available for staff, visitors and undisclosed vehicles. Full occupancy will significantly increase parking demand.

Cars parked in spaces reserved for other renters are subject to towing because there is no other way to enforce a limit on the number of cars owned by each tenant. Towing was done prior to the voluntary increase in vacancies and was not popular, resulting in some tenants moving out. The attached exit surveys (**Exhibit 4**) indicate departing tenant's dissatisfaction with the lack of adequate parking. **Exhibit 4** includes a letter from the Webster Ridge asset manager explaining the severity of the parking deficit.

B. <u>Additional Arguments for Approval</u>

Gladstone Zoning Ordinance ("GZO") section 17.68.050(1) requires that an applicant show by a preponderance of the evidence that "granting the request fulfills a public need; the greater the departure from present development policies or land use patterns, the greater the burden of the applicant." In addition to the reasons for approval in the Application, the City should also consider the following points:

1. The Application is necessary to allow full occupancy of the apartment complex.

GZO 17.48.030, Table 1, explains that the <u>minimum</u> number of parking spaces for a multi-family complex is 1.5 parking spaces per unit. For the 122 units in Webster Ridge, the minimum parking under current standards is 183 spaces. Although Webster Ridge has 183 spaces, as explained above, less than 170 are typically available, additional vehicles and to serve tenants once parking for staff, maintenance personnel, garages, ADA spaces are considered. The parking demand disclosed by tenants for occupied apartments at Webster Ridge is roughly 1.5

spaces per occupied unit. However, based on the past 28 months of rental history, the 174 available parking spaces are only adequate for 107 to 109 rented units. Based on the sample rental data month of April, 2020 with 15 vacancies, at least 23 additional parking spaces are needed just to park the residents of those units, plus four (4) more spaces for their visitors. There is simply no room within the current complex for these additional spaces.

As explained in the 2019 unadopted Gladstone Housing Needs Analysis, there is an existing deficit of 80 multifamily dwelling units in Gladstone, which is somewhat of an underestimate given the fact that Webster Ridge cannot be fully occupied without the additional parking. The adopted 1979 Housing Needs Analysis also identified a demand for additional multifamily housing. The adopted 1979 Housing Needs Analysis is the legal basis of the City's policy encouraging construction of additional multi-family dwelling units, as stated in the Comprehensive Plan and its supporting documents. The most recent data used in the 2019 HNA demonstrates that the current need is even more pronounced. For this reason, the City can find that approving the Application fulfills a public need for available multi-family units.

The "departure from present development policies or land use patterns" associated with the Application is limited. The subject property is unlikely to be developed for its zoned single-family uses because it is owned by a church and because there are no local street connections available to it from outside of the church property. Utilizing the proposed part of the Church property closest to the apartment complex for an accessary multi-family use with surrounding open space and single story garages for buffers to the surrounding residential neighborhood will be less intrusive than developing the entire church parcel at the current single family and townhome zoning density.

A rezoning of the proposed parking expansion site from a low-density residential zone to a higher-density residential zone for the accessary multi-family use is primarily one of development character, not use, and constitutes a minimal change in present development policies. When coupled with the fact that the additional parking will not result in new units next to single-family units and will be significantly buffered from existing single-family units by single story garages and open space, the departure from existing policies in this case will have a very low impact, if any, on the surrounding area.

2. The Comprehensive Plan map amendment and zoning map amendment application is necessary to allow accessory parking.

The proposed surface parking, garage, storage and open space area uses would be accessory uses for the existing Apartments. GZO 17.06.015 defines "accessory use" as a "use or structure incidental and subordinate to the main use of the property and located on the same lot as the main use." The R-7.2 and MR zones require accessory uses to be accessory to uses listed in those respective zones. GZO 17.14.020 (MR zone) and GZO 17.10.020 (R-7.2 zone). Because there is no space on the Apartment site for additional parking, this Application is necessary to allow accessory parking on the subject property. Approval of this Application will be followed by a lot line adjustment request to combine both MR-zoned areas into a single lot

and a Site Plan Review application pursuant to GMC 17.80 for the proposed garages and parking area.

3. Revised Application Narrative.

The Applicant has revised the March 30, 2020 Application to reflect the evidence contained in this letter (**Exhibit 5**).

C. Conclusion.

This letter and its enclosures provide all of the missing information pursuant to ORS 227.178(2)(a). This Application is made complete within 180 days of March 30, 2020, the date the Application was first submitted, pursuant to ORS 227.178(3)(a).

Please let me know when this Application will be scheduled for the initial evidentiary hearing before the Gladstone Planning Commission.

Very truly yours,

Michael C. Robinson

MCR/jmhi
Enclosures

cc: Mr. Hans Thygeson (*via email) (w/enclosures*)
Mr. Bob Sanders P.E. (*via email) (w/enclosures*)
Mr. Garrett H. Stephenson *(via email) (w/enclosures)*

PDX\135344\251238\GST\28118600.2

EXHIBITS

Exhibit 1 Incompleteness Notice

Exhibit 2 April, 2020 Analysis

Exhibit 3 Twenty-eight month rental history

Exhibit 4 Exit surveys and letter from Asset Manager

Exhibit 5 Revised Application Narrative

Gladstone planning services are provided by Clackamas County. Submit all land use applications and correspondence to: Clackamas County Planning Division, 150 Beavercreek Road, Oregon City, OR 97045
Phone: 503-742-4510 Fax: 503-742-4550 E-Mail: jfields@clackamas.us

NOTICE OF INCOMPLETE APPLICATION

ORIGINAL DATE SUBMITTED: March 30, 2020
FILE NUMBER: Z0149-20-D
APPLICATION TYPE: Zone Change and Comprehensive Plan Amendment
STAFF CONTACT: Joy Fields, jfields@clackamas.us
DATE OF THIS NOTICE: April 28, 2020

IMPORTANT

Failure to respond completely to this request within 120 days of this mailing will be deemed a refusal to comply with this written request. At such time the city will treat the application as complete for purposes of ORS 227.178(2) and render a final decision on your application based on available information at the time.

MAILED TO APPLICANT: Bob Sanders, bob@htipllc.com
14020 SE JOHNSON Creek Rd, STE 102, MILWAUKIE, OR 97267
OWNER: STONY RIDGE LLC,
1962 WALLACE RD NW , SALEM , OR 97304

MISSING INFORMATION REQUIRED FOR COMPLETE APPLICATION:

Please provide the following information per 17.68.050:

How many total apartments and parking spaces are currently located at 18085 Webster Road?

Have you conducted a survey of residents to determine if additional parking is needed?

How many parking spaces are designated for each apartment?

Are there limits for the number of cars per adult renter?

Applicant, please check one of the following and return this notice to the above address.

☐ Yes, I will be submitting the requested information within _____ calendar days or my application will be processed in its present state.

☐ No, I will not be submitting the requested information. Please accept the application as submitted.

Signature _____ Date _____

Webster Ridge Apartments - April 2020

Building	Unit #	Size	Adults	Vehicles
18171	101	3	2	2
18171	102	1	1	1
18171	103	3	1	1
18171	104	1	2	2
18171	105	1	1	1
18171	106	3	2	1
18171	107	1	1	1
18171	108	3	3	2
18171	201	3	2	2
18171	202	1	0	0
18171	203	3	0	0
18171	204	1	1	1
18171	205	1	0	0
18171	206	3	1	1
18171	207	1	1	1
18171	208	3	3	2
18171	301	3	2	2
18171	302	1	1	1
18171	303	3	1	1
18171	304	1	1	1
18171	305	1	0	0
18171	306	3	1	1
18171	307	1	1	1
18171	308	3	2	2
18173	101	1	2	2
18173	102	1	1	1
18173	103	1	2	2
18173	104	1	0	0
18173	105	1	1	1
18173	106	1	1	1
18173	107	1	2	2
18173	108	1	0	0
18173	201	1	1	1
18173	202	1	0	0
18173	203	1	1	1
18173	204	1	1	1
18173	205	1	2	1
18173	206	1	2	2
18173	207	1	1	1
18173	208	1	1	1
18173	301	1	1	1
18173	302	1	2	2
18173	303	1	1	1
18173	304	1	1	1
18173	305	1	0	0
18173	306	1	1	1
18173	307	1	1	1
18173	308	1	2	2
18175	101	2	1	1
18175	102	1	2	2
18175	103	2	1	1
18175	104	1	2	2
18175	105	1	1	1
18175	106	2	1	1
18175	107	1	2	2
18175	108	2	1	1
18175	201	2	2	2
18175	202	1	1	1
18175	203	2	1	1
18175	204	1	1	1
18175	205	1	0	0
18175	206	2	1	1
18175	207	1	2	2
18175	208	2	1	1
18175	301	2	1	1
18175	302	1	1	1
18175	303	2	2	2
18175	304	1	1	0
18175	305	1	2	2
18175	306	2	1	1
18175	307	1	0	0
18175	308	2	1	1
18177	101	3	2	2
18177	102	1	0	0

18177	103	3	2	2
18177	104	1	1	1
18177	105	1	2	2
18177	106	3	3	2
18177	107	1	2	2
18177	108	3	3	3
18177	201	3	2	2
18177	202	1	1	1
18177	203	3	2	2
18177	204	1	2	2
18177	205	1	0	0
18177	206	3	2	2
18177	207	1	0	0
18177	208	3	2	2
18177	301	3	1	1
18177	302	1	1	1
18177	303	3	3	2
18177	304	1	0	0
18177	305	1	1	1
18177	306	3	1	1
18177	307	1	1	1
18177	308	3	2	2
18179	101	2	2	2
18179	102	2	1	1
18179	103	1	2	2
18179	104	2	2	2
18179	105	2	2	2
18179	106	2	2	1
18179	107	2	2	2
18179	108	1	1	1
18179	109	S	1	1
18179	110	S	1	1
18179	201	2	2	2
18179	202	2	2	2
18179	203	2	2	2
18179	204	2	1	1
18179	205	2	2	1
18179	206	2	2	2
18179	207	2	2	2
18179	208	2	2	2
18179	301	2	2	2
18179	302	2	1	1
18179	303	2	2	2
18179	304	2	0	0
18179	305	2	2	2
18179	306	2	2	2
18179	307	2	1	1
18179	308	2	2	2
Total			**165**	**156**
			# adults	**# cars**

Average		**1.66**	**1.54**	**1.46**
		bedrooms/ unit	**persons/ unit**	**cars/unit**

Webster Ridge Apartments 2018, 2019 and 2020 Parking Related Vacancy History												
	Jan-18	**18-Feb**	**18-Mar**	**18-Apr**	**18-May**	**18-Jun**	**18-Jul**	**18-Aug**	**18-Sep**	**18-Oct**	**18-Nov**	**18-Dec**
1 Bed	8	5	7	7	8	12	7	11	10	10	11	14
2 Bed	3	1	1	0	0	0	2	1	0	0	1	0
3 Bed	7	5	4	1	1	0	1	0	2	1	1	1
Total	18	11	12	8	9	12	10	12	12	11	13	15
	19-Jan	**19-Feb**	**19-Mar**	**19-Apr**	**19-May**	**19-Jun**	**19-Jul**	**19-Aug**	**19-Sep**	**19-Oct**	**19-Nov**	**19-Dec**
1 Bed	14	15	14	12	12	10	12	12	12	13	12	10
2 Bed	2	1	2	1	1	2	1	1	1	1	0	1
3 Bed	2	3	0	0	0	0	1	0	1	1	1	1
Total	18	19	16	13	13	12	14	13	14	15	13	12
	20-Jan	**20-Feb**	**20-Mar**	**20-Apr**								
1 Bed	11	11	12	13								
2 Bed	2	2	3	2								
3 Bed	0	0	0	0								
Total	13	13	15	15								

Average # Vacancies	12.7

Exhibit 3
Page 1 of 1

Creations Northwest, LLC

CCB 181981

14020 SE Johnson Road, Suite 102
Milwaukie, OR 97267
503.908.0563

5/29/2020

Ms. Joy Fields, AICP
Senior Planner
Clackamas County Department of Transportation and Development
Planning and Zoning Division
150 Beavercreek Road
Oregon City, Oregon 97045

Dear Ms. Fields,

I am writing you as the Asset Manager for Creations Northwest, LLC and supervisor of the Webster Ridge Apartment manager, so I am very familiar with the current deficit in parking spaces at Webster Ridge Apartments.

We opened the property in February 2017 and reached 92% occupancy around October 2017. Once we reached 92%, we started seeing troubles with parking. People were complaining that they couldn't find a space to park so they would park next door in one of the neighboring church parking lots, The church quickly put up a cable to avoid this from happening. Soon after the church cut off the overflow parking in their lot, tenants began parking in fire lanes, in front of the trash compactor, in handicapped spaces, on Webster Road or some would also park roughly 1 mile down the road at the nearest Safeway and walk. The onsite manager would walk the property at differing times during the evening, issuing notices or would call residents directly if she knew the vehicle but in the end she was forced to call the towing company if residents parked in fire lanes and in prohibited areas as set forth by the fire marshal. The police began regular patrols and ticketed cars parked in fire lanes. The tickets got very expensive for the residents and forced people to move out to find housing elsewhere. We have attached a sampling of the move out surveys we did during this time.

This property does not have street parking nor nearby neighborhood street parking. It has a church to the North, a church straight ahead to the East and a parking lot with only 2 parking spaces to the South at a local nature park. The property has a fence around 3 sides so there is no access into the streets on the West.

When we opened, we assigned one reserved space to each apartment, most of those are carports. We also had them sign a lease stating that they were permitted one reserved space with one vehicle. One must always park in the reserved space first to allow ample parking. We allowed "guest" parking or what we call extra

vehicle parking because we know MOST couples now have two vehicles. We follow the city guidelines of 2 people per bedroom plus one, so we have an opportunity to have up to 526 people living on site when we are fully occupied. For the sample data month of April 2020, we had 165 adults living on site in 107 apartments, at 87.7% occupancy.

To provide positive customer service for our residents, to keep our onsite manager from wearing thin and to keep neighbors happy with us we have kept an average of 13-16 units off the market each month for the past 28 months. The onsite manager must turn people away and tell them we have no vacancy once our parking is full, while units sit vacant. This goes against everything we have been taught in our industry. We want to provide housing for all who need it. We would love to be able to fill those remaining units.
Thank you,

Nicole Fisher
Asset Manager

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before 4/22/ 20 18 (30 days from today) and you may rent said premises after this date.

Apartment #: 108 Phone # 503-789-7072

Resident Name/s (Print): Tyler Kuiawa

Forwarding Address:

17450 via Del Verde, Gladstone Or. 97027

Resident Signature:

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Moving to a house
2. Are you satisfied with apartment? Yes [ ] No [ ]
3. What could we do to keep you as a resident?
   nothing
4. What did you like most about our community?
   new units
5. What did you like least about our community? Parking
6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received ___/___/___

Received By _____

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before May 31 2018 (30 days from today) and you may rent said premises after this date.

Apartment #: 18173-307 Phone # 503-425-9519

Resident Name/s (Print): Boris Matveyev, Katerina Shevchuk

Forwarding Address:

_____

_____

_____

Resident Signature: _____

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: another baby coming, need 2nd bedroom

2. Are you satisfied with apartment? Yes [ ] No [ ]

3. What could we do to keep you as a resident?
~~lower 2nd apt~~ lower 2 bedroom apt rent :)

4. What did you like most about our community?
clean, modern, quite, spacious, looks great

5. What did you like least about our community? parking was tight

6. Comments _____

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received ____/____/____

Received By _____

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before May 31 2018 (30 days from today) and you may rent said premises after this date.

Apartment #: 18173 - 306 Phone # 503 568 9588

Resident Name/s (Print): Tracy Tsugawa + Ben Ingold

Forwarding Address:

17870 SE Addie St

Milwaukie OR 97267

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: no parking (extra)
2. Are you satisfied with apartment? Yes [X] No [ ]
3. What could we do to keep you as a resident? Parking
4. What did you like most about our community? Pool / gym / new apartment
5. What did you like least about our community? parking
6. Comments n/a

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 4 30, 18

Received By Melissa Adams

Move out Interview

1. Reason for leaving: Roomate complications

2. Are you satisfied with apartment? Yes [ ] No [ ]

3. What could we do to keep you as a resident?
nothing

4. What did you like most about our community?
the utilities included in apartments and garbage; Camera

5. What did you like least about our community? N/A

6. Comments Parking Situation is frustrating

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 5/30/18

Received By _____

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before May 31st 20 18 (30 days from today) and you may rent said premises after this date.

Apartment #: 106 Phone # 503-960-9201

Resident Name/s (Print): Casey and Brianna Wells

Forwarding Address:

13146 SE terra cascade loop Happy valley OR 97086

Resident Signature:

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Bigger house
2. Are you satisfied with apartment? Yes [✓] No [ ]
3. What could we do to keep you as a resident?
   nothing
4. What did you like most about our community?
   good people
5. What did you like least about our community? Parking
6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received ___/___/___

Received By _____

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before 4-30 20 18 (30 days from today) and you may rent said premises after this date.

Apartment #: 18171 - 103 Phone # 503 - 309 - 0271

Resident Name/s (Print): Jeff Hartnell

Forwarding Address:

14675 SE Johnson Rd

Milwaukie, OR 97267

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: moving to cheaper place
2. Are you satisfied with apartment? Yes [✓] No [ ]
3. What could we do to keep you as a resident?
   cheaper rent
4. What did you like most about our community?
   quiet place
5. What did you like least about our community? parking issues
6. Comments

WE HAVE ENJOYED YOUR TENANCY...THANK YOU!!

FOR OFFICE USE ONLY

Date Received 3/30/18

Received By Melissa Adm

RETURN

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before Oct 31 2018 (30 days from today) and you may rent said premises after this date.

Apartment #: 77303 Phone # 503-515-3327

Resident Name/s (Print): GENENE TESSEMA

Forwarding Address:

4973 SE BRIAR CT MILWAUKIE OR - 97267

Resident Signature:

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Personal

2. Are you satisfied with apartment? Yes [X] No [ ]

3. What could we do to keep you as a resident?
You need more parking for visitors

4. What did you like most about our community?

5. What did you like least about our community?

6. Comments the manager is nice and friendly.

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received ____/____/____

Received By _____

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before 8/31/18 20___ (30 days from today) and you may rent said premises after this date.

Apartment #: 302 Phone # 503-348-0886

Resident Name/s (Print): SHANE. TAVARES

Forwarding Address:

~~NOT SURE YET, GET BACK TO YOU ON THAT?~~

- 7505 SE CENTER ST, PORTLAND OR 97206

Resident Signature: SHANE. T

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: NEED MORE ROOM, SPACE, PARKING
2. Are you satisfied with apartment? Yes [✓] No [ ]
3. What could we do to keep you as a resident?
   BETTER PARKING SYSTEM
4. What did you like most about our community?
   LOCATION, QUIET
5. What did you like least about our community? LACK IN PARKING ON WEEKENDS
6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 7/26/18

Received By Melissa Lopez

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before July 31 2018 (30 days from today) and you may rent said premises after this date.

Apartment #: 18173 #206 Phone # 503-816-3241

Resident Name/s (Print): Justin Reisner

Forwarding Address:

~~Don't Have one yet~~ 330 W. CLARENDON ST. GLADSTONE, OR 97027

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Relocating to Vancouver, WA
2. Are you satisfied with apartment? Yes [X] No [ ]
3. What could we do to keep you as a resident? Nothing
4. What did you like most about our community? Seclusion, Quietness
5. What did you like least about our community? Parking
6. Comments

WE HAVE ENJOYED YOUR TENANCY...THANK YOU!!

FOR OFFICE USE ONLY

Date Received 10/30/18

Received By Melissa Adair

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before July 15th 20 18 (30 days from today) and you may rent said premises after this date.

Apartment #: 1879 #303 Phone# (503) 209-0464

Resident Name/s (Print): Amanda Flang, Kevin Su

Forwarding Address:
14433 SE Vista Heights
Happy Valley, OR 97086

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Buying a house
2. Are you satisfied with apartment? Yes [X] No [ ]
3. What could we do to keep you as a resident? more parking & garages
4. What did you like most about our community? quiet and residents are nice
5. What did you like least about our community? parking
6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 6/5/18

Received By Melissa [signature]

30 DAY NOTICE OF INTENTION TO VACATE

Nov

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before 16th 20 19 (30 days from today) and you may rent said premises after this date.

Apartment #: #201 Phone # 503 329.6404

Resident Name/s (Print): Tom Bonner

Forwarding Address:

Resident Signature:

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Downsize
2. Are you satisfied with apartment? Yes [✓] No [ ]
3. What could we do to keep you as a resident? Lower my Rent
4. What did you like most about our community? Maintence Guy
5. What did you like least about our community? Being towed early in
6. Comments

WE HAVE ENJOYED YOUR TENANCY...THANK YOU!!

FOR OFFICE USE ONLY

Date Received 10/16/19

Received By Melissa Adams

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before October 17th 2019 (30 days from today) and you may rent said premises after this date.

Apartment #: 107 Phone # 971-2636924

Resident Name/s (Print): Angela Baird

Forwarding Address:

12630 Tidewater St

Oregon City OR 97045

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Got approved for a house

2. Are you satisfied with apartment? Yes [X] No [ ]

3. What could we do to keep you as a resident?

4. What did you like most about our community? The community. Melissa always makes sure everyone is taken care of answering questions so fast.

5. What did you like least about our community? Parking issues at the beggining, not anymore though.

6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 9/17/19

Received By Melissa Adams

Oct 2019 - $882.90

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before Aug 22 20 19 (30 days from today) and you may rent said premises after this date.

Apartment #: 306 Phone # 541 7409042

Resident Name/s (Print): Megan & Matthew Polamalu Gordon

Forwarding Address:

2674 Crowther Dr

Eugene OR 97404

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: Bought House

2. Are you satisfied with apartment? Yes [X] No [ ]

3. What could we do to keep you as a resident?
N/A

4. What did you like most about our community?
Melissa / Clean

5. What did you like least about our community? Trash / Parking

6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 7/22/19

Received By Melissa Foler

the 1st

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before AUG 1st 2019 (30 days from today) and you may rent said premises after this date.

Apartment #: 303 (18175) Phone # (503) 869 6890

Resident Name/s (Print): JAMES + TORI WEATHERSPOON (SPROUL)

Forwarding Address:

147 BARKER AVE OREGON CITY OR 97045

Resident Signature: Victoria Jarl

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: FINANCIAL
2. Are you satisfied with apartment? (Yes) [ ] No [ ]
3. What could we do to keep you as a resident?
   LOWER RATES
4. What did you like most about our community?
   AMMENITIES
5. What did you like least about our community? PARKING
6. Comments

WE HAVE ENJOYED YOUR TENANCY...THANK YOU!!

FOR OFFICE USE ONLY

Date Received 7/1/19

Received By Melissa Soles

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before June 30th 2019 (30 days from today) and you may rent said premises after this date.

Apartment #: 6305-75 Phone # 971-506-0739

Resident Name/s (Print): Jordan Crittenden

Forwarding Address:

~~Bikky~~ at the moment 4210 SE Water Edge Way

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: found New Home
2. Are you satisfied with apartment? Yes [X] No [ ]
3. What could we do to keep you as a resident? lower Rent
4. What did you like most about our community? The Cleanliness
5. What did you like least about our community? Parking - Need Dog park
6. Comments Great place, you were always on top of things as well as Denis.

WE HAVE ENJOYED YOUR TENANCY...THANK YOU!!

FOR OFFICE USE ONLY

Date Received 5 31 19

Received By Melissa Adu

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before ~~Jan. 26~~ 20 19 (30 days from today) and you may rent said premises after this date. 2-28-

Apartment #: 18173 #303 Phone # 971-313-4049

Resident Name/s (Print): Sergey Chernysh, Angela Maykin

Forwarding Address:

15972 SE Martenson ct. Milwaukie, OR 97267

Resident Signature: [signature]

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: found a cheaper option
2. Are you satisfied with apartment? Yes [X] No [ ]
3. What could we do to keep you as a resident? nothing
4. What did you like most about our community? location, the design / layout, parking
5. What did you like least about our community? the handles dont work well on doors, cold air gets in and apartment stays co
6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received ___/___/___

Received By _____

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before 1/31/ 20 19 (30 days from today) and you may rent said premises after this date.

Apartment #: 18179 #F305 Phone # 360-480-1459

Resident Name/s (Print): Ashlee Karr, Donevan Karr, Betty Thomas

Forwarding Address:

(deposit check) Ashlee & Donevan Karr: 6725 Riviera Court, West Linn, OR 97068

Betty Thomas: 5917 Beltway Loop SE, Lacey, WA 98513

Resident Signature: Ashlee Karr, Donevan Karr, Betty Thomas.

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: need more space & outdoor recreation

2. Are you satisfied with apartment? Yes [X] No [ ]

3. What could we do to keep you as a resident?
nothing

4. What did you like most about our community?
the events

5. What did you like least about our community? the parking & dogs

6. Comments There definitely needs to be more parking, and stricter enforcement of dog relief areas/barking during all hours.

WE HAVE ENJOYED YOUR TENANCY...THANK YOU!!

FOR OFFICE USE ONLY

Date Received 12,3,18

Received By Melissa Adams

30 DAY NOTICE OF INTENTION TO VACATE

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before January 5 20 18 (30 days from today) and you may rent said premises after this date.

Apartment #: 301 Phone # 503-781-4699

Resident Name/s (Print): Joel and Kimberly Harris

Forwarding Address:

Joel Harris c/o South Canyon Baptist Church

3333 W Chicago St

Rapid City, SD 57702

Resident Signature: Joel Harris

We understand the deposit may not reach us if we fail to provide an adequate forwarding address.

****SEE MOVE OUT CHECK LIST

Failure to return keys on move out date will result in prorated rent of $60 per day.

Move out Interview

1. Reason for leaving: moving out of state for work

2. Are you satisfied with apartment? Yes [X] No [ ]

3. What could we do to keep you as a resident?

4. What did you like most about our community?
good soundproof walls, swimming pool, gym, friendly manager

5. What did you like least about our community? parking issues,

6. Comments

WE HAVE ENJOYED YOUR TENANCY…THANK YOU!!

FOR OFFICE USE ONLY

Date Received 12, 5, 18

Received By Melissa Adams

From: **Ben Ingold** <bnngld@gmail.com>
Date: Mon, Jan 22, 2018 at 11:44 AM
Subject: Parking Issue and Lease Question
To: nicole@living-nw.com

Hello Nicole,

My name is Ben Ingold and my wife and I live at Webster Ridge Apartments. Melissa was kind enough to pass on your contact info so we could discuss an issue and also get some questions answered.

I am not sure if you are aware but parking has been a huge issue at this property. At first we were able to park in the church lot that is right next to the property. They caught on and have chained off their lot. We then saw that other residents without Handicap stickers were utilizing the handicap spots so we decided to try that for a while until we received a parking ticket. We now have to take our car to my wife's work parking lot or to my parent's house. This is a huge inconvenience as we don't have time in the morning to get the other car. That means we are scanning the lot for a spot to open up and then rushing off to bring the other car back.

When I spoke to Melissa about this she understood my frustration and was aware parking was a huge issue. She gave me some list of vacant spots that got us by for about a week. Then management posted "VACANT" above any numbered spot to try and relieve the parking issue a little. Their efforts are appreciated but I have still had to park my car somewhere else multiple times this last week. My wife and I have two cars, there are no free spaces and I don't want to keep having to park my car somewhere else.

Is Melissa informing prospects of this parking issue? Is she warning them that they will have to cart around their second vehicle just to live here with two cars?

That brings me to my question. Would management be willing to waive our lease break fee so we can move to somewhere with adequate parking? I don't have time to move my car around every day. This is a huge inconvenience for my wife and I. I know that there is a plan to build another parking lot but our lease would most likely be up before that is completed leaving us stuck with no parking until then.

Thank you for your time and consideration.

Ben Ingold

bnngld@gmail.com

503-568-9588

Fucking

ASSHOLE!

Find somwhere else and actually LEARN HOW to park, dickhead. If you take my spot again, I'm going to have your dumbass towed.

73-108

You stupid pile of shit! what the fuck makes you think You can take anyones spot? Getting so fucking sick of this. Park here again, and your ass is towed.,

Being a Gentlemen

73103

Hello Melissa:

This is Jose from app 103.
Last night around 9:50 pm got home from work and parked in 28 spot. there was a car so I parked. Drove around and found no parking spots at all.
Woke up around 2:15 am to get something from the car and found VANDALISM. scratches with key food all around and a broken rear light with a threatening note. First time parking there and this is not the form to solve this. Resident will have to pay for damanages.
Sorry for the inconvenience and thank you.

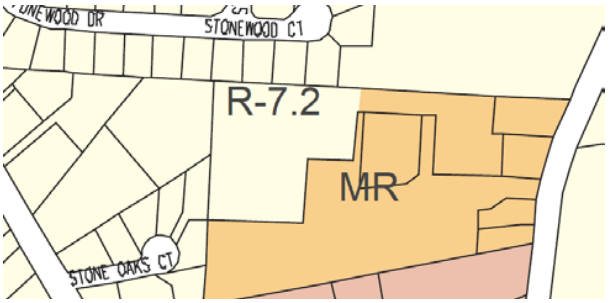
BEFORE THE CITY COUNCIL OF THE CITY OF GLADSTONE

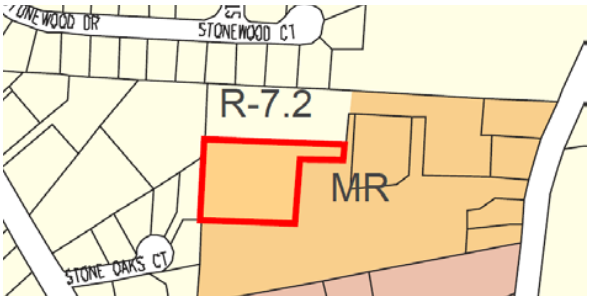
An Application for a Post-Acknowledgement Plan Amendment and Zone Map Amendment to change the existing Low-Density Housing Comprehensive Plan Designation and R-7.2 zoning to High-Density Housing and MR zoning for Property Identified as Tax Lot 701 of Clackamas County Assessor's Map 2-2E-17DC.	APPLICANT'S FINDINGS OF FACT AND CONCLUSIONS OF LAW ADDRESSING THE RELEVANT APPROVAL CRITERIA *(REV. JUNE 25, 2020)*

<u>NOTE</u>: The enclosed findings of fact and conclusions of law, dated June 25, 2020, replaces the previous version submitted with the original Application.

I. INTRODUCTION

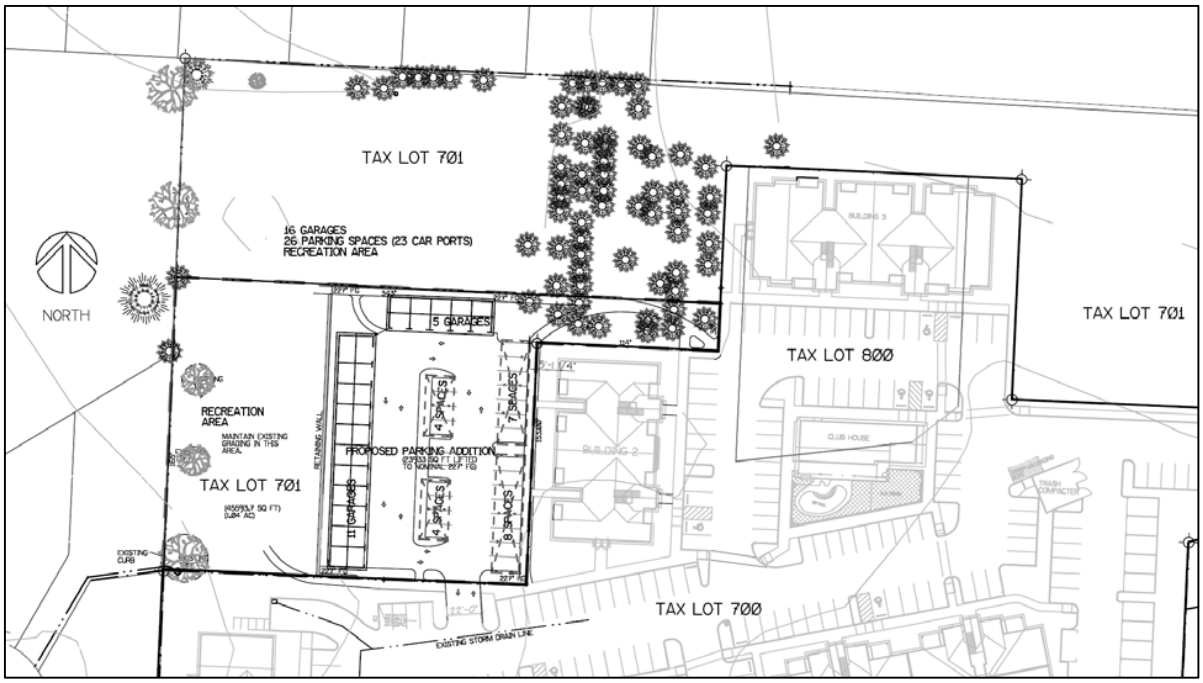
The subject property (the "Property") is a portion of tax lot 701 of Clackamas County Assessor's Map 2-2E-17DC, and owned by Tri-City Baptist Temple ("Tri-City"). **Exhibit 1**. The Applicant, Stoney Ridge LLC, is the contract purchaser of approximately 1.04 acres of tax lot 701. The existing and proposed zoning map is shown below:





The Property is located south of Stonewood Court and north of the existing Webster Ridge Apartments, which were approved in 2015. An aerial photograph showing the Property is provided below:

The Property is intended to be used as an accessory to the existing apartment complex to provide additional parking and recreation area to the Webster Ridge Apartments. This additional parking is necessary to allow occupancy of 15 unoccupied dwelling units in Webster Ridge. The Application does not include any new dwelling units and proposes a condition of approval prohibiting additional dwelling units on the Property. The Application will make the zoning of the additional parking and recreation area consistent with the existing MR zoning of the apartment complex. The parking area will include 16 garages and 26 additional spaces, 23 of which shall be located underneath carports. A tentative layout of this addition is shown below:



The above concept plan is attached to this Application as **Exhibit 2**. If approved, this Application will be followed by a lot line adjustment request to combine all MR-zoned areas into a single lot or parcel, as well as a site plan review application pursuant to GMC 17.80 for the proposed garages and parking area.

II. APPLICABLE CRITERIA

The approval criteria for a plan amendment/zone change is set forth in the Gladstone Municipal Code (the "GMC") at section 17.68.050. Section A, below, addresses those approval criteria. Applicable Statewide Planning Goals are addressed in section B, below.

A. GMC 17.68.050 - Evidence supplied by the Applicant.

The applicant seeking a zoning map change pursuant to the provisions of GMC Section 17.68.010 must show by a preponderance of the evidence all of the following, unless otherwise provided for in this title:

(1) Granting the request fulfills a public need; the greater departure from present development policies or land use patterns, the greater the burden of the applicant.

RESPONSE: The Webster Ridge Apartment Complex is not fully occupied due to the lack of parking addressed by the Application. The Application will increase the supply of parking to the existing Webster Ridge Apartments complex, which will allow occupation of 15 currently-unoccupied units in the apartment complex, which have not been rented due to a shortage of available parking. Increasing parking will also reduce the need to tow parked cars parked in the wrong spaces. Finally, the Application will increase the availability of recreational/open space to Webster Ridge residents and by extension, increase the health and wellbeing of the City's residents.

A buildable land inventory ("BLI") and a preliminary housing needs analysis ("HNA") was completed by ECONorthwest in September 2019. It is not clear whether this BLI or HNA have been adopted. The BLI identified only 0.2 acres of buildable High-Density Residential land in Gladstone.[1] The Property is identified as "Partially Vacant" in the BLI, as demonstrated by the following map (see HNA Report at 144):

Gladstone's preliminary HNA concluded that, as the bulk of its residential land is designated for low density housing, higher density housing is critically important. Ultimately, the HNA report calculates that the High-Density Residential designation has a deficit capacity of 80 dwelling units, meaning there is a deficit of three acres of High-Density Residential land in Gladstone. The HNA Report goes on to recommend that the City "identify opportunities to address the housing deficits of Medium and High Density Residential." HNA Report at 319. The Application would re-designate approximately 1.04 acres of Low-Density Residential land to High-Density Residential, increasing the City's inventory of High-Density Residential land.

The most recent *adopted* housing needs analysis for Gladstone was completed in April, 1979 along with the Comprehensive Plan. It is mostly based on 1975 data. While the methodology at that time did not seek to identify a specific amount of additional land the multifamily housing category, it identified a need for additional multifamily units for all income levels except for the highest (which, at the time, meant incomes exceeding $6,000/year).[2] This supports the general premise that Gladstone has a need for additional multifamily units. Similarly, the Comprehensive Plan itself explains that "another need is for more multi-family units close to potential mass transit corridors or stations, and near commercial centers." Comp. Plan at 7.

With the proposed condition of approval prohibiting additional dwelling units on the subject property, the Application will neither increase nor decrease the City's supply of *buildable* High-Density Residential land. It will, however, facilitate occupancy of 15 available multi-family

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[1] ECONorthwest, Clackamas County HNA Report 143 (September 2019), available at https://dochub.clackamas.us/documents/drupal/c1526329-f9c4-4281-af84-1c58d8a5e15f (hereinafter, "HNA Report").

[2] *See* Gladstone Comprehensive Plan, Inventory and Analysis B-27 (April 1979), *available at* https://www.ci.gladstone.or.us/sites/default/files/fileattachments/community/page/4591/gladstone_comp_plan_inventory_analysis.pdf.

units in the City, which is consistent with the need shown in both the 1979 and 2019 housing needs analyses.

For the above reasons, the Council can find that the Application meets this criterion.

(2) The public need is best carried out by granting the petition for the proposed action, and that need is best served by granting the petition at this time.

RESPONSE: The Council can find that the public need is best carried out by approving the Application because it will provide an immediate increase in the number of dwelling units within Webster Ridge that can be occupied and thereby increase the supply of housing.

The Applicant is aware of no other pending proposals before the City for designation of additional multi-family land. In light of the urgent need for additional affordable housing and middle-income housing, the Council can find that the public need discussed above is best carried out by granting the petition at this time.

(3) The proposed action is consistent with the comprehensive plan and Metro's Functional Plan (Metro Code 3.07), and the Transportation Planning Rule (OAR 660-012-0060).

RESPONSE: The Council can find that the Application satisfies all applicable goals and polices, and the Transportation Planning Rule, for the reasons below:

<u>Comprehensive Plan Policies</u>

- Land Use Planning

RESPONSE: The Application is consistent with the Land Use Planning Goal because it directly furthers Policy 5, which is to "allow housing types ranging from low to high density units, providing for variation in the design of housing units." It does so by allowing complete occupation of all residential units currently built within the Webster Ridge Apartments. As the Property will be accessed by Webster Road, which is designated a Minor Arterial, the Application is consistent with the residential goal that "high density residential should be located near […] collectors and minor arterials.

- Housing

RESPONSE: Gladstone's stated housing goal is:

> "To meet the housing needs of all segments of the population through optimum utilization of housing resources for the construction, rehabilitation and maintenance of a diversity of housing types at appropriate locations, price ranges and rent levels, while preserving and enhancing the integrity and identity of existing residential neighborhoods."

The Application is consistent with this goal because, by allowing 15 additional units in the existing apartment complex to be occupied it is increasing the housing options in the City. On the other hand, the proposed redesignation area is not accessible by surrounding local streets and

the development proposed thereon will be buffered by an undeveloped recreational area. Therefore, it preserves the integrity and identity of the surrounding neighborhood.

The Application is also consistent with the following policies:

- Policy 2: "Promote the development of high density housing around commercial and/or industrial centers served by mass transit transfer stations."

The Application is consistent with this policy because Webster Road offers a number of TriMet bus stops nearby—including northbound and southbound Webster and Cason stops, as well as a stop at the 1800 block of Webster Road—and Webster Road provides direct link to the City's commercial core via Oatfield Road. TriMet bus lines 31 and 32 also have stops nearby on Oatfield Road. Finally, Webster Road features a number of other multifamily developments, a retirement community, and a medical center.

- Transportation

RESPONSE: Gladstone's stated transportation goal is to "promote a safe, efficient and convenient multi-modal transportation system that emphasizes mass transit and a street circulation pattern designed to serve people first."

The Application is consistent with this goal because it increases density along an existing high-capacity transit route. In so doing, it also furthers the following policies:

- Policy 1: "Promote decreased reliance on the private automobile."
- Policy 3: "Encourage and facilitate high-density residential development within walking distance (1/4 to 1/3 mile radius) from conmercia1 districts in order to support future plans for rapid bus and/or light rail transit."

Note also that Policy 3 requires as an implementation measure: "Revise Gladstone Zoning Ordinance to allow for high density residential development consistent with Policy 3 above."

- Economy

RESPONSE: The Application is for housing and therefore, the Council can find that the Economy goal is not applicable. However, in the alternative the Council can find that the Application is consistent with this goal because it approval will result in additional construction activity and increase the overall availability of housing in Gladstone.

- Natural Resources

RESPONSE: The Council can find that this goal is not applicable because there are no protected natural resources on the Property.

- Public Facilities and Services

RESPONSE: The Council can find that Application is consistent with this goal because, as explained above, the Application would increase dwelling unit density in an area served by high-capacity public facilities and services.

- Growth Management

RESPONSE: The Application does affect the Portland Metropolitan Urban Growth Boundary. For this reason, the Council can find that this goal does not apply.

Comprehensive Plan Conclusion

For the above reasons, the Council can find that the Application is consistent with all applicable goals and policies of the Gladstone Comprehensive Plan.

Metro Urban Growth Functional Plan Policies

- Title 1: Housing Capacity

RESPONSE: Title 1 requires "each city and county to maintain or increase its housing capacity." The Application would result in a potential increase in dwelling unit density in the City based on zoning and does not propose a change the minimum density required in the MR Zone. For these reasons, the Council can find that the Application is consistent with Title 1.

- Title 3: Water Quality and Flood Management

RESPONSE: Title 3 applies to (1) development in Water Quality Resource and Flood Management Areas and (2), development which may cause temporary or permanent erosion on any property within the Metro Boundary. The Property is not located within a Water Quality Resource or Flood Management Area. Title 3 does not apply to the Application.

- Title 4: Industrial and Other Employment Areas

RESPONSE: The Property is not located within an identified Industrial or Employment Area as established on Metro's maps. Title 4 does not apply to the Application.

- Title 6: Centers, Corridors, Station Communities and Main Streets

RESPONSE: According to Metro's Title 6 Map, the Property is not located within an adopted Central City, Regional Center, or Town Center boundary, or station community. It is also not located within the unadopted, conceptual Gladstone Town Center. Title 6 does not apply to the Application.

- Title 7: Housing Choice

RESPONSE: Title 7 establishes voluntary affordable housing production goals for the cities and counties within Metro. It also requires cities and counties within Metro to:

(a) Include strategies to ensure a diverse range of housing types within their jurisdictional boundaries.

(b) Include in their plans actions and implementation measures designed to maintain the existing supply of affordable housing as well as increase the opportunities for new dispersed affordable housing within their boundaries.

(c) Include plan policies, actions, and implementation measures aimed at increasing opportunities for households of all income levels to live within their individual jurisdictions in affordable housing.

Title 7 is on the one hand a voluntary mandate and on the other, a requirement for local governments to engage in certain types of comprehensive planning. Therefore, it does not apply to the Application.

- Title 8: Compliance Procedures

RESPONSE: Title 8 requires that the City provide notice of this proposed plan and zone map amendment to Metro's Chief Operating Officer as least 35 days prior to the first evidentiary hearing on the amendments. The Council can find that this requirement was satisfied through the land use application review procedures instituted by the City, as performed by Clackamas County Land Use Planning staff.

- Title 12: Protection of Residential Neighborhoods

RESPONSE: This Title provides that Metro may not require the City to increase the residential density in a City-designated neighborhood. While the Application would result in an increase in potential zoned density, it does not constitute a *required* increase in density and Title 12 does not preclude a City-approved increase in the density of its neighborhoods. Therefore, Title 12 does not apply to the Application.

- Title 13: Nature in Neighborhoods

RESPONSE: The Property does not contain any riparian areas or a designated Habitat Conservation Area. Title 13 does not apply to the Application.

Metro Urban Growth Functional Plan Conclusions

For the above reasons, the Council can find that the Application is consistent with all applicable provisions of the Metro Urban Growth Functional Plan.

Transportation Planning Rule

The Transportation Planning Rule (the "TPR"), set forth in OAR 660-012-0060, is substantively addressed under criterion 5, below. As explained therein and on **Exhibit 3**, the Application satisfies the TPR.

(4) Proof of a significant change in a neighborhood or community or a mistake in the planning or zoning for the property under consideration, when relevant.

RESPONSE: The Council can find that construction of the Webster Ridge Apartment complex was a significant change in the neighborhood. In order to be fully occupied, additional parking must be constructed onsite, making this Application absolutely necessary. Construction of the Apartment Complex also changed the development pattern of the area towards multi-family residential, which is an important, if not dominant, development type.

The Applicant does not contend that the Application is necessary to address a mistake in the zoning of the Property. The Application will allow the applicant to fully rent the existing apartment complex.

(5) The property and affected area is presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, the planned function, capacity, and performance standards of the transportation system as adopted in the transportation system plan.

RESPONSE: ~~The Property is adjacent to a fully-developed area which is complete with streets, water, sewer, and storm drainage facilities. These were evaluated as part of the Planning Commission's Design Review approval for the existing apartment buildings, City file no. Z0249-15-D.~~ In particular, that decision found that:

- Public right-of-way is adequate along Webster Road and full improvements are in pace for all expected modes of transport.

- The increased traffic volume created by the apartments was accommodated, as demonstrated by the following excerpt:

> "Traffic volume expansion is expected to occur as a result of this development. This was discussed at the public hearing. Several area residents expressed concerns about traffic both prior to and at the public hearing on the matter. Applicant included a traffic study as part of their submittal. The PC finds that, though the development will cause increased traffic - the existing transportation network will continue to function at acceptable levels."

Finally, the proposed re-designation will not require any new access points onto local streets; the sole access point for the parking expansion and Webster Ridge will remain on Webster Road.

For the above reasons, the Council can find that this criterion is met.

(6) The transportation system is capable of safely supporting the uses allowed by the proposed designation in addition to the existing and planned uses in the area, consistent with the Transportation Planning Rule (OAR 660-012-0060). Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.

RESPONSE: The TPR provides as follows:

> "(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:
>
> (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
>
> (b) Change standards implementing a functional classification system; or
>
> (c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment."

The Applicant engaged Ms. Jessica Hijar of LancasterMobley to evaluate the impact of the Application on the City's transportation infrastructure based on a "reasonable worst case" development scenario to determine whether the Application would "significantly affect" an existing or planned transportation facility. **Exhibit 3.** Ms. Hijar concludes that the Application will not "significantly affect" an existing or planned transportation facility, as excerpted from her analysis, below:

> "Webster Road is classified as a Minor Arterial by the City of Gladstone, Clackamas County, and Metro, but classified as a Major Collector by ODOT. Since the proposed use of the applicant's parcel will not result in an increase of trip impacts to nearby facilities, there is no change in the function, capacity, or performance standards of the transportation system.
>
> ***
>
> In order to ensure the transportation system is capable of accommodating the proposed zone change and potential traffic which could be generated with future redevelopment, a trip cap will be conditioned on the property to not allow site trip generation to exceed the current apartment development plan. The proposed development will include the construction of an accessory parking and recreational area, both of which are intended to serve the existing Webster Ridge Apartments and will not generate additional site trips.
>
> Based on the above, subsections a) and b) are not triggered since the proposed zone change will not impact or alter the functional classification of any existing or planned facility and the proposal does not include a change to any functional classification standards. Since the proposed parking and recreational area will not

result in an increase in site trip generation, the proposed zone change will not degrade the performance of any existing or planned transportation facility below acceptable jurisdictional standards. Accordingly, subsection c) is also not triggered and Oregon's Transportation Planning Rule is satisfied."

As explained above, to ensure that the project does not generate additional trips onto Webster Road, the Applicant recommends that the following condition of approval attach to subject property:

> **"No additional dwelling units shall be permitted on the portion of the subject property zoned MR."**

For the above reasons, the Council can find that the Application satisfies the TPR and that none of the measures in OAR 660-012-0060(2) are required.

B. Compliance with the Oregon Statewide Planning Goals

Applicable Statewide Planning Goals are addressed below:

- Goal 1 – Citizen Participation

RESPONSE: Goal 1 requires local governments to implement procedures, including public hearings, which allow citizens to participate in land use decisions. The Application is subject to public notice and hearings before the Planning Commission and Council. For these reasons, the Council can find that the Application is consistent with Goal 1.

- Goal 2 – Land Use Planning

RESPONSE: Goal 2 requires local governments to enact and maintain comprehensive plans and land use regulations. The Council can find that the Application is consistent with Goal 2 because it follows the amendment procedures set forth in the GDC and is consistent with the relevant provisions of the Comprehensive Plan.

- Goal 10 – Housing

RESPONSE: The Council can find that the Application is consistent with Goal 10 for the same reasons that it is consistent with the City's acknowledged Housing Goals and Policies in the Comprehensive Plan, as explained above.

- Goal 11 – Public Facilities and Services

RESPONSE: The Council can find that the Application is consistent with Goal 11 for the same reasons that it is consistent with the City's acknowledged Public Facilities and Services Goals and Policies in the Comprehensive Plan, as explained above. The Council can also find that satisfaction of the Public Facilities criterion in GMC 17.68.050(5) demonstrates that the Application is consistent with Goal 11.

- Goal 12 – Transportation

RESPONSE: Plan and land use regulation amendments are reviewed for consistency with Goal 12 through the requirements of the TPR (OAR 660-012-0060). The TPR is addressed in detail above and in Ms. Hijar's transportation analysis (**Exhibit 3**). As explained therein, the Application will not have a significant effect on an existing or planned transportation facility, and is therefore consistent with Goal 12.

III. CONCLUSION

For the above reasons, the Council can find that the Application satisfies all applicable criteria for a Comprehensive Plan amendment from Low-Density Housing to High Density Housing and Zone Map Amendment from R7.2 to MR. The Council should approve the Application on that basis.

LAND USE APPLICATION

Gladstone planning services are provided by Clackamas County.
Submit all land use applications and correspondence to:
Clackamas County Planning Division, 150 Beavercreek Road, Oregon City, OR 97045
Phone: 503-742-4510 E-Mail: jfields@clackamas.us

A completed application includes the LAND USE APPLICATION and the items identified in the appropriate SUPPLEMENTAL APPLICATION.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A.".
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

• FOR STAFF USE ONLY •

File No: Z0149-20-D

Other Related Permit Applications:

Pre-app: Staff _____ Date _____

Staff Member: Joy Fields

MAR 30 2020

Date Received: 3/30/20 Fee 6510.00

Zone: MR

Hearing Date:

Comp. Plan:

Clackamas County
Planning & Zoning Division

• APPLICANT INFORMATION •

PLEASE TYPE OR PRINT IN BLACK INK ONLY

SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT Stony Ridge, LLC
LAST FIRST

MAILING ADDRESS 14020 SE Johnson Creek Road, Suite 102 CITY Milwaukie ST OR ZIP 97267

APPLICANT IS: ☐ LEGAL OWNER ☒ CONTRACT BUYER ☐ OPTION BUYER ☐ AGENT

NAME OF CONTACT PERON (if other than applicant) Bob Sanders

MAILING ADDRESS OF CONTACT 14020 SE Johnson Creek Road, Suite 102, Milwaukie, Or 97267

PHONE NUMBERS OF: APPLICANT: WK 503.908.0563 HM _____ CONTACT PERSON: WK: 503.908.0563 HM _____

EMAIL OF APPLICANT bob@htipllc.com

SITE ADDRESS: 18085 Webster Road, Gladstone, OR 97027 TOTAL LAND AREA: 1.64 acres

LEGAL DESCRIPTION: T_____ R_____ SECTION _____ TAX LOT(S) 22E17DC00701

ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T_____ R_____ SECTION _____ TAX LOT(S) 22E17DC00700

Address: 18179 Webster Road, Gladstone, OR 97027

OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

NAME	ADDRESS	ZIP	RELATIONSHIP
Pastor Sam Wilder	Tri-City Baptist Temple of Milwuakie, Inc., 18025 Webster Road, Gladstone, OR 97027		Owner-Representative
Michael C. Robinson	1211 SW Fifth Avenue, Suite 1900, Portland, OR 97204		Legal Representative

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

Pastor Sam Wilder
OWNER'S SIGNATURE

Bob Sanders
APPLICANT'S SIGNATURE

Pastor Sam Wilder
OWNER'S NAME (Print)

Bob Sanders
APPLICANT'S NAME (Print)

Pastor Kevin Jarrett

Gladstone planning services are provided by Clackamas County. Submit all land use applications and correspondence to: Clackamas County Planning Division, 150 Beavercreek Road, Oregon City, OR 97045
Phone: 503-742-4510 Fax: 503-742-4550 E-Mail: jfields@clackamas.us

ZONE CHANGE/COMPREHENSIVE PLAN AMENDMENT
SUPPLEMENTAL APPLICATION

Describe the proposed zone change and, if applicable, Comprehensive Plan amendment:

See application narrative.

How will granting the zone change/Comprehensive Plan amendment request fulfill a public need?

See application narrative.

How is the public need best carried out by granting the requested zone change/Comprehensive Plan amendment and how is that need best served by granting the request at this time?

See application narrative.

How is the requested zone change/Comprehensive Plan amendment consistent with the Comprehensive Plan and Metro's Functional Plan?

See application narrative.

When relevant, provide proof of significant change in a neighborhood or community or a mistake in the planning or zoning for the property under consideration.

See application narrative.

Explain how the property and affected area are presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, transportation systems.

See application narrative.

(Use additional sheets to answer questions if necessary)

OWNER INFORMATION

Pastor Sam Wilder
Tri-City Baptist Temple of Milwaukie, Inc.
18025 Webster Road
Gladstone, OR 97027
Telephone: 971-227-2051
Email: sam@tcbt.or

Schwabe
WILLIAMSON & WYATT®

March 27, 2020

Michael C. Robinson
Admitted in Oregon
T: 503-796-3756
C: 503-407-2578
mrobinson@schwabe.com

VIA E-MAIL AND VIA EXPRESS MAIL

Ms. Joy Fields, AICP
Senior Planner
Clackamas County Department of Transportation and Development
Planning and Zoning Division
150 Beavercreek Road
Oregon City, OR 97045

RE: Application by Stony Ridge, LLC for a Post-Acknowledgement Plan Amendment and Zone Map Amendment to Change the Existing Low-Density Housing Comprehensive Plan Designation and R-7.2 Zoning to High-Density Housing and MR Zoning for Property Identified as Tax Lot 701 of Clackamas County Assessor's Map 2-2E-17DC

Dear Ms. Fields:

This office represents Stony Ridge, LLC, the applicant. Please find enclosed with this letter the following:

- A completed City of Gladstone "Land Use Application" form signed by the property owner;

- A check made payable to the City of Gladstone in the amount of $6,510.00 as the applicable fee for a Comprehensive Plan map and zoning map amendments application;

- One copy of the application packet, including the narrative addressing the applicable approval criteria and exhibits; and

- A electronic version of the Word document containing the application narrative and PDFs of the application exhibits will be sent via email.

Mr. Bob Sanders and I are the applicant's representatives. Please provide us with the City's determination of completeness on the application.

We look forward to working with you on this application.

Very truly yours,

Michael C. Robinson

MCR/jmhi
Enclosures

cc: Mr. Hans Thygeson *(via email) (w/enclosures)*
Mr. Bob Sanders P.E. *(via email) (w/enclosures)*
Ms. Jessica Hijar *(via email) (w/enclosures)*
Mr. Garrett H. Stephenson *(via email) (w/enclosures)*

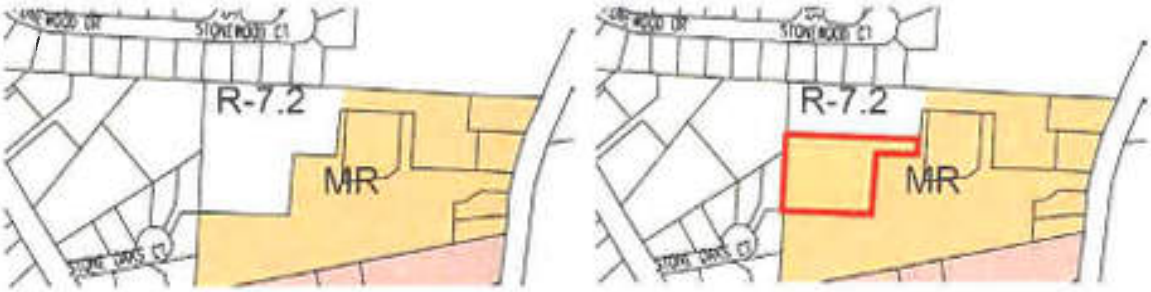
PDX\135344\251238\MCR\27605742.1

BEFORE THE CITY COUNCIL OF THE CITY OF GLADSTONE

An Application for a Post-Acknowledgement Plan Amendment and Zone Map Amendment to change the existing Low-Density Housing Comprehensive Plan Designation and R-7.2 zoning to High-Density Housing and MR zoning for Property Identified as Tax Lot 701 of Clackamas County Assessor's Map 2-2E-17DC.	APPLICANT'S FINDINGS OF FACT AND CONCLUSIONS OF LAW ADDRESSING THE RELEVANT APPROVAL CRITERIA

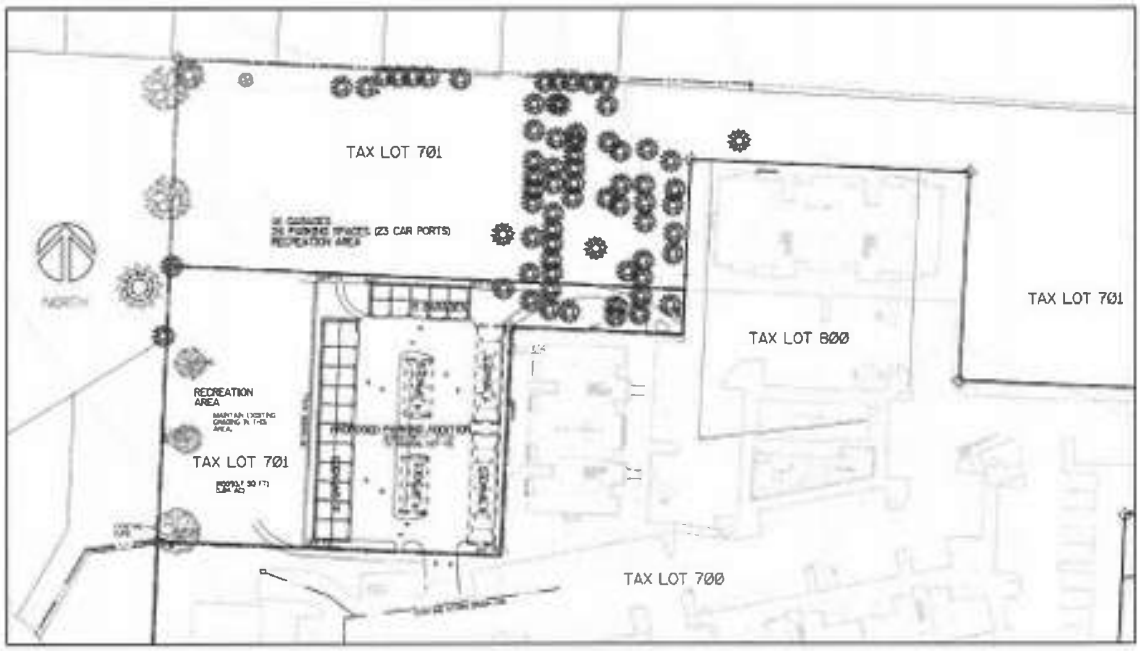
I. INTRODUCTION

The subject property (the "Property") is a portion of tax lot 701 of Clackamas County Assessor's Map 2-2E-17DC, and owned by Tri-City Baptist Temple ("Tri-City"). **Exhibit 1**. The Applicant, Stoney Ridge LLC, is the contract purchaser of approximately 1.04 acres of tax lot 701. The existing and proposed zoning map is shown below:



The Property is located south of Stonewood Court and north of the existing Webster Ridge Apartments, which were approved in 2015. An aerial photograph showing the Property is provided below:

The Property is intended to be used as an accessory to the existing apartment complex to provide additional parking and recreation area to the Webster Ridge Apartments. This additional parking is necessary to allow occupancy of 16 unoccupied dwelling units in Webster Ridge. The Application does not include any new dwelling units and proposes a condition of approval prohibiting additional dwelling units on the Property. The Application will make the zoning of the additional parking and recreation area consistent with the existing MR zoning of the apartment complex. The parking area will include 16 garages and 26 additional spaces, 23 of which shall be located underneath carports. A tentative layout of this addition is shown below:



The above concept plan is attached to this Application as **Exhibit 2**. If approved, this Application will be followed by a lot line adjustment request to combine all MR-zoned areas into a single lot or parcel, as well as a site plan review application pursuant to GMC 17.80 for the proposed garages and parking area.

II. APPLICABLE CRITERIA

The approval criteria for a plan amendment/zone change is set forth in the Gladstone Municipal Code (the "GMC") at section 17.68.050. Section A, below, addresses those approval criteria. Applicable Statewide Planning Goals are addressed in section B, below.

A. GMC 17.68.050 - Evidence supplied by the Applicant

The applicant seeking a zoning map change pursuant to the provisions of GMC Section 17.68.010 must show by a preponderance of the evidence all of the following, unless otherwise provided for in this title:

(1) Granting the request fulfills a public need; the greater departure from present development policies or land use patterns, the greater the burden of the applicant.

RESPONSE: The Webster Ridge Apartment Complex is not fully occupied due to the lack of parking addressed by the Application. The Application will increase the supply of parking to the existing Webster Ridge Apartments complex, which will allow occupation of 16 currently-unoccupied units in the apartment complex, which have not been rented due to a shortage of available parking. Increasing parking will also reduce the need to tow parked cars parked in the wrong spaces. Finally, the Application will increase the availability of recreational/open space to Webster Ridge residents and by extension, increase the health and wellbeing of the City's residents.

A buildable land inventory ("BLI") and a preliminary housing needs analysis ("HNA") was completed by ECONorthwest in September 2019. It is not clear whether this BLI or HNA have been adopted. The BLI identified only 0.2 acres of buildable High-Density Residential land in Gladstone.[1] The Property is identified as "Partially Vacant" in the BLI, as demonstrated by the following map (see HNA Report at 144):

Gladstone's preliminary HNA concluded that, as the bulk of its residential land is designated for low density housing, higher density housing is critically important. Ultimately, the HNA report calculates that the High-Density Residential designation has a deficit capacity of 80 dwelling units, meaning there is a deficit of three acres of High-Density Residential land in Gladstone. The HNA Report goes on to recommend that the City "identify opportunities to address the housing deficits of Medium and High Density Residential." HNA Report at 319. The Application would re-designate approximately 1.04 acres of Low-Density Residential land to High-Density Residential, increasing the City's inventory of High-Density Residential land.

The most recent *adopted* housing needs analysis for Gladstone was completed in April, 1979 along with the Comprehensive Plan. It is mostly based on 1975 data. While the methodology at that time did not seek to identify a specific amount of additional land the multifamily housing category, it identified a need for additional multifamily units for all income levels except for the highest (which, at the time, meant incomes exceeding $6,000/year).[2] This supports the general premise that Gladstone has a need for additional multifamily units. Similarly, the Comprehensive Plan itself explains that "another need is for more multi-family units close to potential mass transit corridors or stations, and near commercial centers." Comp. Plan at 7.

With the proposed condition of approval prohibiting additional dwelling units on the subject property, the Application will neither increase nor decrease the City's supply of *buildable* High-Density Residential land. It will, however, facilitate occupancy of 16 available multi-family

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[1] ECONorthwest, Clackamas County HNA Report 143 (September 2019), available at https://dochub.clackamas.us/documents/drupal/c1526329-f9c4-4281-af84-1c58d8a5e15f (hereinafter, "HNA Report").

[2] *See* Gladstone Comprehensive Plan, Inventory and Analysis B-27 (April 1979), *available at* https://www.ci.gladstone.or.us/sites/default/files/fileattachments/community/page/4591/gladstone_comp_plan_inventory_analysis.pdf.

units in the City, which is consistent with the need shown in both the 1979 and 2019 housing needs analyses.

For the above reasons, the Council can find that the Application meets this criterion.

(2) The public need is best carried out by granting the petition for the proposed action, and that need is best served by granting the petition at this time.

RESPONSE: The Council can find that the public need is best carried out by approving the Application because it will provide an immediate increase in the number of dwelling units within Webster Ridge that can be occupied and thereby increase the supply of housing.

The Applicant is aware of no other pending proposals before the City for designation of additional multi-family land. In light of the urgent need for additional affordable housing and middle-income housing, the Council can find that the public need discussed above is best carried out by granting the petition at this time.

(3) The proposed action is consistent with the comprehensive plan and Metro's Functional Plan (Metro Code 3.07), and the Transportation Planning Rule (OAR 660-012-0060).

RESPONSE: The Council can find that the Application satisfies all applicable goals and polices, and the Transportation Planning Rule, for the reasons below:

Comprehensive Plan Policies

- Land Use Planning

RESPONSE: The Application is consistent with the Land Use Planning Goal because it directly furthers Policy 5, which is to "allow housing types ranging from low to high density units, providing for variation in the design of housing units." It does so by allowing complete occupation of all residential units currently built within the Webster Ridge Apartments. As the Property will be accessed by Webster Road, which is designated a Minor Arterial, the Application is consistent with the residential goal that "high density residential should be located near [...] collectors and minor arterials.

- Housing

RESPONSE: Gladstone's stated housing goal is:

> "To meet the housing needs of all segments of the population through optimum utilization of housing resources for the construction, rehabilitation and maintenance of a diversity of housing types at appropriate locations, price ranges and rent levels, while preserving and enhancing the integrity and identity of existing residential neighborhoods."

The Application is consistent with this goal because, by allowing 16 additional units in the existing apartment complex to be occupied it is increasing the housing options in the City. On the other hand, the proposed redesignation area is not accessible by surrounding local streets and

the development proposed thereon will be buffered by an undeveloped recreational area. Therefore, it preserves the integrity and identity of the surrounding neighborhood.

The Application is also consistent with the following policies:

- Policy 2: "Promote the development of high density housing around commercial and/or industrial centers served by mass transit transfer stations."

The Application is consistent with this policy because Webster Road offers a number of TriMet bus stops nearby—including northbound and southbound Webster and Cason stops, as well as a stop at the 1800 block of Webster Road—and Webster Road provides direct link to the City's commercial core via Oatfield Road. TriMet bus lines 31 and 32 also have stops nearby on Oatfield Road. Finally, Webster Road features a number of other multifamily developments, a retirement community, and a medical center.

- Transportation

RESPONSE: Gladstone's stated transportation goal is to "promote a safe, efficient and convenient multi-modal transportation system that emphasizes mass transit and a street circulation pattern designed to serve people first."

The Application is consistent with this goal because it increases density along an existing high-capacity transit route. In so doing, it also furthers the following policies:

- Policy 1: "Promote decreased reliance on the private automobile."
- Policy 3: "Encourage and facilitate high-density residential development within walking distance (1/4 to 1/3 mile radius) from conmercia1 districts in order to support future plans for rapid bus and/or light rail transit."

Note also that Policy 3 requires as an implementation measure: "Revise Gladstone Zoning Ordinance to allow for high density residential development consistent with Policy 3 above."

- Economy

RESPONSE: The Application is for housing and therefore, the Council can find that the Economy goal is not applicable. However, in the alternative the Council can find that the Application is consistent with this goal because it approval will result in additional construction activity and increase the overall availability of housing in Gladstone.

- Natural Resources

RESPONSE: The Council can find that this goal is not applicable because there are no protected natural resources on the Property.

- Public Facilities and Services

RESPONSE: The Council can find that Application is consistent with this goal because, as explained above, the Application would increase dwelling unit density in an area served by high-capacity public facilities and services.

- Growth Management

RESPONSE: The Application does affect the Portland Metropolitan Urban Growth Boundary. For this reason, the Council can find that this goal does not apply.

Comprehensive Plan Conclusion

For the above reasons, the Council can find that the Application is consistent with all applicable goals and policies of the Gladstone Comprehensive Plan.

Metro Urban Growth Functional Plan Policies

- Title 1: Housing Capacity

RESPONSE: Title 1 requires "each city and county to maintain or increase its housing capacity." The Application would result in a potential increase in dwelling unit density in the City based on zoning and does not propose a change the minimum density required in the MR Zone. For these reasons, the Council can find that the Application is consistent with Title 1.

- Title 3: Water Quality and Flood Management

RESPONSE: Title 3 applies to (1) development in Water Quality Resource and Flood Management Areas and (2), development which may cause temporary or permanent erosion on any property within the Metro Boundary. The Property is not located within a Water Quality Resource or Flood Management Area. Title 3 does not apply to the Application.

- Title 4: Industrial and Other Employment Areas

RESPONSE: The Property is not located within an identified Industrial or Employment Area as established on Metro's maps. Title 4 does not apply to the Application.

- Title 6: Centers, Corridors, Station Communities and Main Streets

RESPONSE: According to Metro's Title 6 Map, the Property is not located within an adopted Central City, Regional Center, or Town Center boundary, or station community. It is also not located within the unadopted, conceptual Gladstone Town Center. Title 6 does not apply to the Application.

- Title 7: Housing Choice

RESPONSE: Title 7 establishes voluntary affordable housing production goals for the cities and counties within Metro. It also requires cities and counties within Metro to:

(a) Include strategies to ensure a diverse range of housing types within their jurisdictional boundaries.

(b) Include in their plans actions and implementation measures designed to maintain the existing supply of affordable housing as well as increase the opportunities for new dispersed affordable housing within their boundaries.

(c) Include plan policies, actions, and implementation measures aimed at increasing opportunities for households of all income levels to live within their individual jurisdictions in affordable housing.

Title 7 is on the one hand a voluntary mandate and on the other, a requirement for local governments to engage in certain types of comprehensive planning. Therefore, it does not apply to the Application.

- Title 8: Compliance Procedures

RESPONSE: Title 8 requires that the City provide notice of this proposed plan and zone map amendment to Metro's Chief Operating Officer as least 35 days prior to the first evidentiary hearing on the amendments. The Council can find that this requirement was satisfied through the land use application review procedures instituted by the City, as performed by Clackamas County Land Use Planning staff.

- Title 12: Protection of Residential Neighborhoods

RESPONSE: This Title provides that Metro may not require the City to increase the residential density in a City-designated neighborhood. While the Application would result in an increase in potential zoned density, it does not constitute a *required* increase in density and Title 12 does not preclude a City-approved increase in the density of its neighborhoods. Therefore, Title 12 does not apply to the Application.

- Title 13: Nature in Neighborhoods

RESPONSE: The Property does not contain any riparian areas or a designated Habitat Conservation Area. Title 13 does not apply to the Application.

Metro Urban Growth Functional Plan Conclusions

For the above reasons, the Council can find that the Application is consistent with all applicable provisions of the Metro Urban Growth Functional Plan.

Transportation Planning Rule

The Transportation Planning Rule (the "TPR"), set forth in OAR 660-012-0060, is substantively addressed under criterion 5, below. As explained therein and on **Exhibit 3**, the Application satisfies the TPR.

(4) Proof of a significant change in a neighborhood or community or a mistake in the planning or zoning for the property under consideration, when relevant.

RESPONSE: The Council can find that construction of the Webster Ridge Apartment complex was a significant change in the neighborhood. In order to be fully occupied, additional parking must be constructed onsite, making this Application absolutely necessary. Construction of the Apartment Complex also changed the development pattern of the area towards multi-family residential, which is an important, if not dominant, development type.

The Applicant does not contend that the Application is necessary to address a mistake in the zoning of the Property. The Application will allow the applicant to fully rent the existing apartment complex.

(5) The property and affected area is presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, the planned function, capacity, and performance standards of the transportation system as adopted in the transportation system plan.

RESPONSE: The Property is adjacent to a fully-developed area which is complete with streets, water, sewer, and storm drainage facilities. These were evaluated as part of the Planning Commission's Design Review approval for the existing apartment buildings, City file no. Z0249-15-D. In particular, that decision found that:

- Public right-of-way is adequate along Webster Road and full improvements are in pace for all expected modes of transport.
- The increased traffic volume created by the apartments was accommodated, as demonstrated by the following excerpt:

> "Traffic volume expansion is expected to occur as a result of this development. This was discussed at the public hearing. Several area residents expressed concerns about traffic both prior to and at the public hearing on the matter. Applicant included a traffic study as part of their submittal. The PC finds that, though the development will cause increased traffic - the existing transportation network will continue to function at acceptable levels."

Finally, the proposed re-designation will not require any new access points onto local streets; the sole access point for the parking expansion and Webster Ridge will remain on Webster Road.

For the above reasons, the Council can find that this criterion is met.

(6) The transportation system is capable of safely supporting the uses allowed by the proposed designation in addition to the existing and planned uses in the area, consistent with the Transportation Planning Rule (OAR 660-012-0060). Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.

RESPONSE: The TPR provides as follows:

"(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment."

The Applicant engaged Ms. Jessica Hijar of LancasterMobley to evaluate the impact of the Application on the City's transportation infrastructure based on a "reasonable worst case" development scenario to determine whether the Application would "significantly affect" an existing or planned transportation facility. **Exhibit 3.** Ms. Hijar concludes that the Application will not "significantly affect" an existing or planned transportation facility, as excerpted from her analysis, below:

"Webster Road is classified as a Minor Arterial by the City of Gladstone, Clackamas County, and Metro, but classified as a Major Collector by ODOT. Since the proposed use of the applicant's parcel will not result in an increase of trip impacts to nearby facilities, there is no change in the function, capacity, or performance standards of the transportation system.

***

In order to ensure the transportation system is capable of accommodating the proposed zone change and potential traffic which could be generated with future redevelopment, a trip cap will be conditioned on the property to not allow site trip generation to exceed the current apartment development plan. The proposed development will include the construction of an accessory parking and recreational area, both of which are intended to serve the existing Webster Ridge Apartments and will not generate additional site trips.

Based on the above, subsections a) and b) are not triggered since the proposed zone change will not impact or alter the functional classification of any existing or planned facility and the proposal does not include a change to any functional classification standards. Since the proposed parking and recreational area will not

result in an increase in site trip generation, the proposed zone change will not degrade the performance of any existing or planned transportation facility below acceptable jurisdictional standards. Accordingly, subsection c) is also not triggered and Oregon's Transportation Planning Rule is satisfied."

As explained above, to ensure that the project does not generate additional trips onto Webster Road, the Applicant recommends that the following condition of approval attach to subject property:

> **"No additional dwelling units shall be permitted on the portion of the subject property zoned MR."**

For the above reasons, the Council can find that the Application satisfies the TPR and that none of the measures in OAR 660-012-0060(2) are required.

B. Compliance with the Oregon Statewide Planning Goals

Applicable Statewide Planning Goals are addressed below:

- Goal 1 – Citizen Participation

RESPONSE: Goal 1 requires local governments to implement procedures, including public hearings, which allow citizens to participate in land use decisions. The Application is subject to public notice and hearings before the Planning Commission and Council. For these reasons, the Council can find that the Application is consistent with Goal 1.

- Goal 2 – Land Use Planning

RESPONSE: Goal 2 requires local governments to enact and maintain comprehensive plans and land use regulations. The Council can find that the Application is consistent with Goal 2 because it follows the amendment procedures set forth in the GDC and is consistent with the relevant provisions of the Comprehensive Plan.

- Goal 10 – Housing

RESPONSE: The Council can find that the Application is consistent with Goal 10 for the same reasons that it is consistent with the City's acknowledged Housing Goals and Policies in the Comprehensive Plan, as explained above.

- Goal 11 – Public Facilities and Services

RESPONSE: The Council can find that the Application is consistent with Goal 11 for the same reasons that it is consistent with the City's acknowledged Public Facilities and Services Goals and Policies in the Comprehensive Plan, as explained above. The Council can also find that satisfaction of the Public Facilities criterion in GMC 17.68.050(5) demonstrates that the Application is consistent with Goal 11.

- Goal 12 – Transportation

RESPONSE: Plan and land use regulation amendments are reviewed for consistency with Goal 12 through the requirements of the TPR (OAR 660-012-0060). The TPR is addressed in detail above and in Ms. Hijar's transportation analysis (**Exhibit 3**). As explained therein, the Application will not have a significant effect on an existing or planned transportation facility, and is therefore consistent with Goal 12.

III. CONCLUSION

For the above reasons, the Council can find that the Application satisfies all applicable criteria for a Comprehensive Plan amendment from Low-Density Housing to High Density Housing and Zone Map Amendment from R7.2 to MR. The Council should approve the Application on that basis.

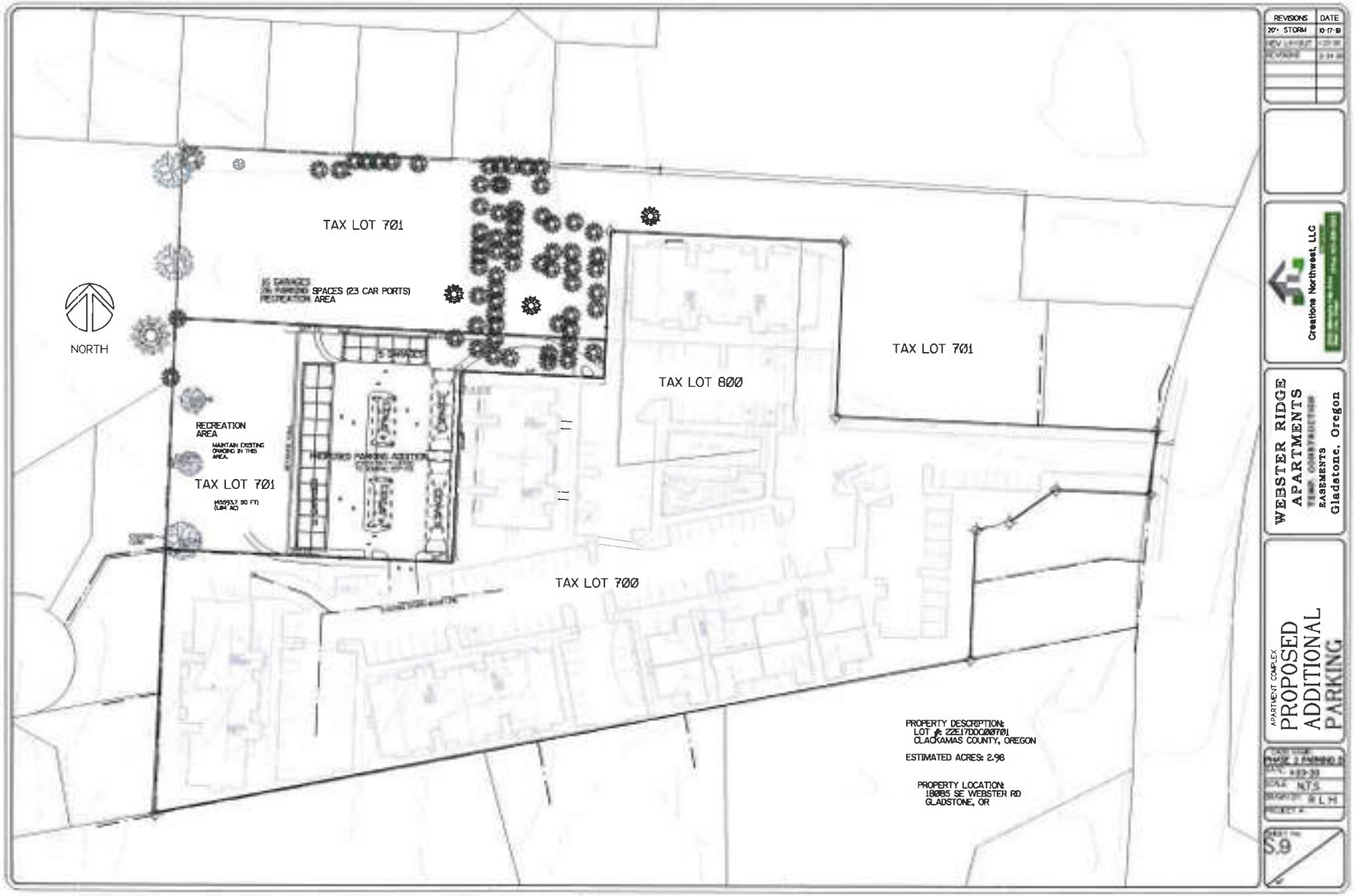

Exhibit 2
Page 1 of 1

lancaster mobley

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Portland, OR 97204
503.248.0313
lancastermobley.com

REGISTERED PROFESSIONAL ENGINEER
88508PE
OREGON
MAR. 12, 2019
DANIEL STUMPF
RENEWS: 6/30/2020

Memorandum

To: **Bob Sanders**

From: **Jessica Hijar**

Date: **March 19, 2020**

Subject: **Webster Ridge Apartments Parking Expansion**

Introduction

This memorandum is written to describe the proposed use of approximately 1.04 acres on Tax Lot 701 located at 18085 SE Webster Road, directly north of Webster Ridge Apartments, and address any City of Gladstone and State related transportation criteria for the application. The application includes an amendment to the City of Gladstone's comprehensive plan and zoning map by changing the applicant's portion of the property's zoning from Single Family Residential, R-7.2, to Single-Family Residential, R-5 (i.e. from Low Density Residential, LDR, to Medium Density Residential, MDR). While the applicant's portion of the property is proposed to be zoned for residential development, the application also includes a condition of approval limiting use of the rezoned portion of the property to accessory uses for the adjacent apartment complex.

Figure 1 presents an aerial image (from Gladstone Online mapping tool) of the application's vicinity with Tax Lot 701 highlighted in blue. The approximate area of the applicant's portion of the property is outlined in red.

Figure 1. Vicinity Map

Project Description

The proposed development of the applicant's parcel will include the construction of 16 garages, 26 parking spaces, and a recreational area for residents of the existing Webster Ridge Apartment complex. The proposed use will not increase the number of residents at the Webster Ridge Apartment; rather, it will provide additional amenities to better accommodate tenants of the apartment complex. In addition, the added parking and recreational area will not be accessible to the general public and will be limited for use by the existing apartment residents.

In order to allow for the construction of the aforementioned parking and recreational area, the applicant's parcel will require a change in zoning from R-7.2 to R-5.

Trip Generation & Distribution

The trip generation for the Webster Ridge Apartments, which was summarized in the *Gladstone Apartments Transportation Analysis Letter* (TAL) prepared by Lancaster Engineering in 2015, was based on the number of dwelling units. According to the TAL, the 122-unit apartment facility was projected to generate a total of 62 morning peak hour trips, 76 evening peak hour trips, and 812 average daily trips. Since the proposed project will not increase number of dwelling units, rather is intended to better accommodate the existing residents of the Webster Ridge Apartments, there will be no increase in site trip generation.

Access to the parking and recreation addition will be available via the existing Webster Ridge Apartment driveway at Webster Road. Therefore, no change in trip distribution will result from the additional site area.

Approval Criteria

Gladstone Zoning and Development Ordinance 17.68.050(5)

"The property and affected area is presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, the planned function, capacity, and performance standards of the transportation system as adopted in the transportation system plan."

Response:

Webster Road is classified as a Minor Arterial by the City of Gladstone, Clackamas County, and Metro, but classified as a Major Collector by ODOT. Since the proposed use of the applicant's parcel will not result in an increase of trip impacts to nearby facilities, there is no change in the function, capacity, or performance standards of the transportation system.

Gladstone Zoning and Development Ordinance 17.68.050(6)

"The transportation System is capable of safely supporting the uses allowed by the proposed designation in addition to the existing and planned uses in the area, consistent with the Transportation Planning Rule (OAR 660-012-0060). Requirements of the State Transportation Planning Rule shall apply to those land actions that significantly affect the transportation system, as defined by OAR 660-012-0060."

660-012-0060

1. *If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:*

   a) *Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);*

   b) *Change standards implementing a functional classification system; or*

   c) *Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.*

      A. *Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*

      B. *Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or*

      C. *Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.*

Response:

In order to ensure the transportation system is capable of accommodating the proposed zone change and potential traffic which could be generated with future redevelopment, a trip cap will be conditioned on the property to not allow site trip generation to exceed the current apartment development plan. The proposed development will include the construction of an accessory parking and recreational area, both of which are intended to serve the existing Webster Ridge Apartments and will not generate additional site trips.

Based on the above, subsections a) and b) are not triggered since the proposed zone change will not impact or alter the functional classification of any existing or planned facility and the proposal does not include a change to any functional classification standards. Since the proposed parking and recreational area will not result in an increase in site trip generation, the proposed zone change will not degrade the performance of any existing or planned transportation facility below acceptable jurisdictional standards. Accordingly, subsection c) is also not triggered and Oregon's Transportation Planning Rule is satisfied.

Conclusions

The proposed zone change of the applicant's parcel will not degrade the performance of any existing or planned transportation facility, provided the property is conditioned with a trip cap as to not exceed the proposed development's trip generation. The development of the 16 garages, 26 parking spaces, and a recreational area for residents of the existing Webster Ridge Apartment complex will not generate additional site trips. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed zone change.

If you have any questions regarding this technical memorandum, please don't hesitate to contact us.

AAI afghan associates, inc.
ENGINEERING

MEMORANDUM

DATE: 03/17/2020
BY: Craig Harris, PE
SUBJECT: Utility Narrative
PROJECT: Webster Ridge Expansion
PROJECT NO.: A15018.11

This memorandum is to outline the utility requirements for the Webster Ridge Expansion project located at 18121 Webster Road, Gladstone, OR. The project consists of adding additional covered parking and garages. As a result of this construction we will be adding impervious area to the site.

STORM

The existing site to be added is currently open field and therefore be required to meet the water quality and quantity requirements. This can be accomplished by either providing a localized facility or revising the existing stormwater system that is serving the existing apartment complex.

SANITARY

The proposed expansion is for car ports and garages and therefore will not require any sewer service. If sewer would be required in the future the project could tie into the existing sewer system that serves the existing apartment complex.

Water

The expansion should not require a domestic service unless a hose bib is needed. If a hose bib is desired the project could tap onto the existing domestic service that serves the existing apartment complex. The project will require fire sprinklers, this will be accomplished by expanding the existing onsite private fire line system.

4875 SW Griffit hDrive | Suit e300 | Beavert on,OR | 97005

503.620.3030 | tel 503.620.5539 | fax www.aaieng.com

Appendix B

Comments Received

Archived: Friday, July 17, 2020 3:41:28 PM
From: Patrick Sisul
Sent: Friday, July 17, 2020 3:32:06 PM
To: Fields, Joy
Cc: Jacque Betz; Jim Whynot; Fire Dist Gladstone Mike Funk
Subject: RE: Z0149-20
Sensitivity: Normal

Warning: External email. Be cautious opening attachments and links.

Hi Joy,

Engineering has the following comments.

1. Transportation impacts have been addressed with the memorandum from Jessica Hijar of LancasterMobley. The Transportation Analysis letter prepared by Lancaster Engineering in 2015 determined traffic related impacts of the entire 122-unit apartment complex and no additional units are proposed to be created by this proposal. The applicant is proposing a trip cap be conditioned upon the property to not allow site trip generation to exceed the current apartment development plan. With the proposed trip cap, the proposal will have no trip impacts beyond those already considered.
2. The applicant will be required to address how the proposal satisfies standards for storm water, sanitary sewer, domestic water, fire protection, and grading in greater detail with submittal of an application for Design Review.

Thank you,
Pat

Patrick A. Sisul, P.E.
SISUL ENGINEERING
www.sisulengineering.com
Gladstone: 503-657-0188 Medford: 541-227-6719 Vancouver: 360-696-3664 John Day: 541-575-3777

From: Fields, Joy <JFields@clackamas.us>
Sent: Thursday, July 16, 2020 11:37 AM
To: Jim Whynot <whynot@ci.gladstone.or.us>; Patrick Sisul <patsisul@sisulengineering.com>; Fire Dist Gladstone Mike Funk <funk@ci.gladstone.or.us>
Cc: Jacque Betz <betz@ci.gladstone.or.us>
Subject: Z0149-20

Good morning,

Last January we had a pre-application meeting for the proposed improvements at the Webster Ridge Apartments. The first step of that project is a Comprehensive Plan amendment and change to the zoning map that will be heard by the City of Gladstone Planning Commission on August 18, 2020. I have attached the application for your review. Please let me know if you have any comments regarding the attached application, or if you do not have any comments at this stage. Additional land use applications will be coming in the future if this zone change is approved by both the Planning Commission and the City Council.

Please note that the attached does not include the additional evidence to support the need for additional parking and the timeliness of the application that the applicant provided on 6/25/2020. If you would like to see that additional information please let me know and I will send it to you.

I hope you all are well.

Sincerely,

Joy Fields, AICP, Sr. Planner
Clackamas County DTD|Planning and Zoning Division
150 Beavercreek Road|Oregon City, OR 97045
JFields@clackamas.us

The Planning and Zoning Division public service/permits lobby is open to the public Monday – Thursday from 9:00 am until 2:00 pm beginning June 22, 2020. The public service telephone line at 503-742-4500 and email account at zoninginfo@clackamas.us are staffed Monday through Thursday from 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 3:00 p.m.

The Clackamas County Department of Transportation and Development is dedicated to providing excellent customer service. Please help us to serve you better by giving us your feedback. We appreciate your comments and will use them to evaluate and improve the quality of our public service.

City of Gladstone, Fire Department Comments August 5, 2020

Subject: 18179 Webster Rd, Webster Ridge Apartments. – Z0149-20-D

Access: Property access has not changed and additional residential dwelling units are not proposed. The applicant is proposing to expand parking capability and add garage spaces. The design of the newly developed space will need to meet OR Fire Code accessibility requirements.

Water supply: Water supply pressures have previously been a challenge on this development site. Applicant will need to ensure the sprinkler system expansion to the new garages does not adversely affect the existing systems.

Other comments or concerns:

The Fire Dept. does not have any comments related to any proposed zoning changes.

The Fire Dept. will need to approve the location of the FDC serving the new garage spaces.

The Fire Dept. recognizes and has witnessed parking problems in large apartment developments such as this. Gladstone Fire Dept. supports the developer's effort to keep fire lanes clear by adding additional parking space.

Michael Funk
Fire Marshal
City of Gladstone
Office: 503-557-2775
funk@ci.gladstone.or.us

CREATIONS NORTHWEST, LLC
CCB 181981
14020 SE Johnson Road, Suite 102
Milwaukie, OR 97267
503.908.0563

August 5, 2020

Ms. Joy Fields, AICP
Senior Planner
Clackamas County Department of Transportation and Development
Planning and Zoning Division
150 Beavercreek Road
Oregon City, OR 97045

Re: City of Gladstone File No. 20149-20-D Concurrent Comprehensive Plan Amendment and Zoning Map Change, Tax lot 22E17DC00701– Neighbor contact

Dear Ms. Fields,

On July 13, 2020 I visited the neighboring properties that are adjoining the property we are looking to develop at 18085 Webster Road (Webster Ridge Apartments; Tax Lots 22E17DC00700 and 22E17DC00800). I was able to visit 4 of the 5 the neighbors who lived on Stonewood Drive and discussed with them our proposed land use action on the property located directly south of their houses. Currently the property belongs to the Tri-Cities Baptist Church.

1125 Stonewood Drive: I visited with Susan Strejan and her daughter Trish. Susan was glad to understand what was going on with the vacant property behind her house so she invited me into the backyard where we could have a better look at the property and point out to her what was being proposed. Susan was glad to know that there would be no lights that would reflect into her house and all the people cars would be screened by the buildings. Susan big concern was one of the porch lights on one of the existing buildings that shined into her bedroom window in the wintertime. I told her I would look into that issue and see if we could figure out how to keep the light from shining into her window at night.

1115 Stonewood Court: I was able to visit with Ronda Winters. They did not really have any questions and were glad that the buffer area was going to be retained behind their house.

1105 Stonewood Court: The homeowners were not home so I was not able to talk to them at this time.

182155 Stonewood Drive: Lucas Anderson came with his children to the door. I told him about the project, and he asked a couple of questions and said that the other neighbors had talked with the church. I asked for

his number so I could contact him again and see if he had any questions. He said he would not have any more questions and not to worry about contacting him again.

18205 Stonewood Drive. I knocked on the door and meet Tim Strecker. Tim was very supportive of the project. He was very glad that houses were not being built on the property behind his house. He brought up the point of turning the buffer area behind his house into a neighborhood park that could be used and shared with all the neighbors on the property that was being retained by the church. I told Tim I was supportive of that idea and willing to get on board with that idea and participate in some type of community use of the land that the church was retaining.

18200 Oatfield Road: I stopped by and was greeted in the yard by Kathy Kern's daughter who said Kathy was not home and to come back at another time. I made several calls over the last three weeks and talked to Kathy several times but was not able to set up a time that worked for both of us to get together.

On Monday July 20th, 2020 at 9:30 am I meet at Crossroads Coffee in Gladstone with Eddie Bazyuk, who lives at 18400 Stone Oaks Court in Gladstone. Eddie has done carpentry work for us in the past. I talked with Eddie about what we proposed doing on the adjoining lots. Eddie expressed concerns with the lights that shine from the delivery trucks that park in the fire lane when they deliver packages to residents in the apartments. Eddie talked about the wall he had to build to deal with the storm water runoff that drains onto his property from the church lot. He was glad to hear that we were taking all the storm water from the parking and garage expansion out to Webster Road. He was also glad that the garages would block the lights from the cars in the parking expansion area.

August 3, 2020, at around 8:30 am: I once again stopped by the houses on Stonewood Court to see if they had any questions. My first visit was with Susan Strejun at 1125 Stonewood Court. Susan came to the door and I asked her if she had any other questions or concerns. She said she did not and I told her we were addressing the light that shines into her bedroom window.

I next talked to Cindy Rurey in her front yard who lives at 1105 Stonewood Court. Cindy said that they had visitors and were on the back deck when I had stopped by before, so they did not come to the door. Cindy said, Nels, her husband, had talked to the pastor at the Baptist church early and that while they did not like the development that they would not fight it because they thought that it was the best possibility of a bad situation. Cindy let me know that she had been opposed to the apartments when they were built and if she felt the need would oppose this project. She stated that our existing apartment project outside of occasional car head lights was not a bother and far better than she had expected. I told her one of the benefits of our project was that the garages would block car headlights and that we would also be fencing the property.

I knocked on the door at 1115 Stonewood Court. Rhonda Winters opened the door and said that she and Robert had no other questions from when we first meet. She also stated that some of the neighbors had meet with the church pastor about what was happening. I asked her if she still had my number and to call me if she had any questions. She said they would.

I then saw Tim Strecher in his front yard at 18205 Stonewood Drive and greeted him. Tim remembered my first name and gave me a very warm greeting. He said they had talked with the church pastor and they were still thinking of how they could make the buffer area behind them into a community park. Talking with the neighbors their desire is to turn the buffer area into a community garden,

From there I stopped at 18200 Oatfield Road and was able to finally connect with Kathy Kern and discuss the project. Kathy stated that she had no objection to what we were proposing and had discussed our project with

her neighbor Eddie and felt like she could be on board with the project. One of her questions what how we were accessing the area that we were developing and how the stormwater was treated. She also suggested that we go and visit her brother and sister-in-law next door at 18300 Oatfield.

Bill and Lisa Prevble live at 18300 Oatfield Road. They were very glad I stopped by and we discussed the project in detail. They were interested in knowing where the access would be into the development area and that we would be treating the storm water and taking it out to Webster Ridge. They thanked me for the support and cooperation of the Webster Ridge neighbors with the "friends of Gladstone park.

In summary, I received feedback on our proposal that there is a collective sense of real relief that three-story apartments were not going to be built right next to their houses. The proposed parking and one-story garages surrounding the parking to screen the car head light was much more receptive to all the adjacent neighbors. Several neighbors commented that they had spoken with the church Pastor about using the remaining vacant church property as and open space park for use by the adjacent property owners. The pastor confirmed the contact he had with the neighbors and their request to access the vacant church parcel. The pastor is concerned about liability and does not want the neighbors to use the church property.

Sincerely,

Han Thygeson, Owner, Manager
Creations Northwest, LLC
Stony Ridge, LLC
Webster Ridge Apartments

October 2020 City Council MEETING
Agenda Item No. 4

Z0149-20-D/CP Rezoning and Comprehensive Plan Amendment

GLADSTONE
Oregon

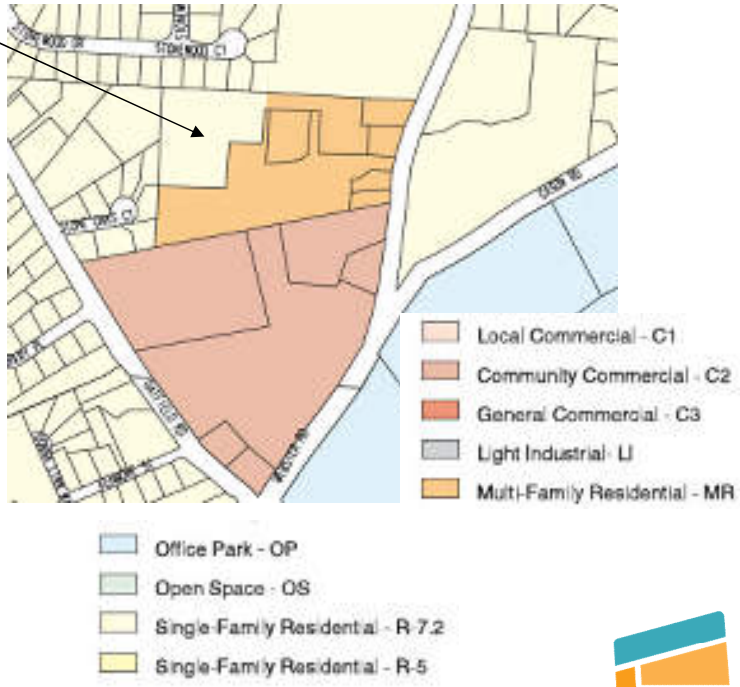
Project Site

- **Zoning Designation:** R7.2
- **Comprehensive Plan Designation:** Low Density
- **Property size:** 2.79 acres (2.12 acres of R 7.2 and 0.85 acres of MR)

Property is not subject to any environmental overlays

1.04 acres proposed rezoning

Zoning Map Excerpt



17.68.040 Conditions.

(3) Type of conditions. Conditions may include special measures designed to limit use or density, screen or separate buildings or portions of the site from adjoining property; limit access from important thoroughfares or through residential areas; provide additional right-of-way for an abutting street, preserve or provide public access to greenspace, floodplains, or river frontage; improve bicycle or pedestrian safety and connectivity; or improve transit capacity and efficiency.

(4) No variance of ordinance standards. In connection with the adoption of a zoning amendment, ordinance standards may be varied only when the Planning Commission finds that the development proposed and covered by specific limiting conditions will provide benefits and safeguards equal to or better than those possible under a strict interpretation of the zoning ordinance. In no case shall a use not specifically permitted within the zoning district be allowed under this section and Section 17.68.050. When circumstances as described in GMC Section 17.72.020 (circumstances for granting) exist, the regular variance procedures shall be followed.

SPECIAL CONDITIONS

1. **Future Use.** The 1.04 acres that are to be rezoned shall be developed expressly with land uses customarily considered accessory to Multifamily residences per 17.14.030 in addition to recreational uses per 17.68.040.

2. **Lighting.** The future development of the site shall provide limited lighting per 17.44.020(5) and (6). Any lighting installed shall be the minimum amount required to meet the City of Gladstone Public Works requirements.

3. **Screening.** The project currently has a retaining wall at the southwestern edge of the property closest to Stone Oaks Ct. To provide screening from adjacent neighbors, a six foot (6') landscaping screen shall be installed between the retaining wall and the apartments if the integrity of the retaining wall can be maintained.
If the vegetation jeopardizes the stability of the retaining wall, an exception to 17.14.030, fence and wall height, will be granted by the Planning Commission and the applicants shall install a six foot (6') fence on top of the retaining wall prior to receiving building permits for additional development on the rezoned portion of the parcel per 17.68.040.

17.68.050 Evidence supplied by applicant.

The applicant seeking a zoning map change pursuant to the provisions of GMC Section 17.68.010 must show by a preponderance of the evidence all of the following, unless otherwise provided for in this title:

(1) Granting the request fulfills a public need; the greater departure from present development policies or land use patterns, the greater the burden of the applicant:

- The Application proposed to eventually increase the availability of recreational/open space to Webster Ridge residents and by extension, increase the health and wellbeing of the City's residents;
- A buildable land inventory ("BLI") and a preliminary housing needs analysis ("HNA") was completed by ECONorthwest in September 2019 and showed the subject Property as "Partially Vacant" in the BLI;
- Ultimately, the HNA report calculates that the High-Density Residential designation has a deficit capacity of 80 dwelling units, meaning there is a deficit of three acres of High-Density Residential land in Gladstone;
- With the proposed special condition limiting future use to accessory uses, the application will neither increase nor decrease the City's supply of buildable High-Density Residential land. It will, however, facilitate occupancy of 15 available apartments.

17.68.050 Evidence supplied by applicant. Continued

(2) The public need is best carried out by granting the petition for the proposed action, and that need is best served by granting the petition at this time.

- The Webster Ridge Apartment Complex is not fully occupied due to the lack of parking based on the experience of the property manager, and move out interviews.
- Each apartment is assigned one parking space. For the month of April, 2020, aside from the four (4) rented garages, the remaining surface parking spaces included four (4) ADA spaces and 63 undesignated spaces, which were available to residents and visitors on a first-come, first serve basis.
- Most units have at least two adult occupants, for an average of 1.54 persons per unit. The April, 2020 resident parking demand for 107 occupied units was 156 vehicles, which equals 1.46 spaces per unit.
- The apartments were approved in 2015 with 1.5 parking spaces per unit, or 183 parking spaces for the 122 dwelling units.
- The proposed future surface parking, garage, storage and open space uses would be accessory to the existing Apartments and would therefore have to be on the same parcel.

17.68.050 Evidence supplied by applicant. Continued

(3) The proposed action is consistent with the comprehensive plan and Metro's Functional Plan (Metro Code 3.07), and the Transportation Planning Rule (OAR 660-012-0060).

- It is unclear from the quantitative data provided in the application whether it is accurate that the 15 vacant apartment units would be filled if there was more parking.
- In April, the vacant apartments were primarily one bedroom units.
- However, the qualitative data from the experience of the property manager and previous residents indicate a need for additional parking.
- The Webster Ridge apartments have a number of TriMet bus stops nearby
- The application increases housing capacity by rezoning land to multifamily residential. The property does not have environmental concerns and is not located in an area reserved for employment, industrial or commercial use.
- As conditioned the application to rezone property does not increase the number of dwelling units that would add trips to the existing transportation system.

17.68.050 Evidence supplied by applicant. Continued

(4) Proof of significant change in a neighborhood or community or a mistake in the planning or zoning for the property under consideration, when relevant.

- The neighborhood is currently a mix of single-family residential, multifamily residential, church and open space.
- The applicant does not contend that the Application is necessary to address a mistake in the zoning of the Property.
- The rezoning and subsequent land use applications would allow the applicant to update the existing apartment complex to meet a need the property management and owners have identified.

GLADSTONE Oregon

17.68.050 Evidence supplied by applicant. Continued

(5) The property and affected area is presently provided with, or concurrent with development can be provided with, adequate public facilities, including, but not limited to, the planned function, capacity, and performance standards of the transportation system as adopted in the transportation system plan.

- The Property is adjacent to a fully-developed area which is complete with streets, water, sewer, and storm drainage facilities.
- Water and sewer is available for extension.
- The rezoned land would be followed by additional land use applications that would address the adequacy of the public facilities.

17.68.050 Evidence supplied by applicant. Continued

(6) The transportation system is capable of safely supporting the uses allowed by the proposed designation in addition to the existing and planned uses in the area, consistent with the Transportation Planning Rule (OAR 660-012-0060). Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.

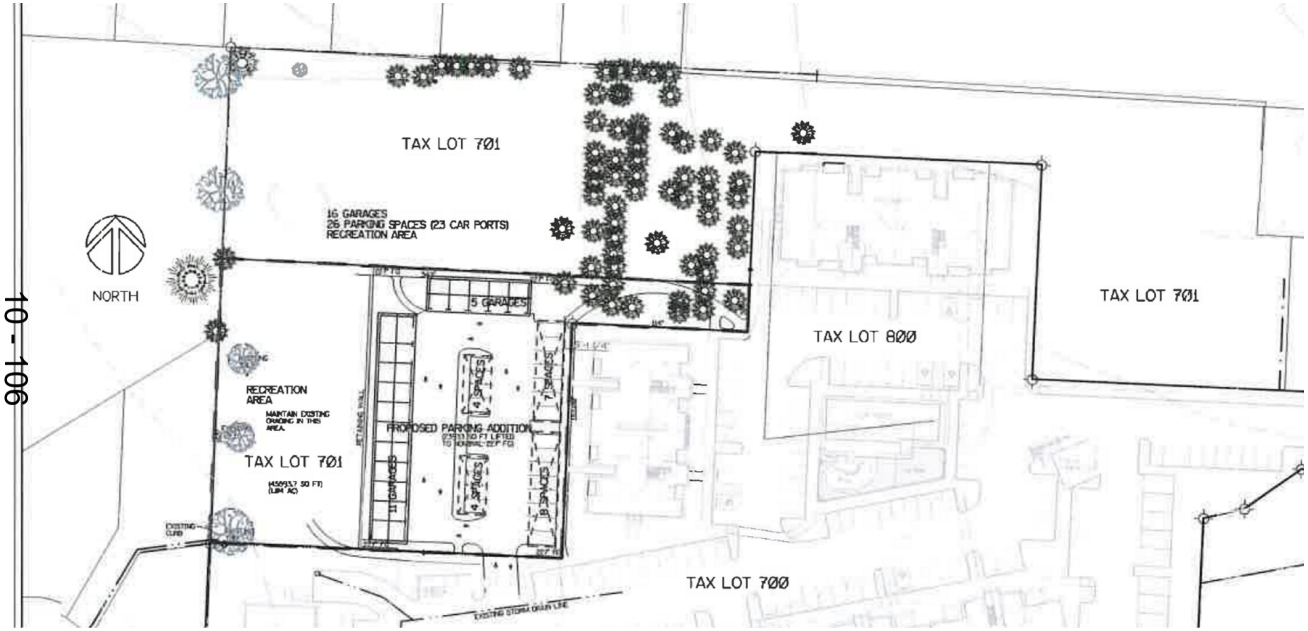
- As part of this application, the applicant contracted with Jessica Hijar of LancasterMobley to evaluate the impact on the City's transportation infrastructure.
- Ms. Hijar concluded that the Application will not "significantly affect" an existing or planned transportation facility.
- The Property is also adjacent to the Webster Ridge Apartments and is planned for future use as accessory uses for the existing apartments. The land use decision that approved the 122 dwelling units (Z0249-15) found that the transportation system was sufficient for 122 dwelling units and no additional units are proposed.

Statewide Planning Goals and Guidelines -

Goal 1: Citizen Involvement – Public Hearing and noticing
Goal 2: Land Use Planning - Process
Goal 3 -7: Agricultural and Forest Lands; Open Spaces, Scenic and Historic Areas; and Natural Resources; Air, Water and Land Resources Quality; Areas Subject to Natural Disasters and Hazards - NA
Goal 8: Recreational Needs
Goal 9: Economy of the State
Goal 10: Housing - The amendments do not propose to reduce the density of land zoned for residential purposes and are in line with state legislation related to needed housing. The proposed amendments would increase the density of land zoned for residential purposes.
Goal 11: Public Facilities and Services
Goal 12: Transportation – Evidence provided showed trip generation would not increase to significantly effect the transportation services.
Goal 13: Energy Conservation
Goal 14: Urbanization
Goals 15-19: Willamette River Greenway, Estuarine Resources, Coastal Shore lands, Beaches and Dunes, and Ocean Resources - NA

GLADSTONE Oregon

Proposed Future Development Plan



- **Future Development would require a partition application and a design review application prior to construction.**

GLADSTONE Oregon

Gladstone Planning Commission Recommendation

The Planning Commission is recommending approval of the proposed project with three (3) special conditions

SPECIAL CONDITIONS

1. **Future Use.** The 1.04 acres that are to be rezoned shall be developed expressly with land uses customarily considered accessory to Multifamily residences per 17.14.030 in addition to recreational uses per 17.68.040.

2. **Lighting.** The future development of the site shall provide limited lighting per 17.44.020(5) and (6). Any lighting installed shall be the minimum amount required to meet the City of Gladstone Public Works requirements.

3. **Screening.** The project currently has a retaining wall at the southwestern edge of the property closest to Stone Oaks Ct. To provide screening from adjacent neighbors, a six foot (6') landscaping screen shall be installed between the retaining wall and the apartments if the integrity of the retaining wall can be maintained.
If the vegetation jeopardizes the stability of the retaining wall, an exception to 17.14.030, fence and wall height, will be granted by the Planning Commission and the applicants shall install a six foot (6') fence on top of the retaining wall prior to receiving building permits for additional development on the rezoned portion of the parcel per 17.68.040.

RECOMMENDATIONS

Gladstone Planning Commission is recommending to the City Council approval of the Comprehensive Plan Amendment and Zoning Map change application on File Z0149-20-D/CP and recommend the special conditions as discussed in the Planning meeting.

GLADSTONE Oregon

City of Gladstone
Staff Report

Report Date: October 5, 2020
Meeting Date: October 13, 2020
To: Gladstone City Council
From: John Schmerber, Chief of Police

AGENDA ITEM

Consider approving Ordinance 1505 amending the Gladstone Municipal Code (GMC) 12.12 penalty to class "A" Infractions instead of a class "C" misdemeanor. Additionally, removing language within chapter 12.12.020 that is covered in other areas of the GMC.

History/Background

Chapter 12.12 of the GMC governs behaviors within the city parks. Most penalties within this chapter of the GMC have been identified as misdemeanors, meaning that those found in violation of park rules are subject to arrest. Although I have not been informed that the Gladstone Police Department has actually arrested anyone for one of the violations listed in the GMC, I believe there is a reasonable standard that the city must look at. That standard is, if a person violates park rules, should they be subject to arrest or monetary fine as a penalty. The Oregon Revised Statute identifies crimes that are enforceable by arrest in our public parks and should be relied on when deciding when to charge someone with a criminal offense and when not to.

I presented this information to the Gladstone Parks Board recommending changing the penalty for all park rules within chapter 12.12 to class "A" Infractions which holds a penalty up to $720.00 unless otherwise specified. The Parks Board agreed and asked that I move this request to City Council for approval.

Proposal

The Gladstone Parks Board and the Gladstone Police Department recommend that the penalty for any violation of the park rules as outlined in chapter 12.12 be reclassified to class "A" infractions that carry a penalty up to $720.00. The purpose behind any penalty is to change behavior but if for some reason the behavior does not change, an exclusion will also be issued. Exclusions are outlined in the GMC which has the possibility of limiting an individual from entering Gladstone City Parks for a specified amount of time. Entering a park once excluded will result in an arrest for Criminal Trespass. By using this process, the City is on solid legal ground. This process is also becoming an industry standard.

Additionally, it is recommended that some language from 12.12.020, damaging plants or structures be removed as duplicate language. Section "E" of this chapter is covered under GMC 9.20 disorderly conduct and section "F" is covered under chapter 8.12, noise violation. It is recommended that both section E and F be removed as duplicate language.

Options

Option 1 – No changes to Chapter 12 of the GMC

Option 2 – Change the penalty of chapter 12.12 from Misdemeanor to a class "A" Infraction carrying a monetary fine up to $720.00 and removing duplicate language.

Cost Impact

$0.00

Recommended Staff Action

I make a motion to approve Ordinance 1505 amending Gladstone Municipal Code Subsection 12.12 changing the penalty from a Misdemeanor to a Class "A" infraction carrying a monetary fine of up to $720.00 and removing duplicate language.

Department Head Signature	Date	City Administrator Signature	Date
	10/7/2020		10/7/2020

ORDINANCE 1505
CITY OF GLADSTONE, OREGON

An Ordinance Amending Title 12, Chapter 12.12 of the Gladstone Municipal Code, Revising Park Regulations

WHEREAS, The City Council desires to update Title 12, Chapter 12.12 of the Gladstone Municipal Code as it relates to Park Regulations; and

WHEREAS, The Gladstone Police Department and Park and Recreation Advisory Board proposed such changes in the revisions attached hereto and marked Exhibit A.

NOW, THEREFORE, The City of Gladstone ordains as follows:

Section 1. Title 12, Chapter 12.12 of the Gladstone Municipal Code is amended to read as set forth in the attached Exhibit A. New language is in **bold;** repealed language is ~~struck through~~).

Section 2. All remaining provisions of Chapter 12.12 of the Gladstone Municipal Code are reaffirmed in their entirety**.**

This Ordinance is effective 30 days after approval.

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

ATTEST:

_____ _____

Tamara Stempel, Mayor Tami Bannick, City Recorder

P:\New Files\ORDINANCES\Ord.1505.ReviseParkPenaltyRegulations.10132020.docx

ORDINANCE 1505
EXHIBIT "A"

Gladstone Municipal Code

Chapter 12.12 PARK REGULATIONS

12.12.020 Damaging plants or structures

No person shall within any park:

(1) Mutilate, deface, damage, move, or remove any table, bench, building, sign, marker, monument, fence, barrier, fountain, faucet, traffic recorder, or other structure or facility of any kind;

(2) Dig up, deface, or remove any dirt, stones, rock, or other substance whatever, make any excavation, quarry any stone, lay or set off any blast, roll any stones or other objects, or cause or assist in any of the foregoing activities;

a. Plant any tree or shrub in any park area without written permission of the City;

b. Except in designated areas, erect temporary signs, markers, or inscriptions of any type without permission from the City;

c. Set up or use a public address system without having secured permission from the City;

d. Throw, discharge, or otherwise place or cause to be placed in the soils of any park or the waters of any fountain, pond, lake, stream, or other body of water any matter or thing which will or may result in the pollution of those waters or soils;

~~e. Use abusive or threatening language or gestures, create any public disturbance, panhandle, or engage in riotous behavior;~~

~~f. Operate or use any noise producing machine, vehicle, device, or instrument in a manner that is disturbing to other park visitors except as allowed under GMC 12.12.065;~~

~~g.~~ **e.** Pick, cut mutilate, or remove any flowers, shrubs, foliage, trees, or plant life, or products of any type. However, from time to time the City may authorize the removal of nonnative species.

12.12.021 Molesting animals and birds

(1) No person shall within any park: hunt, pursue, trap, kill, injure, or molest any bird or animal, or have in possession any wild animal, bird, fish, or reptile or the eggs or nest of any bird or reptile except for county, state, or federal officers enlisted to remove dangerous or threatening wildlife. However, angling is permitted in compliance with rules and regulations promulgated by the Oregon Department of Fish and Wildlife. From time to time, the City may permit the collection of fish or wildlife specimens

for the purpose of scientific study when such collection has been authorized by the Oregon Department of Fish and Wildlife;

(2) ~~Violation of this section will result in a Class "A" Infraction~~.

12.12.022 Removal of wildlife

(1) No person shall remove any wild animal or bird from the waters or boundaries of a public park in the city.

~~(2) Violation of this section will result in a Class "A" Infraction.~~

12.12.051 Remote controlled airplanes

No person within a city park shall operate a remote control, internal combustion, and or motorized airplane. This prohibition shall not apply to gliders and aircraft propelled by electric motors. ~~Violation of this section is a Class "A" Infraction.~~

12.12.052 Horseback riding

No person in any park shall ride, drive, or house a horse or other pet or livestock within city limits except when used for official business by a law enforcement officer or with written permission of the city. ~~Violation of this section is a Class "A" Infraction.~~

12.12.060 Golfing

Golfing is prohibited in public parks. ~~Violation of this section is a Class "A" Infraction~~.

12.12.100 Violation—Penalty

(1) Violation of any provision of this chapter is a ~~Class "C" misdemeanor~~ **Class "A" Infraction**, unless other punishment is specifically provided for in this chapter.

(2) Any person who violates the provisions of this chapter shall be punished for each offense.

BUSINESS CARRIED FORWARD

City of Gladstone
Council Report

Report Date:	August 28, 2020
Meeting Date:	September 8, 2020
To:	Mayor Tammy Stempel and Gladstone City Council
From:	Councilor Neal Reisner

AGENDA ITEM

Bylaws of Clackamas County Library Advisory Board

History/Background

Clackamas county voters in November 2008 voted to form a county wide library district with the purpose of providing stable funding to participating local governments who operate public libraries within Clackamas County. The Board of County Commissioners (BCC) at the time decided to get out of the "retail" (running the day to day operations) of county libraries. The original Library District Master IGA, which included all of the participating cities and the county contemplated the eventual closure of the Oak Lodge Library and the construction of a single library facility in the City of Gladstone that would serve residents of both Gladstone and Oak Lodge Library Service Areas. However, several factors complicated the implementation of this single facility plan, such as local election results, community concerns, and legal proceedings.

Since the creation for the Clackamas County Library District, the makeup of both the BCC and Gladstone City Council (GCC) has changed. This change facilitated in 2017, a settlement between the BCC and GCC that provides for a two branch solution with a library building in Gladstone and a library building in the unincorporated Oak Grove/Jennings Lodge (Oak Lodge Library) area.

Under section "1. Obligations of the County" paragraph "C. Library Board" of the Settlement, the County agreed to create a new combined library board which "shall include proportionate membership for the unincorporated portion of the Oak Lodge Library Service Area, and the unincorporated portion of the Gladstone Library Service Area, and the City of Gladstone." In the process of creating this new board, Library Director Mitzi Olson has proposed by-laws for the new board using the current by-laws of the Oak Lodge Library as a base. The proposed by-laws suggest membership consists of five regular members. Three of these members would be from the Oak Lodge Library Service Area, one from the City of Gladstone, and one from the unincorporated portion of the Gladstone Library Service Area. In addition to the regular members, two alternate members are being proposed to substitute for a regular member who is not able to attend a given meeting. Plus, "two non-voting Liaisons will

be appointed to represent community interests, with one liaison eligible to represent the Gladstone Library service area, and the other eligible to represent the Oak Lodge Library service area."

On August 25, 2020 the Gladstone Library Advisory Board meet in a special session to discuss, offer changes, and vote on the proposed by-laws. After about an hour and a half of discussion and offering changes, a motion was made to support the proposed by-laws (the meeting can be found on the City's website). The motion did not pass with a vote of three to three. Most of the discussion was centered around the makeup of the proposed Board.

Concerns

A majority of the proposed by-laws are reasonable, fair, and equitable, however the creation of this board with four members living in unincorporated Clackamas County and only one in the City of Gladstone is unfair. There are those from the Oak Lodge Library Service Area and the County who continually use population when referencing section 1. paragraph C. of the Settlement, regarding "proportionate membership." However, "proportionate membership" is not defined in the Settlement, therefore instead of being interpreted as being by population but it should be by buildings. Therefore, the minimum makeup of the regular members of the Board should be two from Oak Lodge Library Service Area, two from the City of Gladstone, and one from the unincorporated Gladstone Library Service Area. However, a better configuration of the Board would be seven regular voting members without any alternates or Liaisons. There would be three from the Oak Lodge Service Area, three from the City of Gladstone, and one from the unincorporated Gladstone Library Service Area.

Cost Impact

Staff time to place the letter on city letterhead.

Recommended Action

Recommend Council authorize Mayor Stempel to sign a letter asking the BCC to change the makeup of the Clackamas County Library Advisory Board to three members from the Oak Lodge Service Area, three from the City of Gladstone, and one from the unincorporated Gladstone Library Service Area.

I move that Mayor Stempel be authorized to sign the approved letter to the Clackamas Board of County Commissioners.

Neal Reisner

Councilor Neal Reisner
Library Liaison

(CITY LETTERHEAD)

Honorable Chair Jim Bernard
Clackamas Board of County Commissioners
2051 Kaen Road
Oregon City, OR 97045

(Today's Date)

Dear Honorable Chair Jim Bernard and Clackamas Board of County Commissioners,

A majority of the proposed By-Laws of the Clackamas County Library Advisory Board are reasonable, fair, and equitable. However, as you contemplate approving the By-Laws, the City of Gladstone respectfully asks that the Board's regular voting membership consist of three members from the Oak Lodge Service Area, three members from the City of Gladstone, and one from the unincorporated Gladstone Library Service Area. The City believes this is fair and equitable while also adhering to the Settlement agreement that the membership be "proportionate." The City believes proportionate relates to the number of library buildings not population. Therefore, the Advisory Board membership should be equal, which is not the case in the current proposed By-Laws.

The City also asks that there not be alternates or liaisons as this will confuse the public as to who are the voting members of the Advisory Board. All Advisory Board meetings are open to the public, which will allow those with praise, concerns, or suggestions for improving the library can attend.

Thank you for your time and considering these suggested changes.

_____ _____

Mayor Tammy Stempel (date)

CITY COUNCIL MONTHLY ACTIVITY REPORTS

MAYOR TAMMY STEMPEL

SEPTEMBER 2020 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES

8/1/2020
- Library Board Meeting
- Citizen Meeting - Library

8/2/2020
- Willamette Falls Locks Commission
- Food Pantry

8/3/2020
- Governors Conference Call
- Check in with Regional Mayors
- Check in With Homebound Seniors
- C4 Meeting

8/4/2020
- Citizens Meeting – Holiday Events
- Food Pantry

8/5/2020
- Food Pantry

8/7/2020
- Citizen Meeting - Parks

8/7/2020
- Citizen Meeting – Parks and Roads

8/8/2020
- Meeting with Judge Beloof
- City Council Meeting
- Climate Mayors

8/9/2020
- Mayors Video
- Wildfire Updates/Discussions

8/10/2020
- EOC Activation
- Wildfire Updates
- Evacuee Coordination
- Food Pantry/Evacuee Coordination
- Governors Meeting
- Mayors and Managers Meeting

8/11/2020
- Wildfire | EOC Updates
- Regional Mayors Check-in
- Evacuee and Food Coordination

8/12/2020
- Evacuee and Food Coordination

8/13/2020
- Wildfire Updates
- Evacuee and Food Coordination

8/13/2020
- Wildfire Update
- Evacuee and Food Coordination

8/14/2020
- Wildfire Update
- C4 Executive Committee
- Evacuee and Food Coordination

8/15/2020
- Wildfire Update
- Evacuee Check in

8/16/2020
- Wildfire Update
- Regional Mayors Check-in
- Food Pantry

8/17/2020
- Wildfire Update
- Draft Housing Needs Analysis Meeting
- Governors' Conference Call

8/18/2020
- Wildfire Update
- Governors Wildfire Update
- Regional Mayors Check-in

8/19/2020
- Wildfire Update

8/20/2020
- Evacuee Check-in

8/21/2020
- Wildfire Update

8/22/2020
- Check-in with Staff
- Food Pantry

8/23/2020
- Food Pantry

8/24/2020
- Meet with Public Works Applicant A.M.
- Meet with Public Works Applicant P.M.
- Mayors and Managers Meeting
- Governors' Conference Call

8/25/2020
- Food Pantry
- Evacuee Check-in

8/27/2020
- Citizen Meeting – Parks

8/28/2020
- Parks and Rec Board Special Meeting

8/29/2020	-	Citizen Meeting – Parks
8/30/2020	-	Gladstone and County Library 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
SEPTEMBER 2020 – CIVIC ACTIVITY DETAIL

MEETINGS - ACTIVITIES	
9/2/2020	Community Dialogue on Racism
9/3/2020	CCBA Get Moving 2020 Webinar
9/8/2020	Muni Court Meeting with Judge and Prosecutor
9/8/2020	Gladstone City Council Meeting
9/9-9/10/2020	Community Volunteer Efforts for Fire Evacuees
9/24/2020	Meet and Greet with GPW Ops Manager Candidates
9/24/2020	NCCWC Board of Director Meeting
9/30/2020	Community Dialogue on Racism

NOTES

PRELIMINARY CITY COUNCIL AGENDA PLANNING DOCUMENT

October 20, 2020 5:30 pm (Zoom)			
	HB 4001 Gladstone Severely Rent Burdened Annual Public Meeting		
November 9, 2020 6:30 PM			
	City Council-Parks and Recreation Board Special Meeting to discuss the Natural Park Site Plans		
November 10, 2020 Regular City Council Meeting 6:30 PM			
	• Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (October)		
	Introduction of Public Works Operations Manager Darren Caniparoli		
	Ordinance amending Chapter 1.12 of the GCC to add language regarding custody and use of city seal and city insignia.	CA Betz	
	Draft City Attorney Evaluation Process	CA Betz	
	Ordinance amending unclassified misdemeanors	PC Schmerber	
	Consider approval of an intergovernmental agreement between the City of Gladstone and Clackamas County WES for repayment of the I/I source identification and rehabilitation program, consistent with stipulations in the DEQ Mutual Agreement and Order	PWD Whynot	
	Approve an ordinance to dissolve the Gladstone Library Board from the Gladstone Municipal Code Chapter 2.10.010, per the Gladstone Library Intergovernmental Agreement with Clackamas County	CA Betz	
November 24, 2020			
	Thanksgiving week, no meetings		
December 8, 2020 Regular City Council Meeting 6:30 pm			
	• Financials • Legal costs on projects • Minutes from previous Council meetings • Department Head Monthly Reports (November) • Certification of the 2020 November Elections		

	Update the Master Fee Schedule	CR Bannick	
	Approve the Nature Park Site Plan	PWD Whynot	
	Appointments to Boards, Committees, and Commissions	City Council	
December 22, 2020			
	Christmas week, no meetings		
January 12, 2020 Regular City Council Meeting 6:30 pm			
	• 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	
	Approve the 2021-23 Budget Calendar	FD Brucker	
	Consider approval of the Oak Lodge Sewer District IGA with The City of Gladstone- sanitary sewer agreement	PWD Whynot	
	Formation of the Gladstone Library Ad-Hoc Committee	CA Betz	
	Annual Work Committee Work Plans are due to the City Council by January 22nd prior to Strategic Planning Session.		
To Be Set			
	Update master Fee Schedule to include youth and sports fees at Meldrum Bar Park.		
	Update the Traffic Signal Maintenance and Transportation Engineering Services IGA with Clackamas County	PWD Whynot	

	Consider approval of a resolution to amend City Council Rules to remove “correspondence” from the City Council agenda.	CA Betz	
February 9, 2021	Approve the 2021-23 budget calendar	FD Brucker CA Betz	